

## **Terms of Reference (ToR)**

### **WP5 – D5.1 Circular Economy Expert**

This Terms of Reference defines the responsibilities, requirements, and working conditions for the Circular Economy Expert engaged under Work Package 5 (WP5) – Replication, Sustainability and Capitalisation Activities of the REWASTE project, implemented under the Interreg IPA CBC Greece–North Macedonia Programme.

#### **1. Background**

WP5 of the REWASTE project focuses on ensuring long-term sustainability, exploitation, replication, and capitalisation of project results. This includes documenting best practices, developing replication strategies, and supporting the transfer of knowledge to other municipalities, regions, and sectors. A Circular Economy Expert is required to lead the development of these strategic outputs.

#### **2. Objective of the Position**

The Circular Economy Expert will be responsible for developing the exploitation and sustainability strategy, documenting best practices for the operation of the waste sorting plant, and preparing guidance for replication and scaling of project results.

#### **3. Scope of Work / Responsibilities**

- Develop a comprehensive exploitation and sustainability strategy for project results.
- Identify, analyse, and document best practices for the waste sorting plant operation.
- Prepare technical and strategic recommendations for replication.
- Support circular economy capacity-building activities.
- Coordinate with partners to collect data and document case studies.
- Draft strategic guidance for long-term sustainability and scaling.
- Prepare technical reports, summaries, and dissemination materials.
- Contribute to interim and final WP5 reporting.
- Submit timesheets documenting hours worked.

#### **4. Deliverables**

- Exploitation and sustainability strategy.
- Best practice report for waste sorting plant operation.
- Replication guidelines for municipalities.
- Technical contributions for WP5 reporting.

- Timesheets and documentation.

## **5. Required Profile of the Expert**

- National of North Macedonia
- University degree in environmental engineering, environmental sciences, circular economy, or related field.
- Minimum 2 years of experience in circular economy, waste management, or sustainability.
- Experience developing strategic planning or best practice reports.
- Experience with EU-funded or donor-funded projects is considered an advantage.
- Analytical and technical writing skills.
- Knowledge of circular economy and waste management practices.
- Ability to prepare structured strategic documents.
- Experience working with stakeholders.
- Collaboration and communication skills.

## **6. Time Allocation**

- Total hours: up to 100 hours
- Duration: up to 24 months, according to project needs and approved timesheets

*(The financial terms of the engagement shall be defined in the contract)*

## **7. Required Documents**

Applicants applying for this position shall submit the following documents:

- **Curriculum Vitae (CV)**
- **Notice Letter / Declaration of Interest**, clearly indicating the position applied for (**Circular Economy Expert (WP5 / D5.1)**)