

Competition Manual

(Hereinafter also referred to as the “Manual”)

Grant for
Permanent Sustainable Mobility
Measures Competition
as part of the

EUROPEAN MOBILITY WEEK

16-22 September

Malta 2021



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1 EUROPEANMOBILITYWEEK (EMW)

1.1 Preamble

The EUROPEANMOBILITYWEEK (EMW) seeks to promote clean mobility and sustainable urban transport. The Campaign is headed by the European Commission and is celebrated on the week starting 16th September and culminates on the 22nd September which is World Car Free Day. The Authority for Transport in Malta, established by Article five (5) of the Authority for Transport in Malta Act, Chapter four hundred and ninety-nine (499) of the Laws of Malta, shall be the Authority responsible for anything relating to the EMW in Malta, including but not limited to anything relating to this Manual. The Authority for Transport in Malta shall hereinafter also be referred to as the “Authority” or “Transport Malta”.

Furthermore, the EUROPEANMOBILITYWEEK is also an excellent opportunity for local stakeholders to work together and discuss the different aspects of sustainable mobility and air quality, find innovative solutions to reduce car-use and transport emissions, and to test new technologies and planning measures.

While EUROPEANMOBILITYWEEK is held between 16-22 September every year, other major EU initiatives also form an integral part of the European annual cycle, including EU Green Week, EU Sustainable Energy Week, European Research & Innovation Days, the European Year of Rail, the European Week of Sport and related HealthyLifestyle4All campaign and the European Week of Active and Healthy Ageing. (“2021 EMW Thematic Guidelines”)

1.2 The Campaign

The campaign gives localities the chance to explore the role of their respective streets and to look at, and possibly implement practical solutions to tackle issues related to urban challenges, such as traffic congestion, air pollution, lack of accessibility and lack of street live-ability in urban village cores.

Activities and measures to be implemented as part of the 2021 Campaign are to encourage sustainable mobility through healthy lifestyle actions and measures. The Campaign also intends to pilot new measures at locality level and increase awareness on sustainable mobility.

The campaign now seeks to motivate all former and future participants to join the **20th Year** of

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EUROPEANMOBILITYWEEK under this year's slogan 'Move Sustainably. Stay Healthy' / *Gawdi Saħħtek bi Vjaġġar Sostenibbli*. People are encouraged to keep fit physically and mentally, while exploring the beauty of their city, region, or country; and to show consideration for the environment and the health of others when choosing their transport mode ("*2021 EMW Thematic Guidelines*").

Nevertheless, these actions should not be limited to the EUROPEANMOBILITYWEEK between 16th and 22nd September. It is very important to note that the EU Commission has extended the campaign through the **MOBILITYACTION** label to further encourage the implementation of sustainable mobility promotional actions throughout the entire year.

1.3 Theme for EMW 2021

The campaign intends to tackle urban transport challenges at local level by experimenting with practical, innovative solutions. Each year, the European Commission selects a theme which helps to further emphasize the sustainable transport actions to be promoted in European towns and cities, during that specific year. This year's theme is:

'Safe and Healthy with Sustainable Mobility' / Saħħa u Sigurtà Permezz ta' Mobilità Sostenibbli

The choice of this year's theme pays tribute to the hardships felt by Europe - and the world - throughout the COVID-19 pandemic. It also reflects on the opportunities for change resulting from this unprecedented health crisis in Europe. Cities and urban administrations have established creative, resilient responses to the pandemic. This year, EUROPEANMOBILITYWEEK celebrates the resilience of cities and their achievements, while seeking to sustain this momentum. Trends that began last year, such as increased active mobility and the use of low- or zero-emission mobility, require further promotion ("*2021 EMW Thematic Guidelines*")

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2 Permanent Sustainable Mobility Measures Competition

Transport Malta (hereinafter also be referred to as the Authority) is once again launching its annual competition to implement permanent sustainable mobility measures in localities around Malta and Gozo. The aim of this competition is to instill the idea of strategic long-term planning at locality level in the field of sustainable transport with special focus on walking, cycling, micro-mobility as well as accessible and safe infrastructure.

This year's budget for this competition is one hundred and thirty thousand euro (€130,000) and the chosen measures must be completely implemented within twelve (12) months from the date of last signature of the respective Contractual Agreement.

This Competition is open to all Local Councils in Malta and Gozo (hereinafter also referred to as "Local Councils") who are encouraged to submit a proposal to implement a permanent measure or service. Local Councils or consortiums of Local Councils that submit their proposal in terms of this Manual shall hereinafter also be referred to as the "Applicant."

For this year, four (4) grants are available as follows;

Winner	Euro 50,000
1 st Runner Up	Euro 30,000
2 nd Runner Up	Euro 25,000
3 rd Runner Up	Euro 25,000

Once awarded, all measures are to be registered on the EUROPEANMOBILITYWEEK website. These grants can be merged with any other grant or scheme which Local Councils are eligible to benefit from. The proposed measure/s can also be implemented in the form of a Public Private Partnership (PPP).

Winners of the competition will be official notified at the launch of EUROPEANMOBILITYWEEK 2021.

2.1 Clarifications

For any clarifications throughout the publication period of this Competition, applicants are invited to contact Transport Malta on the following email address; sustainablemobility.tm@transport.gov.mt

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3 Competition Regulations

3.1 Eligible Participants

This Competition is open to all Local Councils. Local Councils may participate as a single Locality and/or as a consortium of Localities.

To participate, individual Local Councils and/or Local Council consortium shall:

1. Submit a full filled in application including all requested documentation (See Section 6: Guidelines to Application Form)
2. Commit themselves to complete the implementation of the selected measure chosen by the EUROPEAN**MOBILITYWEEK** Adjudication Committee within 12 months from the date of last signature of the respective Contractual Agreement.

Local Councils which have already been awarded this grant through previous Competition editions are still eligible to participate in this year's edition. However, some points shall be deducted from the overall marking system, additionally, points shall also be deducted in case the awarded proposals were not implemented in time (See Section 4: Evaluation Process and Criteria)

As noted above, the proposed measures must address the EUROPEAN**MOBILITYWEEK** 2021 theme '*Safe and Healthy with Sustainable Mobility*'. Therefore, such measures are to focus on, but not limited to the:

- a) Promotion of a healthier lifestyle leading to better physical and mental health;
- b) Implementation of accessible and safer infrastructure (including transport safety, such as safety measures for people with reduced mobility and road safety);
- c) Improvement of pedestrian and cycling infrastructure (possibly through the implementation of pedestrianised or semi-pedestrianised zones);
- d) Promotion of active mobility, walking and cycling in village cores.

All applications received will be evaluated by the EUROPEAN**MOBILITYWEEK** Adjudication Committee specifically set up by the Authority for this purpose. The evaluation will be carried out against specific, identified, pre- notified criteria upon which the proposal should be based, and the evaluation be carried out (See Section 4: Evaluation Process and Criteria).

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3.2 Proposals submitted by a Consortium of Localities.

Local Councils may participate as a single Locality and/or as a consortium of Localities. A consortium can be formed between a number of neighbouring Local Councils sharing common borders (hence a measure may intersect with more than one Locality).

In the case of a proposal being submitted by a Consortium of Local Councils, one Local Council is to be nominated as the Leader of the Consortium and shall act as the primary contact point. The lead Local Council shall represent the Consortium in all matters relating to the EUROPEANMOBILITYWEEK Adjudication Committee throughout the duration of the application and evaluation process and, if awarded, throughout measure implementation.

The consortium shall be construed as one single Applicant. Therefore, the consortium shall be eligible to benefit from one grant only.

3.3 Funding Rules

In total, four (4) grants are going to be awarded this year. The winning measure shall be awarded with a grant of €50,000 while the 1st runner-up will be awarded with a grant of €30,000. The 3rd and 4th runner up will be awarded €25,000 each.

A grant can be used to fund permanent sustainable mobility measures and/or services; examples of which have been provided in sections: 3.4: *Eligible and Non-Eligible Measures* and 8: *Previous Awarded Permanent Measures*. Only measures approved by Transport Malta in its sole discretion as part of this Competition will be financed through these grants.

A grant may be spent by a single Local Council or shared between the various Local Councils participating in the same Consortium. In the latter case, the division of the budget between the different Consortium Partners is to be indicated at application stage as part of the Budget Breakdown, on pain of nullity.

Should no submissions meet the eligibility criteria, or carry enough points to qualify for the grant, the grant will not be awarded. Only submissions which meet the required standard will be considered for funding (refer to section: 3.4 *Eligible and Non-Eligible Measures*).

3.3.1 Procurement Activities

All procurement necessary to implement the awarded Permanent Sustainable Mobility Measure/s shall follow official public procurement procedures and such procurement is to be carried out by the respective Local Council.

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3.3.2 Budget Breakdown and Market Research

A budget breakdown is to be submitted with the Application Form and is to include a detailed description of all costs involved to finance the implementation of the measure being proposed. It is strongly recommended that suitable market research is carried out beforehand, in order to have a good indication of the budget needed to implement the proposed measure/s, and avoid budget overruns during the project implementation.

A Disbursement Schedule shall also be submitted with the Application Form. This is to clearly indicate the planned disbursement by the Local Council (or Consortium if applicable) during project implementation of the Permanent Measure. A template is being provided with the Application document (See Section 9 Templates and Annexes).

3.3.3 Eligible and Non-Eligible Funding

Equipment: Equipment is eligible for the grant if it is proven that the equipment is fully necessary for the operation of the measure as intended. In certain cases, lease of equipment can be eligible such as leasing a vehicle to pilot a service for 12 months. However, this shall be considered on a case-by-case basis and subject to the justification provided as part of the application form.

Infrastructure: Any infrastructure related to sustainable mobility which will be permanently fixed is eligible for funding. For instance, street furniture, electric vehicle charging pillars and bicycle racks among other infrastructure will be eligible for funding.

Software and Licenses: Software and Licenses to purchase software to be used as part of the operation of the proposed measure are also eligible as long as these are essential to ensure that the measure is a success.

Expert Fees: External Expert fees can be reimbursed through the grant. For instance, in the case of measures which require architectural services like surveys, designs, compilation of layout plans, plans to scale etc. and any other studies prior to or during measure implementation. Should the services of an External Expert (such as an architect) be spent during submission stage, the invoice and proof of payment are to be submitted along with a request for final payment subject to the Local Council benefitting from a grant.

Permits: Measures that require Planning Authority (PA) Permits, Development Notification Orders (DNOs), Transport Malta (TM) Permits, or other permits are also eligible for funding

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and such fees can be reimbursed through the grant. For fees which have already been incurred prior to the submission of the Application Form, Local Councils must request for a reimbursement as part of this grant. Invoices, receipts and proof of payment for the said fees are to be submitted along with a request for Final Payment. **In any case, it is important to note that reimbursements are only applicable to the awarded measures.**

Marketing: Marketing material, such as the design, printing and publication of promotional material, leaflets, and the setting up of webpages will be eligible for funding subject that the appropriate logos are given prominence in the material published. The artwork to be provided will be discussed with each winning Local Council.

Data Collection: Costs incurred to collect data are eligible for funding. It is the responsibility of the Local Council to reserve the funding required to carry out monitoring of the measure during implementation stage. A Final Results Report is to be submitted along with the request for the Final Payment which is subject to vetting and validation by Transport Malta. The Final Results Report can be submitted by not later than three (3) months following the deadline for measure implementation.

Staff costs for personnel employed by the Council are not eligible for this grant.

In all cases, apart from the general rules laid out in this Manual, a case-by-case basis approach will be taken when considering the measures submitted. In this regard, it is strongly recommended that a proper and self-explanatory justification is submitted as part of the Application Form.

3.3.4 Deduction of Funds

Deduction of funds due up to 10% of the total funding, and/or any of the measures/remedies listed in Section 7 of this manual, may be applied in case of the following nonconformities, as the Authority in its sole discretion shall deem fit:

1. If the Final Results Report is not submitted within three months following the deadline to implement the proposed measure;
2. If the disseminated promotional material does not carry the correct logos;
3. If the stipulated deadlines are not respected; and
4. Nonobservance of the obligations as stipulated in the Contractual Agreement.

The application of any of the measures/remedies that may be availed of by the Authority as provided for in this Manual shall be without prejudice to the exercise of any other right or remedy enjoyed by the Authority in terms of law or of this Manual.

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3.3.5 Measure Funding

Applicants must be in a position to implement the proposed measure irrespective of the grant amount received (i.e., if they are the competition winners or respective runners-up). Failing to do so, may result in the revocation of this grant.

In cases where a proposed measure exceeds the grant budget, the applicant may seek or propose other sources of funding. If this is the case, the application form is to include details regarding this additional funding, including the source for these funds. In such cases, the winner is expected to secure such funding and implement the measure. Failing to do so, may result in the revocation of this grant.

Measure/s may also be proposed in conjunction with separate schemes such as those promoted by the Department for Local Councils. Measure/s may be proposed and co-financed in the form of a Public Private Partnership (PPP).

If during implementation the available budget is overrun, it is the responsibility of the Local Council to make up for the overruns, keeping in mind that if the project is not implemented as agreed in the Contractual Agreement, the entire grant may be revoked.

If the beneficiary is not able to finalise the measure in time and/or is not successful in the implementation for any reason, the beneficiary may have to reimburse back all funds made available by Transport Malta.

3.4 Eligible and Non-Eligible Measures

Awards granted in previous years should be taken as an example of the type of measures expected. A description of each measure funded to date has been made available in Section: *8 Previous Awarded Permanent Measures*. However, Applicants are encouraged to be innovative and propose measures which truly reflect the needs of their Locality or Localities.

While various measures can be considered eligible, it is important to note that the grant is aimed at funding measures which encourage sustainable mobility in the long term and preferably in line with this year's theme. Proposed Measures must be presented with a clear objective, measurable indicators and achievable expected results.

Moreover, the investment must incorporate an element of promotion, education or provision of a service which will steer the public towards, or offer the public an alternative, sustainable mobility solution.

Stand-alone equipment or infrastructure will therefore receive less points than holistic measures which are well planned and seek to ensure results in the medium to long term.

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In this regard, the below measures are being given as an **example** and the types of measures listed hereunder are not being listed in an exhaustive measure.

Eligible Type of Measures

- Purchase of an electric car to offer transport on demand services to the elderly and/or mobility impaired;
- Procurement and installation of cycling racks at various points around the locality supported with a marketing campaign to promote cycling, bike sharing and/or sustainable travel;
- The pedestrianisation of a street currently used for vehicular traffic and its embellishment through the planting of trees/ shrubs and incorporation of a recreational area including street furniture.

Eligible Measures must be of a permanent nature.

This may include the purchase and installation of infrastructure and the provision of equipment for public use. In this regard, the applicant is to make clear the intent for use of the equipment or infrastructure to be deployed and the results expected to be achieved from the installed equipment or infrastructure;

Upgrading of public space can also be considered as a permanent measure. However, in cases where roads or public spaces are to be re-purposed, a clear transport plan showing how traffic is to be diverted must be submitted along with the Application Form. This must be approved by the relevant department within Transport Malta preferably prior to the submission of the Application Form. If possible, the relevant entity's approval is to be submitted as an Annex to the Application Form

Non-Eligible Type of Measures

- Purchase of an electric car (as a standalone measure).
- Purchase of cycling racks (as a standalone measure).
- Purchase of benches and/or street furniture.

Important Note: Individual measures on their own without a clear scope shall be considered as non-eligible.

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Provision of Temporary Services and Pilot Projects.

The EUROPEANMOBILITYWEEK Adjudication Committee understands that the grants may not be sufficient to enable a service to be operated permanently. In this regard, grants may be considered for the deployment, testing and demonstration of a pilot project by which the Local Council/s may wish to test a new scheme on a limited timeframe.

In case of such pilot projects which incorporate the provision of a service, the operations must last for a minimum of 12 months and must be accompanied by appropriate data collection and monitoring of results which will enable the further fruition of the pilot project into a permanent service should funds become available at a later date; or indeed be replicated by other localities if results are encouraging.

In case of such services, the applicant must consider how to provide the services on a permanent basis; be it through a fee for the service or allocation of sponsorship from the private sector or other sources of sponsorship. This is also to be indicated in the Application Form.

3.5 Funding Themes

While all measures proposed must contribute in some way to the promotion and deployment of sustainable transport practices, measures should also address one, or a mix of the specific themes indicated below.

Theme 1 - Safe and Healthy with Sustainable Mobility

- Measures which contribute to increased accessibility to pedestrians and cyclists;
- Measures which improve transport safety towards pedestrians, cyclists and people with reduced mobility;
- Measures which encourage safe practices while walking and cycling;
- Measures which encourage healthier lifestyle (leading to a better physical and mental health) through sustainable and active mobility.
- Any measures in line with this year's EUROPEANMOBILITYWEEK thematic guidelines found under the resources section of the mobility week webpage (<https://mobilityweek.eu/campaign-resources-for-2021/>)

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Theme 2 - Environmental and Energy

Measures falling under this theme may include (but not exclusively):

- Measures which contribute to the improvement of local air quality levels and reduction of emissions;
- Measures which contribute towards Malta's National Climate Change and energy efficiency targets;
- Noise pollution abatement measures (such as the installation of noise barriers);
- Use of Renewable Energy Sources.

Theme 3 – Sustainable Urban Planning

Measures falling under this theme may include (but not exclusively):

- Better use of public spaces such as pedestrianisation projects, relocation of parking spaces outside the urban centre among others.
- Sustainable Urban Mobility Plans (SUMPs)

Theme 4 - Sustainable Transport

Measures falling under this theme may include (but not exclusively):

- Better use of road space (such as the promotion/enforcement of carpooling);
- Measures and activities promoting modal shift;
- Use of non-car modes (such as organising a walking school bus to reduce the need for parents to drop off their children using their personal cars);
- Measures encouraging Micro Mobility;
- Introduction of new local transport services (such as the provision of bike sharing stations and provision of transport on demand services);
- Improved road safety (in a way to encourage walking/ cycling);
- Deployment of Intelligent Transport Systems (ITS);
- Permanent Traffic Management Plans;
- Introduction of schemes promoting cleaner vehicles;
- Promoting cycling and improving cycling safety (such as the revision and enforcement of vehicular speed in certain areas).

Local Councils which propose Measures which support the EUROPEANMOBILITYWEEK theme selected by the European Commission for 2021 will receive additional points.

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4 Evaluation Process and Criteria

4.1 Evaluation Process

The Evaluation process shall be divided in three-staged approach as follows:

Stage 1:

Following the closure of the Application Period, the EUROPEANMOBILITYWEEK Adjudication Committee will assess all applications received. Any applications received by Transport Malta after this deadline shall not be reviewed and shall be considered **ineligible**.

At this stage, the EUROPEANMOBILITYWEEK Adjudication Committee may require clarifications from the respective applicants.

In this regard, clarifications will be sent on the email provided as part of the Application Form.

Reply to clarifications will be subject to a deadline; failure to reply by the set deadline will render the application ineligible. Therefore, it is important that an active email address belonging directly to the nominated contact person is provided as part of the Application Form.

Stage 2:

Following the first clarification period, proposals will be shortlisted according to the quality of the proposals. Only applications which exceed the **35-point** threshold shall be shortlisted.

Local Councils whose proposals have been shortlisted may be invited to present their proposal directly to the EUROPEANMOBILITYWEEK Adjudication Committee. The invitation shall be sent via the email presented as part of the application form and a deadline shall be given to accept or otherwise the invitation sent. A lack of reply shall result in the shortlisted proposal being disqualified.

Following each presentation given to the EUROPEANMOBILITYWEEK Adjudication Committee, questions will be asked directly to the presenter; therefore, the person selected to do the presentation should be well versed in the proposal submitted. This can be a member of the local council, or an External Expert contracted by that local council.

Stage 3:

Following the presentation, the EUROPEANMOBILITYWEEK Adjudication Committee shall consider the shortlisted proposals again and re-evaluate against the selection criteria, refer to

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Section: 4.2 *Evaluation and Grading Criteria*, made public as part of this document. Points given initially may increase or decrease, depending on the clarifications or explanations given during the presentation. Following this, Winners of this Competition shall be announced.

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4.2 Evaluation and Grading Criteria

Proposals shall be evaluated against the following criteria. Proposals which receive less than 35 points in the first round of evaluation will not be considered further. Proposals which exceed 35 points may be invited to give a presentation to the EUROPEANMOBILITYWEEK Adjudication Committee.

1	Are the objectives of the measure clear?	Very clear: 8 – 10	10
		Clear but requires some amendment/ Requires further explanation: 4 – 7	
		Not Clear: 0 – 3	
2	Are the results achievable within 12 Calendar Months?	Very achievable: 8 – 10	10
		Achievable with some amendments/ Requires further explanation: 8 – 10	
		Not Achievable (Too ambitious for the budget/ timeframe available): 0 – 3	
3	How relevant is the action to the <u>Environment and Energy</u> Theme?	Very Relevant: 2	2
		Relevant/ Requires further explanation: 1	
		Not Clear: 0	
4	How relevant is the action to the <u>Sustainable Urban Planning</u> Theme?	Very Relevant: 2	2
		Relevant/ Requires further explanation: 1	
		Not Clear: 0	
5	How relevant is the action to the <u>Sustainable Transport</u> Theme?	Very Relevant: 2	2
		Relevant/ Requires further explanation: 1	
		Not Clear: 0	
6	How relevant is the action to the <u>Safe and Healthy with Sustainable Mobility</u> Theme?	Very Relevant: 10 – 14	14
		Relevant/ Requires further explanation: 5 – 10	
		Not Clear: 0 – 4	
7	Is the implementation plan doable within the given timeframe?	Doable and realistic: 8 – 10	10
		Doable but requires some amendments: 4 – 7	
		Not doable: 0 – 3	
8	Is the budget realistic?	Realistic (based on actual market prices): 9 – 10	10
		Realistic but requires some amendments: 4 – 8	
		Not realistic: 0 – 3	

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9	Are the chosen Success Indicators relevant to the action?	Relevant and measurable: 5	5
		Requires some amendments: 3 – 4	
		Not relevant/ not measurable: 0 – 2	
10	How effective is the proposed data collection plan?	Very effective and achievable: 5	5
		Requires some amendments: 3 – 4	
		Not effective: 0 – 2	
11	How effective is the proposed marketing plan?	Effective/ will yield high participation: 4 – 5	5
		Not effective: 0 – 3	

12	What is the (expected) environmental impact of the measure/ service(s) proposed?	High: 5	5
		Medium: 3	
		Low: 0	
13	What is the (expected) social impact of the measure/ service(s) proposed?	High: 5	5
		Medium: 3	
		Low: 0	
14	Is the proposed measure innovative (has a similar measure been implemented in previous Competition editions)?	If innovative: 5	5
		If not innovative: 0	
15	In case of a consortium: Does the Consortium proposed add value to the measure proposed?	The measure would be less effective if one (or more) of the partners were to be excluded from the measure: 5 – 10	10
		There would be no difference if one or more of the partners were to be excluded from the project: 0 – 4	

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16	Has the Applicant already received grants in previous Competition editions? (If the applicant has received a grant but is submitting the proposal as part of a Consortium, this is not applicable).	If yes: - 5	-5
		If no: 0	
17	Has the Applicant already received grants in previous Competition editions and did not implement the measures within the stipulated time frame ? (If the applicant has received a grant but is submitting the proposal as part of a Consortium, this is not applicable).	If yes: - 5	-5
		If no: 0	
	Max Total Points		100

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5 Measure Implementation

5.1 Project Timeline

The winning measure/s would need to be implemented by not later than 12 months from the date of the last signature of the Contractual agreement.

In the case of measures which are service related, such services are to commence and be launched within 12 months from the date of the last signature of the Contractual agreement, such services are to be operational for at least 12 months.

In either case, delays and/or failure to abide by these deadlines shall result in the grant being revoked. However, Transport Malta reserves the right to, in its sole discretion, extend or otherwise set deadline/s upon presentation of justification by the Applicant.

5.2 Contractual Agreement

Prior project initiation, the contractual agreement annexed to this manual and marked as Annex 3, shall be signed by Transport Malta and the winning Local Council or Consortium. This to ensure that the winning Local Council or Consortium are committed to complete the proposed project within 12 months. The terms of Annex 3 may only be varied by the Authority or the Adjudication Committee. By submitting its application, the Local Council or any consortium formed by Local Councils, is irrevocably and unconditionally binding itself to honour all the obligations incumbent on the Local Council and, or the consortium in terms of the same.

Should this contractual agreement not be signed, the grant shall be revoked. Applicants shall not be entitled to this grant unless such contractual agreement is signed.

5.3 Advanced Payment

Once the winners are announced and the contractual agreement is signed, bilateral meetings will be held between the winning Local Council/s and Transport Malta to discuss and possibly fine-tune the proposal in preparation for implementation. These meetings shall focus on time frames, disbursement and implementation of the proposed measure.

After which the Local Council shall be entitled to an advanced payment amounting to **20%** of the total grant, such amount will be transferred to the Local Council (or to the Lead Council in the Case of a Consortium) to initiate project implementation. In the case of a consortium, all funds will be transferred by Transport Malta to the Lead Local Council. It would then be up to

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the Lead Council to distribute the funds among partners.

In any case Transport Malta may request the respective Local Council or Consortium to submit additional documentation before effecting the Advanced Payment.

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5.4 Final Payment

Further to the advance payment, the remainder of the award will be transferred by Transport Malta to the winning Local Council (or Lead Local Council in case of a consortium) on a reimbursement basis after the entire project is implemented. Reimbursement shall be made on the following basis.

The Local Council (or Lead Council in the case of a consortium) will need to submit the Request for Final Payment which shall include the following:

- Copies of Contracts/purchase orders contracted for the implementation of the measure;
- Copies of VAT Invoices and receipts charged on the project;
- Proof of payment of the afore mentioned invoices (bank statements/copies of cheques);
- Photographs of the completed works, equipment, installations and/or services; and
- Copies of the marketing material produced and distributed as part of the implemented measure. The logos to be used shall be made available by Transport Malta; and
- Final Result Report which is to include the Data Collected prior (if applicable) and during the operation of the measure.

In submitting the said documentation, time shall be of the essence.



6 Guidelines to the Application Form

6.1 Application Procedure

Should further clarifications be required in terms of this grant and the procedures relayed above, the applicants are invited to contact Transport Malta to the following email address:

sustainablemobility.tm@transport.gov.mt

Local Councils wishing to apply for this grant are invited to:

1. Complete the Application Form in English, providing all details as requested in the Form;
2. Send the signed Application Form (in .pdf format) including requested documentation (i.e. signed Implementation Schedule in the form of a Gannt Chart, signed Disbursement Schedule and all applicable documents) via email on: sustainablemobility.tm@transport.gov.mt by not later than the **20th August 2021**. Late submissions shall be considered ineligible.
3. The Application Form **and** all respective annexes must be signed by the Mayor/s and Executive Secretaries of the Local Council/s;
4. If participants would like to send supporting material/s along with the Application Form – such as samples of communication aids and tools, press clippings, digital media drives such as USB sticks etc) with videos and images (preferably in high resolution) – these can be sent by registered post and should arrive at the address below by the **23rd August 2021**. In this regard, a list of all supporting material has to be made clear in the Application Form, which is to arrive by this date.

Address to be used:

Attn: Ms. Kimberly Bondin
EUROPEN**MOBILITYWEEK**
Malta Transport Centre
Triq il-Pantar,
Hal-Lija LJA 2021 Malta

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6.2 Application Form Notes

6.2.1 The Applicant (Application Section 1)

In this section, the name of the Local Council indicated here should be considered as a project leader.

In the case of a consortium, the Lead Local Council should be listed here. The contact details of the person responsible within the Local Council who is to be considered as the primary contact point throughout the application process should be provided.

In the case of consortia, the 'Partner Local Council' section should be filled in as necessary. This section should be added as necessary, and signatures of all Mayors are to be included at the end of this application form.

6.2.2 Detailed Description of the Permanent Sustainable Mobility Measure (Application Section 2)

In this section Applicants are requested to provide the following information:

1. Title of the Measure (which should appear on all promotional material should the measure be selected);
2. Aims and Objectives of the proposed measure/s;
3. Problem identification (Which problems will the measure be targeting?)
4. A detailed description of the measure (i.e., how the measure will be implemented and how it will target to be solved the identified problem/s).
5. Indicate as applicable the themes and groups of people (i.e., mobility impaired, elderly etc.) that the measure will target. If permanent installations or upgrading works are to be proposed, site plans of the location in question and interventions proposed are to be submitted; and
6. Identify the permits required to implement the measure. All permits must be considered in the implementation schedule (i.e., Gantt Chart).

6.2.3 Data Collection (Application Section 3)

In this section the Applicant must list the expected measurable results from the measure/s. These may include the reduced number of cars and number of targeted residents who will enjoy better accessibility.

Applicants must also identify the data that will be collected that will prove that the measure has been a success or not. Data to be collected should reflect the measure to be implemented.

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For example, if the measure will deploy cycling infrastructure, the data indicator to be measured would be the number of people who currently cycle in the locality after the measure is ready. For instance, this data can be measured through on-site and/or mailed or online questionnaires.

If the measure is to be supported by a marketing campaign, a possible success factor can also be the number of people reached through Facebook posts or any other social media platform. In this case, there will be two indicators: (1) the number of cyclists before and after the measure and (2) the number of people reached through social media.

Applicants must also specify the frequency by which data will be collected during or post measure implementation to determine whether the measure is reaching or has reached the expected results. However, not all measures require before and after data collection. If a service is completely new, then it may be the case that no data prior to its implementation is required. In this case as part of this section, **applicants need to justify why no baseline data is required.**

6.2.4 Measure Implementation (Application Section 4)

In this section applicants must identify the timelines for each separate activity which are to be indicated in an implementation schedule (i.e. Gantt Chart). A template of the implementation schedule (i.e. Gantt Chart) to be used is found as per Annex 1

The timeline shall indicate and include all procurement activity, any tenders which will need to be published and any permits which will need to be applied for, such as PA permits, DNOs and any other approvals from Governmental Authorities. Also, it should indicate stakeholder consultation (if necessary and) when this be held. Every phase and implementation task for this action must be included as part of the timeline, including baseline data collection (if applicable), post measure data collection as well as marketing phases.

6.2.5 Measure Budget (Application Section 5)

In this section applicants are to include a budget breakdown and a detailed description of all costs involved to finance the implementation of proposed measure. It is strongly recommended that market research is carried out to assist in the budgeting of the measure to avoid overruns once the project is being implemented.

It is to be noted that operational and maintenance costs do not form part of this grant. It is important that the Applicants are aware beforehand of the operational and maintenance costs

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that will be required to maintain the measure and to budget for the said costs accordingly.

The 'Contribution from Partners' section should only be filled in by a Consortium of Local Councils. In this section Consortia must indicate what each Local Council will be contributing towards the implementation of the proposed measure and the allocated budget.

A Disbursement Schedule is also to be submitted with the Applications, this disbursement schedule is to clearly indicate the planned disbursement by the Local Council (or Consortium if applicable) to implement the Permanent Measure. A template is being provided with the Application document

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6.2.6 Communication Strategy (Application Section 6)

In this section Applicants are to indicate how the measure will be promoted with the identified target audience and the communication tools to be used. Applicants are encouraged to indicate the budget allocated for each communication and/or activity.

6.2.7 Additional Comments (Application Section 7)

In this section Applicants are to include any additional comments supporting their proposal

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7 Binding Terms and Defaults

7.1 Binding Terms

- i. In submitting an application, the Local Council and, or the Consortium accepts in full and in its entirety, the contents of this Manual and its annexes, including subsequent clarifications issued by the Authority and, or the Adjudication Committee, whatever its own corresponding conditions may be, which they hereby waive. The Local Council and, or the Consortium is expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Manual.
- ii. No account may be taken of any reservation in the Application; any disagreement, contradiction, alteration or deviation from anything contained in this Manual or its annexes may lead to the Application not being considered any further.
- iii. By submitting their application, Applicants are accepting that this procedure is regulated by Maltese Law, and are deemed to know all relevant laws, acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the Application and the resulting contract.
- iv. All costs incurred in preparing and submitting the Application shall be borne by the Applicant and these costs shall not be reimbursable, unless awarded any of the grants. The Authority and the Adjudication Committee will not accept responsibility nor pay for any expense or loss which may be incurred by any Applicant in the preparation of an application, save for the allocation of any of the grants listed in this Manual in terms thereof.
- v. The Adjudication Committee retains the ownership of all applications received in terms of this Manual. No document that is submitted in connection with this Manual will be returned to the applicants.
- vi. This Manual is not a legal offer for any commission but only a request for applications. Nothing in this Manual creates a legal obligation on the part of the Authority.
- vii. The Authority may amend and or modify and or defer or discontinue any of the terms found herein at its discretion. Applicants that have submitted their application will be notified in writing of the Authority or the Adjudication Committee's actions in this regard.
- viii. Applicants bear sole liability for examining with appropriate care the Manual, its annexes and related documentation. In the event that the Applicant is successful, no claim for alteration of the Applications will be entertained on the grounds of errors or omissions in the obligations of the Applicant described above.

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7.2 Defaults

If it results that an Applicant has not adhered in any way to the conditions of this Manual or any of the annexes hereto, and/or has in any way breached any legislation, then the application may be dismissed and if any grant was granted, such grant shall be recoverable by the Authority and, or the Adjudication Committee, as the case may be. The Authority also shall have the right to, in its sole discretion, terminate any contract relating hereto.

Furthermore, should any Applicant or Local Council and, or Consortium fail to respect any of the time-frames given by the Authority and, or the Adjudication Committee, the Authority shall consider such failure as a breach and may proceed to contract with the subsequent preferred Applicant and the Applicant so in breach shall be liable up to the amount given to it as a grant by the Authority and, or the Adjudication Committee, as the case may be.

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8 Previous Awarded Permanent Measures

8.1 Valletta VATIS Project

The 2014 edition of the Competition was won by the Valletta Local Council. Using the grant awarded, the Local Council of Valletta has implemented the VATIS App which aimed to engage travelers, particularly car drivers, to contribute and use information related to their car journeys to and from the City.

Using monitoring equipment, wireless and mobile technology the project aimed to develop:

1. A network of sensors collecting traffic information around the City
2. A software able to simulate and predict traffic patterns
3. A mobile app able to communicate information about traffic in and around Valletta and at the same time collect information from users (crowdsourcing) to further improve the information service.

The developed App also aimed to give drivers information whilst collecting data from mobile apps. Sensors around the City validate the data collected and contribute to a simulation software able to predict traffic patterns. This guides drivers on whether to make the journey by car or not, or might point them towards a faster, easier route.

The project aimed to deliver a reliable, technology driven, crowd-sourced information service that would contribute to the alleviation of traffic in and around the City of Valletta. Since the launch of the app in 2016, the Local Council has added a further layer which notifies users of road closures in Valletta in real time. The Local Council plans to develop the app further with more informative layers.



8.2 Green Transport on Demand service in Bormla, Pieta' and Għajnsielem

The Competition held in 2015 was won by Cospicua Local Council. Funds were made available to the Local Council to implement the measure submitted as part of the Competition which featured the provision of Transport on Demand service offered to Bormla residents.

Cospicua Local Council have bought and deployed two fully electric, 5-seater crew vans which are currently being used to offer transport on demand services from the periphery of the locality to the urban centre. The service is mainly aimed at the elderly. Through the grant, the Council has also installed the charging infrastructure necessary to support the electric vans.

Pieta' Local Council has won the competition in 2018's edition. Pieta' Local Council bought a Euro VI crew van to provide transport on demand services between 9 am and 3 pm and carpooling services in the mornings (i.e. 6 am – 9 pm) and evenings (i.e. 3 – 6 pm). As part of the transport on demand service, feeder routes to bus stops were also piloted. All services were available for Pieta' residents only, except once a month when the service was also provided for visitors who work in Pieta'.

Għajnsielem placed as the first runner-up for the Permanent Measures competition in 2016's edition. Funds were awarded to Għajnsielem Local Council to implement an electric minibus on-demand service which is to be operated via advanced bookings. The service is aimed at the elderly, mobility impaired residents as well as students with special services offered during the Christmas period in view of the Bethlehem event held in the locality.

All projects were aimed to improve accessibility to the residents particularly the elderly, while offering the service using low-carbon, energy-efficient means of transport thus also contributing towards the improvement of local air quality.

8.3 E-Bike Sharing at St. Paul's Bay

St. Paul's Bay Local Council placed as the first Runner Up in the 2015 edition of the Permanent Measures Competition. A grant was therefore awarded to the Council to introduce e-bike sharing within their locality as proposed in the Competition submission.

Using the funds awarded through the Competition, St Paul's Bay Local Council has purchased and installed bike sharing stations following a tender won by Next Bike. The stations are available for residents and tourists visiting the locality.

Therefore, the project was aimed to improve accessibility around the locality, reduce traffic congestion by providing an alternative mode of transport to the private car and contribute towards the improvement of local air quality by making available a mode of transport which is both, low carbon and energy efficient.

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8.4 Smart Parking System in Qormi

Qormi Local Council has won the Permanent Measures competition in 2016 and funds were awarded to the Local Council to implement the Smart Parking system focusing on specific streets in the Qormi urban centre.

By using the awarded funds, Qormi Local Council purchased and installed sensors as well as variable message signs which will be used to operate the smart parking system.

Through sensors installed on on-street parking spaces, the system identifies which parking spaces are available and which are occupied. Through the variable message signs installed at strategic locations, drivers are notified of the number of available parking spaces per street and directed to the public parking area on the outskirts of the urban centre if no parking is available within.

This project aimed to reduce traffic congestion in city centre by reducing the circular trips made by drivers in search of available parking spaces. Less congestion in the city centre will lead to better air quality as well as lower noise pollution levels, which in turn will contribute towards a better quality of life for the residents.

All equipment has been installed and is operational as of 2017.

8.5 Green Mobility in San Lawrenz

San Lawrenz Local Council has won 2017's Permanent Measures Competition. The Local Council has benefitted from the funds made available to provide a transport on demand service and electric bicycles available for rent.

The aim of these measures is to promote alternative means of transport, improve mobility within the locality and to improve the quality of life by the introduction of green transportation.

The Local Council invested in one electric vehicle and four electric bikes. The electric vehicle is used to provide transport on demand service for the mobility impaired and the elderly. This service is provided free of charge by the Local Council and improves the connection between peripheral areas and bus stops within the locality. Electric bikes were made available as an alternative means of transport for both locals and tourists. This measure helps to improve the connection between the locality and peripheral areas. Thus, making it easier for visitors to follow nature and heritage trails as mobility within the locality is facilitated.

This project contributes to improve the quality of life for residents, by reducing air and noise pollution and greenhouse emissions. Moreover, the project aims to raise further awareness with regards to clean urban mobility.

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8.6 Cycling in Dingli

Dingli Local Council was the first runner-up in 2017's Permanent Measures Competition. The Local Council benefitted from the grants made available to upgrade the existing open spaces and recreational areas upon completion of the measure. By making use of the awarded funds, the Local Council's aim was to pedestrianize and landscape the selected area and install a self-service public bicycle renting facility in the village core.

The project aimed to enlarge public spaces and recreational areas and to promote green transport. The latter will contribute to reduce air pollution in the locality. Through the creation of open spaces and recreational areas, the project increased accessibility within the locality;. By promoting green transportation, developing further recreational areas and increasing accessibility, the measure contributed towards a better quality of life for the residents.

8.7 Provision of Electric scooters at Għarb

Għarb Local Council was the first runner-up in 2018's Permanent Measures Competition and has benefitted from this grant to provide electric scooters as an alternative mode of transport. The Local Council provided electric scooters of no more than 250 watts, to interested residents between 16 and 18 years of age to travel around the village. Charging points were installed in prime areas in the village such as the parish square to charge the electric scooters, while trackers were installed to the scooters for monitoring purposes and to keep a record of the covered distances.

The project aimed to reduce traffic from the village core which will also result in lower noise and air pollution levels leading to a better quality of life for both residents and visitors. This is because electric scooters run on electrically charged batteries and unlike other vehicles which run on fuel, these do not produce any emissions. Furthermore, the measure helped to promote a shift towards cleaner and electrical modes of transportation.

8.8 School-zone Pedestrianised Super Block in Żabbar

Żabbar Local Council has won 2019's Permanent Measures Competition and has benefitted from these funds to implement a scheduled school-zone pedestrianised super block in the local primary school area. As part of the pilot project, Żabbar Local Council will be setting up cast iron barriers to close off the roads surrounding the primary school area and the public playground while enhancing street liveability in the area.

The project aims to prioritise the safety of children within the road network surrounding the school and playground specifically before and after school hours. The measure aims to

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eliminate unnecessary vehicular access within these roads to encourage active transport while also ensuring a safer connection to and from the primary school as well as school transport.

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8.9 Cargo bikes in Żebbuġ

Żebbuġ (Malta) Local Council was the first runner-up in 2019's Permanent Measures Competition and has benefitted from the funds made available to purchase a pedal-assisted tricycle to be used for urban cleaning. The pedal-assisted tricycle shall be used for sweeping, cleaning and waste collection in the Urban Conservation Area of the locality and narrow streets in an innovative and eco-sustainable way.

The project aims to use a pedal-assisted tricycle to reach physically restricted areas in the urban core efficiently in a safe, efficient and easily manageable manner. These areas provide a daily challenge for the waste collector to manoeuvre the waste collection truck through these streets in order to collect municipal solid waste. This often results in reduced street liveability in the village core due to the emitted and trapped air pollutants.

8.10 Pedestrianisation in Ħamrun

Ħamrun Local Council was the second runner-up in 2019's Permanent Measures Competition and has benefitted from the funds made available to permanently pedestrianise a street adjacent to one of Ħamrun's busiest roads. Due to the high density of buildings and increasing traffic flows in the area, the urban core of Ħamrun is known to trap air pollutants resulting in poor air quality as well as poor quality of life for residents.

The aim of the measure is to reduce carbon emissions emitted in the area and create a 'living' street while driving change in the characteristics of traffic flows and commuting behaviours. Inadvertently, this will create a positive impact on local environmental conditions, improving air quality in the area while also enhancing road safety.

8.11 Permanent Sustainable Mobility measure competition as part of the European **Mobility**Week (Rabat and Mdina)

Rabat and Mdina local councils formed a consortium and won the 2020 edition of the permanent sustainable mobility measure competition which will include the purchasing of 3 Smart EQs For Four (zero emission vehicles) to encourage shared transport, reduce CO₂ Emissions, reduce traffic congestion in core centers and also facilitate mobility of the elderly and impaired residents of Rabat and Mdina.

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8.12 Electro Mobility Assistance for the Elderly of Ta' Xbiex

The Ta' Xbiex local council was the first runner up in the 2020 edition of the Permanent Measures competition. The local Council will purchase an electric van to assist the elderly inhabitants of the area to run errands in adjacent localities, such as Mater Dei, Health Centers and Banks located in Gzira.

8.13 E-Car Service of our elderly and mobility impaired and E-Scooters targeted to visitors and locals. (Isla)

The Isla Local council placed as a 3rd runner up in the 2020 edition of the permanent measure competition. The council aims to purchase an electric van to be used by the residents of the locality to help them by running errands to the post office, banks and other services and also to local parks and or activities that the Locality will host. The Local Council will also purchase an electric scooter to be used by tourists and locals along with the proper charging infrastructure and awareness campaigns.

8.14 Clean Mobility with a Purpose in Mtarfa

Mtarfa was the 4th runner up in the 2020 edition of the permanent measure competition. The purchasing of a Community Electric Vehicle (Van) will offer a sustainable car sharing service to the Mtarfa residents, while reducing harmful emissions and creating a sustainable link for nearby towns such as Mdina, Rabat and Dingli.

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9 Templates and Annexes

9.1 Annex 1 - Template for Implementation Schedule in the form of Gantt Chart

The implementation Schedule in the form Gantt Chart must be submitted with the Application.

Task Names and Descriptions are to be amended (added or removed) accordingly by the applicant to reflect all the tasks and activities deemed necessary for the implementation of the Proposed Measure.

The Implementation Schedule must also reflect the permits required to implement the proposed measure.

All applicants must utilize the template published with the Competition Manual and submit it endorsed i.e., signed by the Mayor, Executive Secretary, and any organization or entity the respective Local Councils deems important to sign, on pain of nullity.

9.2 Annex 2 - Template for the Disbursement Schedule

A Disbursement Schedule must be submitted with the Application, this disbursement schedule is to clearly indicate the planned disbursement by the Local Council (or Consortium if applicable) along the implementation of the Permanent Measure.

All applicants must utilize the template published with the Competition Manual and submit it endorsed i.e., Signed by the Mayor, Executive Secretary, any organization or entity the respective Local Councils deems important to sign, on pain of nullity.

9.3 Annex 3 - Draft Contractual Agreement

Prior project initiation a Contractual Agreement shall be signed by Transport Malta and the winning Local Councils, to ensure that the winning Local Council/s is/are committed to complete the proposed project within 12 months. Failure to do so, the grant shall be revoked. Applicants shall not be entitled to this grant unless such contractual agreement is signed. The contractual agreement (and respective obligations within) is being attached as per this Annex. The terms thereof may only be varied unilaterally by the Adjudication Committee and, or the Authority, as in their sole discretion they shall deem fit.

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10 References:

2021 EMW Thematic Guidelines (<https://mobilityweek.eu/campaign-resources-for-2021/>)

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