

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

### **WP3 – D3.1 Stakeholder Experts – Social Engagement Handbook**

This Terms of Reference defines the responsibilities, requirements, and working conditions for two Stakeholder Experts engaged under Work Package 3 (WP3) of the REWASTE project, implemented within the Interreg IPA CBC Greece–North Macedonia Programme.

#### **1. Background**

The REWASTE project aims to promote sustainable waste management practices through enhanced stakeholder engagement, capacity building, and the application of circular economy principles.

Work Package 3 (WP3) focuses on capacity building, co-creation processes, and the development of learning and guidance tools that support meaningful participation of local communities and stakeholders. Within this framework, **Deliverable D3.1** foresees the preparation of a **Social Engagement Handbook**, providing practical, evidence-based guidance on effective stakeholder engagement in the context of environmental and circular economy initiatives.

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

The objective of the Stakeholder Experts is to support the creation of the Social Engagement Handbook through targeted expertise in stakeholder engagement, community consultation, participatory methods, and social inclusion.

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

- Conduct research and analysis related to community engagement practices.
- Identify relevant stakeholders and analyse their influence, needs, and expectations.
- Support the design and implementation of stakeholder consultations and focus groups.
- Collect, document, and interpret input from stakeholders for inclusion in the handbook.
- Draft sections of the Social Engagement Handbook related to outreach, participation tools, and engagement methodologies.
- Contribute to the development of guidelines and recommendations for effective stakeholder participation.
- Ensure that all content is practical, evidence-based, and tailored to the project's local context.
- Collaborate with the project team, WP leaders, and communication staff.
- Revise drafts based on feedback from project partners and stakeholders.
- Prepare supporting documentation for interim and final project reporting.

#### **4. Deliverables**

- Stakeholder mapping and consultation documentation.
- Inputs and drafted sections for the Social Engagement Handbook.
- Recommendations for stakeholder engagement processes.
- Revised versions of handbook content following partner feedback.
- Timesheets documenting hours worked.

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

- National of North Macedonia
- University degree in social sciences, public administration, community development, or a related field.
- Minimum 2 years of experience working with stakeholder engagement, community consultations, or participatory processes.
- Experience with EU-funded or donor-funded projects is considered a strong advantage.
- Experience drafting guidelines, manuals, or training materials is desirable.
- Strong communication and analytical skills.
- Ability to engage diverse groups and facilitate discussions.
- Knowledge of participatory methodologies.
- Excellent drafting and documentation skills.
- Ability to work collaboratively with partners and stakeholders.

#### **6. Time Allocation**

- Number of experts: 2 persons
- Hours per expert: 70 hours
- Total hours: 140
- Duration: up to 24 months, according to project needs and approved timesheets

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

- The assignment may be implemented by **one or two experts**, depending on project requirements and availability

#### **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 (Stakeholder Expert (WP3 / D3.1))