

DUT WP6**D6.2****Concept and Guidelines for DUT's Urban
Doers Community #2****Authors:****Johannes Riegler – FFG****Kaja Piecyk – FFG****Sovantania Kauv – FFG**

This document lays out in detail the concept for DUT's Urban Doers Community #2. It includes all relevant information and guidelines for a.) DUT Partners and the European Commission; and b.) Urban Doers interested in becoming part of the Urban Doers Community #2. The information of this document will be published in various ways with selected target group specific content.

Contents

| | | |
|----------|----------------------------------------------------------------------|----------|
| 1 | INTRODUCING THE URBAN DOERS COMMUNITY.. | 3 |
| 1.1 | Bridging local action and European innovation..... | 3 |
| 1.2 | A community of practice and learning | 3 |
| 1.3 | Building on solid foundations | 4 |
| 2 | THE JOURNEY OF AN URBAN DOER | 4 |
| 2.1 | At a glance: a mutually beneficial exchange | 4 |
| 2.2 | Urban Doers' contributions | 5 |
| 2.2.1 | Case study report | 5 |
| 2.2.2 | Policy paper | 5 |
| 2.2.3 | Attendance and participation | 5 |
| 2.3 | DUT's offer..... | 6 |
| 2.3.1 | Activities..... | 6 |
| 2.3.2 | Remuneration..... | 6 |
| 3 | HOW TO JOIN THE COMMUNITY..... | 7 |
| 3.1 | Application process | 7 |
| 3.2 | Selection Process | 7 |
| 4 | Questions, requests? | 8 |
| 5 | APPENDICES..... | 9 |
| 5.1 | Appendix A: About the Driving Urban Transitions (DUT) Partnership .. | 9 |
| 5.2 | Appendix B: Scope of the Case Study Report and Joint Policy Paper... | 9 |
| 5.3 | Appendix C: Mandatory deliverables and activities | 10 |
| 5.4 | Appendix D: Application questions..... | 10 |
| 5.5 | Appendix E: Eligibility criteria..... | 11 |
| 5.6 | Appendix F: Evaluation Matrix..... | 12 |
| 5.7 | Tentative timeline towards and of the DUT Urban Doers Community | 213 |

1 INTRODUCING THE URBAN DOERS COMMUNITY

1.1 Bridging local action and European innovation

Cities across Europe are facing complex challenges in their transition towards sustainability. Urban transformations are triggered in many ways: large scale urban transition projects, research and innovation programmes (such as DUT), policy decisions and, often overlooked, the local neighbourhood level by people who drive change locally.

The Driving Urban Transitions Partnership (DUT - see Appendix A for partnership description) recognises that among the many actors shaping urban transitions, there exists a diverse, heterogeneous and dynamic community of Urban Doers who combine local knowledge, everyday experience and practical know-how to address urban challenges through hyper-local and often experimental initiatives. These are the **social innovators, community associations, non-governmental and not-for-profit organisations, micro-businesses, social enterprises, service providers and neighbourhood initiatives** that act as boundary-spanners between sectors, disciplines and policy areas, contributing directly to local capacity-building and innovation.

Yet despite their crucial role, these Urban Doer initiatives remain underrepresented in European urban research, innovation programmes and policymaking. Different working and funding logics, varying scales of operation, and diverse local circumstances have created barriers to their participation in broader European conversations about urban transformation.

This is precisely why DUT is glad to introduce the second edition of the Urban Doers Community with the objective to bridge the gap between community-level innovation and European programmes, Missions and policy objectives. The ambition of the Urban Doers Community is threefold:

1. to build capacities and networks among selected Urban Doer initiatives to enable participation in European urban research and innovation (and other) programmes;
2. to highlight and mobilise the experience, knowledge and creativity of Urban Doers initiatives in addressing key urban challenges, with particular focus on strategies for enabling learning and translation of mainstreaming local and community-led innovations; and
3. to co-develop recommendations through a joint policy recommendations that feed into the further strategic development of European urban policy and research and innovation programming within and beyond DUT, providing concrete guidance on what works, what is needed, and how community innovations can be supported at scale.

1.2 A community of practice and learning

The second Urban Doers Community will bring together 12 community-level initiatives from DUT Countries for a year of mutual learning, capacity building, and knowledge and experience exchange. The programme operates through two complementary components, each producing distinct but interconnected outputs:

Component 1: Connecting and building capacities

The selected initiatives are going to take part in dedicated Urban Doers events, other DUT activities such as conferences, webinars, workshops, and trainings designed to enhance their capacity to engage with European research and innovation programmes. The aim is to support Urban Doer initiatives in developing the knowledge, connections, and confidence needed to participate in future proposals answering the DUT research and innovation joint calls as partners.

Component 2: Gathering and sharing insights for policy making

This component centres on two key outputs designed to ensure the local knowledges, innovations and experiences are accessible, promoted and “learnable” on the European level:

Case study report (5 pages per Urban Doers Initiative): Each Urban Doer will produce a case study documenting their local approach and translating their experience for other European contexts. These case studies will focus specifically on practical strategies for enhancing the impact and mainstreaming community innovations, identifying what has worked, what barriers exist, and what enabling conditions are needed to learn across different urban settings.

Joint policy paper (collective document): The Urban Doers cohort will co-create a policy paper that synthesises shared insights and formulates concrete recommendations for policymakers at local, national, and European levels. This paper will address how community-level innovations can be better supported, scaled, and integrated into urban transformation strategies. It provides actionable guidance on what policy frameworks, funding mechanisms, and institutional support are needed to enable widespread adoption of successful community initiatives.

Both the case study reports and the joint policy paper will be published by DUT as consolidated resources showcasing community-level innovation and contributing to European urban policy and research agendas. Importantly, these outputs will inform the development of DUT activities such as DUT Call 2027, ensuring that future programming reflects the realities and needs identified by practitioners on the ground.

1.3 Building on solid foundations

The Urban Doers Community builds on the solid foundation of the Urban Doers Pilot conducted in 2023-2024. With **over 190 submissions from 24 countries**, this pilot demonstrated significant interest from Urban Doers as urban niche innovators eager to engage with European research and innovation programming. **20 initiatives were selected** to form the first DUT Urban Doers Community and to work together for a year of exchange, network-building, and impact amplification.

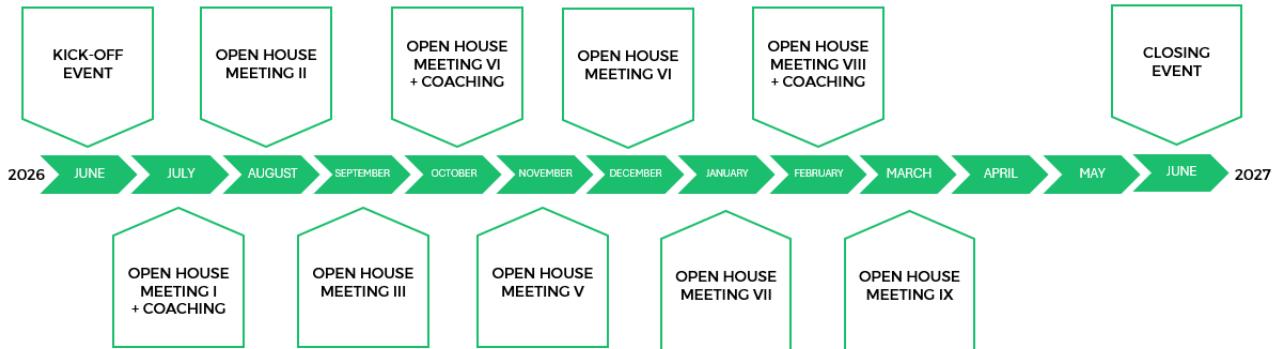
The experiences and conclusions from that first cohort have directly shaped the current approach, informing DUT's decision to work with Urban Doers Cohorts biannually. The pilot revealed both the hunger for this kind of engagement and the specific support needs of community-level actors.

The Joint Policy Paper produced by this first cohort can be found [here](#).

2 THE JOURNEY OF AN URBAN DOER

2.1 At a glance: a mutually beneficial exchange

Participating in the Urban Doers Community represents a commitment of 13 months starting in May 2026 during which **selected initiatives receive €9,000 (excluding VAT) as a lump sum remuneration, plus up to €2,500 (excluding VAT) in travel reimbursement** to participate in the community's on-site activities. In return, participants deliver a substantive case study report and contribute meaningfully to a joint policy paper, while attending mandatory meetings and workshops and actively participating in broader DUT activities. This exchange is designed to be mutually beneficial: initiatives receive financial support, capacity-building opportunities and European networking while contributing their invaluable ground-level insights to European urban research and innovation programming.



2.2 Urban Doers' contributions

2.2.1 Case study report

Each Urban Doer contributes a five-page case study report, written in English. This document synthesises local knowledge and experience to inform and inspire urban transformation efforts across Europe. Guidance will be provided by DUT while the editorial responsibility to produce a high-quality output lies with the Urban Doers Initiatives.

The case study explores the lessons that can be learned from the initiative's activities, examining how the work might be translated to other urban contexts with different characteristics. It articulates how the initiative contributes to European and global efforts towards sustainable development, whether through alignment with the UN Agenda 2030, the EU Green Deal, the Climate-Neutral and Smart Cities Mission, or other frameworks. Depending on the initiative's particular focus, the case study provides special insights into good practices that others might adapt and apply.

To guide this reflection, participants are asked to consider several key questions throughout their writing process. More information on the content of the report can be found in Appendix B.

2.2.2 Policy paper

The collective experiences, knowledge and voice of the Urban Doers Community find expression in a joint policy paper developed collaboratively during the final months of the programme. This document represents more than the sum of individual experiences of Urban Doers initiatives; it synthesises lessons from across the cohort to offer innovative, highly localised recommendations that speak to policy makers from local to European and global levels.

Contributing to this policy paper involves both individual work and collective dialogue. Each participant provides written input drawing from their particular context and expertise. These contributions then become the raw material for a workshop session at the Closing Event in June 2027, where the group discusses, debates and develops joint policy recommendations together. This collaborative process ensures the final document reflects shared priorities while respecting the diversity of contexts and approaches represented in the Community.

2.2.3 Attendance and participation

Meaningful participation in the Urban Doers Community requires presence and engagement across multiple touchpoints throughout the 13-month period (see Appendix C for a listed overview).

The journey begins with an initial online meeting of approximately in May 2026 (tentative), in which practical and administrative issues are discussed, followed by a mandatory onsite Kick-Off Meeting in June 2026 in Belgium (TBC), where the full cohort gathers to meet, establish connections and understand the year ahead.

During the first two months, participants prepare input to present their initiative on the DUT website, creating visibility for their work within the broader network. Throughout the programme, participation in at least three monthly online check-ins are required and provide regular opportunities for exchange, updates and mutual support. These sessions create continuity and community among the cohort.

Participation in a workshop specifically focused on how to write the case study report is mandatory, offered either online or onsite, depending on circumstances and timing. This session provides practical guidance and support. Additionally, each Urban Doers initiative commits to taking part in at least one onsite, and one online DUT activity (such as Policy Conference, AGORA Dialogues, Urban Lunch Talks, City Panel meetings) providing possibilities to engage in the broader ecosystem of R&I. **Attendance at all onsite events must remain within the allocated travel budget of €2,500.** These engagements serve multiple purposes: they create opportunities for Urban Doers to share their work with wider audiences, to learn from other DUT activities, and to build the relationships and understanding that might lead to future collaboration.

Crucially, during autumn 2026 (likely in the context of an AGORA event), the Urban Doers cohort will be invited to provide direct strategic input for the development of DUT activities, such as the DUT Call 2027. This session will focus not only on thematic priorities but also on practical insights about "how things are done and what is needed" at the community level, ensuring the call design reflects real-world implementation realities.

The programme culminates in a mandatory onsite Urban Doers Closing Event in June 2027, where the cohort gathers again to participate in the workshop for the joint policy paper, reflect on the journey, celebrate accomplishments and look toward future possibilities. Following this, participants will provide reflections, learnings and intentions for future application of their new knowledge through an online survey, creating documentation of the programme's impact that can inform future cohorts.

2.3 DUT's offer

2.3.1 Activities

The DUT Partnership surrounds the Urban Doers Community with a rich ecosystem of support and capacity-building activities designed to strengthen participants' capabilities and connections. Throughout the 13-month period, a diverse menu of opportunities allows each initiative to pursue the learning and networking most relevant to their context and aspirations.

Networking opportunities connect Urban Doers to workshops, meetings, conferences and DUT AGORA Dialogues where they can engage with researchers, policy makers, practitioners and other stakeholders working on urban transitions across Europe.

Monthly check-in meetings serve as the programme's heartbeat, providing consistent opportunities for the Urban Doers Community to exchange ideas, present their latest activities, and connect with one another's work.

Webinars and presentation formats such as the Urban Lunch Talks offer platforms for Urban Doers to present their work and learnings to broader audiences, engage in discussions with policy makers and enhancing the reach and impact of their work.

The ultimate aspiration of this capacity-building work is that by the end of the 13-month period, Urban Doers will have developed the capabilities, confidence and connections to join consortia and prepare proposals responding to DUT joint research and innovation calls. While not every participant will take this path, the programme aims to make it genuinely accessible to those who wish to pursue deeper engagement with European research and innovation programming.

2.3.2 Remuneration

A lump-sum payment of €9,000 (excluding VAT) fully compensates for **all working hours and other efforts** needed to develop the website content, case study report, contributions to the joint policy paper, and participation in the mandatory activities outlined above. **This compensation includes editing and**

proofreading of the written outputs (case study and policy paper contributions) to meet the quality required. Layout and final publication design will be provided by DUT. This payment recognises the intellectual work, time and expertise participants bring to the programme. To support cash flow during the programme, the DUT Partnership may make a down payment of 50 percent (€4,500) of the contract value upon conclusion of the contract, with the remainder following upon satisfactory completion of deliverables, expected by month 13. Contracted suppliers are obliged to issue an invoice for the respective payment(s) and provide additional legal and financial documents necessary (details will be communicated during the online initial online meeting in May 2026 (tentative date)).

Separately, travel reimbursement of up to €2,500 (excluding VAT) ensures that geographic location does not prevent participation in the valuable onsite events, trainings and workshops offered throughout the programme. **All attendance at onsite events must remain within this allocated travel budget.** This covers both mandatory onsite events like the Kick-Off and Closing Event, as well as voluntary participation in additional onsite DUT events, trainings and workshops that participants choose to attend. The reimbursement of travel costs follow the Horizon Europe guidelines and are based on the actual costs for transport (train, flights, bus, other mode of public transport) and stay (hotel, bed and breakfast, etc.) of the travels. Detailed information on the travel reimbursement policy, including ceilings of costs, and how to request reimbursements will be provided and presented at the mandatory initial online meeting in May 2026 (tentative date).

3 HOW TO JOIN THE COMMUNITY

The application and selection process to become part of the Urban Doers Community follows a competitive call for tenders. Interested Urban Doers submit an offer (=application) in order to be considered.

3.1 Application process

Becoming part of the Urban Doers Community begins with submitting an offer through an online form available on the DUT website. This form is designed to be straightforward and accessible, taking a minimum of 30 to 60 minutes to complete (see Appendix D for an overview of the application questions). The tender remains open for six weeks, providing ample time for interested initiatives to prepare thoughtful applications.

Note that research institutions, universities, public administrations and businesses with over 10 full-time equivalents are not eligible to apply, as the programme intentionally focuses on community-level actors who are often excluded from European programming. Additionally, organisations and individuals who already have participated as a beneficiary/partner/coordinator in DUT and Horizon Europe (and previous Framework Programmes) funded projects as partners are not eligible.

Please refer to Appendix E for further eligibility criteria.

This approach to applications is designed to be accessible to community-level organisations while gathering the information needed to make informed selections.

3.2 Selection Process

Once the six-week tender period closes, offers enter a two-phase selection process designed to ensure both quality and (thematic and geographical) diversity in the final cohort. A total of 12 Urban Doers initiatives will be selected to become part of the Urban Doers Community 2.

Phase 1: Eligibility check

The first phase involves a systematic check for completeness and overall eligibility conducted by FFG – Austrian Research Promotion Agency. This process ensures that all applications meet basic eligibility criteria before moving to expert evaluation. Applications are assessed against several clear criteria listed in Appendix F of this document.

Those offers that pass the suitability check are organised into categories corresponding to the DUT transition pathways and prepared in a list for the expert evaluation jury.

Phase 2: Expert evaluation

The second phase brings expert judgment to bear on the eligible applications. A jury of external experts evaluates the offers based on a detailed evaluation matrix that weighs different aspects of the proposals (see Appendix E). This ensures that selections balance quality, alignment with DUT priorities, and potential for impact.

Points are assigned on a five-point scale. This standardised scale helps ensure consistency across evaluators. All offers scoring 20 points or more per evaluator are considered and discussed during a jury meeting. During these discussions, the expert panel may adjust scores based on collective insights and comparative assessment across the full pool of strong applications.

Following their deliberations, the DUT Partnership prepares a ranking list. The list is evaluated based on two additional balancing criteria. The first ensures balanced distribution across DUT's transition pathways, with a goal that at least 20 percent of selected offers represent each pathway. The second seeks balanced geographical distribution, aiming for representation across Europe rather than concentration in particular countries or regions.

Finally, the ranking list is discussed in the Urban Doers Task Force, composed of DUT consortium partners, which takes the final decision. There is no legal entitlement to be selected.

The goal is to set up a group that collectively represents the richness and variety of community-level urban innovation across DUT countries while ensuring each selected initiative brings strong potential to contribute meaningfully to the programme's goals. Once decisions are made, the DUT Partnership communicates results to all organisations and initiatives that submitted offers, typically within 8 weeks of the tender's closing date. Successful applicants then move into the contracting phase, and the 13-month contract period officially begins with the Initial online meeting in May 2026 (tentative date).

4 Questions, requests?

If you have any questions, please contact the DUT Management Team at UrbanDoers@dutpartnership.eu.

5 APPENDICES

5.1 Appendix A: About the Driving Urban Transitions (DUT) Partnership

The Driving Urban Transitions (DUT) Partnership is an intergovernmental research and innovation programme addressing key challenges of urban transitions. A public-public partnership to facilitate an innovation ecosystem for urban transitions.

DUT is co-funded within the European Research and Innovation (R&I) Framework Programme, Horizon Europe. The partnership started in 2022, building upon and stepping up the ambition and efforts of the Joint Programming Initiative (JPI) Urban Europe. Currently, DUT consists of 70 partners from 31 countries.

Learn more about the context, ambitions and visions in [DUT's Roadmap](#).

5.2 Appendix B: Scope of the Case Study Report and Joint Policy Paper

1: Case Study Report

During the first months of the contract period, each initiative is expected to develop a case study report.

This report shall focus on the dissemination of good practices and lessons learned from the selected Urban Doers initiatives, including the potentials, opportunities and barriers of the organisations' or initiatives' activities and results. The report must comprise at least the following topics:

- Lessons which can be learned from the initiative's activities
- How to mainstream or upscale and translate the initiative to other urban contexts
- How the initiative contributes to European and global efforts to sustainable development (e.g., UN Agenda 2030; EU Green Deal, Climate-Neutral and Smart Cities Mission, etc.) special insights into good practices depending on the initiative's focus

A template for the case studies will be provided by DUT. Additionally, one monthly check-in will be dedicated to knowledge and experience transfer/translation guidelines to support Urban Doers Initiatives in their scaling and replication efforts and maximise the impact.

All Intellectual Property Rights to the case studies and the consolidated publication are held by the DUT consortium, ensuring these insights can be widely shared and utilised across European networks.

2: Joint Policy Paper

During the final phase of the Urban Doers programme, a collaborative policy paper will be developed to consolidate insights from community-level innovations across Europe. The document, approximately 20-35 pages in length, will synthesise the experiences and knowledge(s) of the selected Urban Doers Initiatives on urban transformation and will provide actionable recommendations for policymakers on urban transformation strategies.

Each initiative will contribute through three stages. First, participants will prepare a short written reflection of two to three pages addressing barriers to impact, needed policy changes, and recommendations for future DUT calls. Next, at a workshop during the Closing Event, participants will discuss their findings, identify common lessons, and co-develop clear policy messages and practical guidance for decision makers. Finally, all contributors will review the consolidated draft before publication to ensure that it reflects the shared perspectives of the Urban Doers community.

The final paper will highlight lessons from community innovation, propose recommendations for different levels of governance, outline strategies for scaling successful practices, and provide input for upcoming research and innovation programming. It will serve as a collective position paper feeding into the DUT Partnership's strategic development and the shaping of future urban transformation initiatives.

5.3 Appendix C: Mandatory deliverables and activities

The selected Urban Doers Initiatives (suppliers) commit to provide the following deliverables and participate in the following events.

| Deliverable and activity | Tentative date |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Attendance in first online meeting | May 2026 |
| Provision of input to present the Urban Doers Initiative on the DUT website | May 2026 |
| Attendance in on-site Kick-Off Meeting | June 2026 |
| Attendance in at least 3 monthly online check ins | |
| Delivery of Case Study Paper of about 5 pages | December 2026 |
| Attendance in at least one additional online or on-site DUT event / activity such as Policy Conference, AGORA Dialogues, Urban Lunch Talks, City Panel meetings | |
| Contribution to the Urban Doers Policy Paper in all three stages (See Appendix B) | |
| Attendance of Urban Doers Closing Event | June 2027 |
| Providing reflections, learnings and ways forward via online survey | June/July 2027 |

5.4 Appendix D: Application questions

Administrative data

- Name of the organisation/initiative
- Name of a contact person (First and last name)
- Contact e-mail address
- City
- Country
- Type of organisation [Drop down menu]
 - Association
 - NGO (Non-governmental organisation)
 - NPO (Not-for-profit organisation)
 - Micro enterprise/social enterprise (1 - 10 employees)
 - Solo entrepreneur
 - Cooperative
 - Other (Please specify)
- **Urban Doers are for initiatives without any experience in EU projects....**
Have you, your organisation or staff been engaging in any transnational, EU-funded research and innovation projects and programmes (e.g. DUT; Horizon 2020; Horizon Europe; etc.) before? (Yes/No)
 - If yes, name the project and the role of you/your organisation.

Description of Urban Doers' initiative

Q1: How does your organisation/initiative contribute to urban transformation? Please also describe the connection to DUT and the DUT Transition Pathways (refer to the [DUT Roadmap 2025](#)). (max. 300 words)

Which of the following topics covers your work and activities? [Drop-down menu]

- Energy and Buildings (DUT Positive Energy Districts Transition Pathway)
- Mobility (DUT 15-Minute-City Transition Pathway)

- Circularity, nature-based solutions, regenerative urbanism (DUT Circular Urban Economies Transition Pathway)
- Urban transitions in general / Other (e.g., housing; design; etc.)

Q2: What makes your experience and knowledge related to urban transformation relevant on a larger (national, European, global) scale? How can your experience and knowledge help make European cities transform and inspire change? (300 words)

Q3: What knowledge and expertise would you need to acquire to a.) translate your knowledge, experience and innovations to a larger scale and enhance the impact; and b.) participate in European research and innovation projects (such as DUT joint calls and Horizon Europe)? (300 words)

Q4: Indicate your relevant professional references and experiences from the person or team that will write the case study (max 100 words)

Q5: What should be the focus of capacity building activities (trainings, info sessions, etc.) to enhance the impact of your work, to provide expert feedback towards translation to other cities/neighbourhoods and learn about (funding, matchmaking, etc.) opportunities on the European level? (max. 100 words)

Cost-effort breakdown

Please submit a cost-effort breakdown (e.g. spreadsheet) indicating at least the total lump sum. No fixed line-item format is prescribed; however, the breakdown should be sufficiently detailed to allow an assessment of plausibility and economic efficiency.

By submitting the cost-effort breakdown, the applicant certifies that the offered lump sum/flat fee of €9,000 (excluding VAT) is adequate to cover the stated activities in the concept note and that no additional financial resources will be required to fulfil the contract. The contracting authority reserves the right to request clarifications and to exclude submissions that are materially incomplete or appear non-plausible.

Financial aspects

[CHECK BOX] By ticking this box, I/we confirm the agreement to provide the described scope of services (see Appendix B of the **“Guide to the DUT Urban Doers Community 2”** –within the stated timeframe for the total lump-sum of € 9,000 excl. VAT. Further, confirm your agreement to participate in the mandatory workshops/trainings described in Appendix C of the **“Guide to the DUT Urban Doers Community 2”** travel costs for your participation at the mandatory onsite events, as well as at further specified onsite DUT events, trainings and workshops on a voluntary basis, will be reimbursed by the DUT Partnership up to a maximum amount of €2,500 excl. VAT within the stated period.

5.5 Appendix E: Eligibility criteria

| Suitability criteria | Suitable | Not-suitable |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Type of organisation | Association; non-governmental organisations; not-for-profit organisations; micro enterprises (<10 employees); cultural organisations; cooperatives; | Research and innovation performing organisations; universities; local public administrations; utility providers; large industry |
| Country of origin | Countries participating in DUT and Ukraine ¹ | All other countries |

¹ And up to one initiative from Ukraine may be selected, provided the applicant meets all standard eligibility requirements and ranks among the highest-rated initiatives following evaluation.

| | | |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Previous engagement in projects funded by DUT, H2020 and Horizon Europe. | If provider has not been engaged as coordinator or partner in the named programmes | If provider has been engaged as coordinator or partner in the named programmes |
| Previous involvement as Urban Doer | Not chosen as an Urban Doer for the DUT "Urban Doers Grant Pilot 2023" or the "Urban Doers Booklet" before. | Chosen as an Urban Doer for the DUT "Urban Doers Grant Pilot 2023" or the "Urban Doers Booklet" in the previous year. |
| Complete submission | Complete submission (submission of the offer on time, using the form provided on the DUT website; all fields of the form completed; application written in English) | Submitted offer is not complete; |
| Organisation's only submission | Only one offer per initiative will be accepted. | All additional offers received after the first offer. |

5.6 Appendix F: Evaluation Matrix

The supplier will be assessed based on a point scheme of 1-5 by the jury. The selection criteria correspond to the questions in the submission form (see Appendix D of this document). The column "Evaluation Value" indicates the percentage the given evaluation points contribute to the overall score of the submission.

| Selection Criteria | Evaluation Points | Evaluation Value |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|
| Contribution of the initiative / tenderer to urban transformation; relevance and link to DUT and DUT's Transition Pathways [Q1] – 35% | 1-5 | 35% |
| Potential to inspire and translate the initiative to other urban contexts: Potential to synthesise the knowledge/experience and promote it on a European scale [Q2] – 35% | 1-5 | 35% |
| Ambitions for capacity-building activities with respect to urban research and innovation and the potential for the organisation/initiative's work reflecting the ambitions of the Urban Doers Community? Need to acquire knowledge and expertise to a.) upscale/replicate/mainstream knowledge, expertise and innovations; and b.) participate in EU funded project applications [Q3] – 15% | 1-5 | 15% |
| Professional references/experiences of the organisation/initiative in urban transformation [Q4] – 15% | 1-5 | 10% |
| Plausibility and transparency of the cost-effort breakdown [Q5] | 1-5 | 5% |

| Evaluation Points | |
|-------------------|---|
| Outstanding | 5 |
| Good | 4 |

| | |
|---------|---|
| Average | 3 |
| Weak | 2 |
| Poor | 1 |

5.7 Tentative timeline towards and of the DUT Urban Doers Community 2

| Tendering phase | |
|-----------------------------------------------|-------------------------------------------------------------------------------|
| Mid-December 2025 | Promotion for the DUT Urban Doers Community 2 starts |
| 2 February 2026 | Urban Doers Community 2 – Tender and form are published on DUT's Website |
| 16 March 2026 | Urban Doers Community 2 – Tender form closes |
| Evaluation Phase | |
| 16 March – 23 March 2026 | FFG performs Eligibility Check |
| 23 – 25 March 2026 | Evaluation Jury receives submissions |
| 25 March – 7 April 2026 | Jury evaluates submissions |
| 8 April 2026 | Jury meets to finetune |
| 9 April 2026 | DUT Urban Doers Task Force takes final decision |
| 10 April 2026 | Communication / decision to Urban Doers applicants |
| 12 April 2026 | Start of contracting procedures |
| By mid-end May | Contracts are signed; first rate paid |
| Start of Urban Doers Community #2 | |
| Mid/End of May 2026 | Initial Online Meeting |
| June 2026 | Kick-Off Meeting back2back to DUT policy conference in Brussels |
| June 2026 | Info on Urban Doers Initiatives are submitted to DUT and published on website |
| October 2026 | Urban Doers Case studies submitted |
| From July 2026 to May 2026 | Monthly online check-ins |
| May 2027 | Closing Event |
| June 2027 | Publication of Urban Doers #2 Policy Paper |
| June 2027 | End of Urban Doers Community #2 |
| Wrapping up – Urban Doers Community #2 | |
| July – September 2027 | Wrapping up administratively and final payments |