

Terms of Reference (ToR)

WP5 – D5.2 Technical Staff: Roadmap Development Expert

This Terms of Reference outlines the responsibilities and qualifications required for the Technical Staff engaged under WP5 – D5.2 of the REWASTE project, responsible for developing implementation roadmaps for the replication municipality.

1. Background

WP5 focuses on sustainability, replication, and capitalisation. Under D5.2, a roadmap is required to guide the implementation of project methodologies in a replication municipality. The roadmap must be practical, structured, and aligned with EU circular economy and waste management principles.

2. Objective

The expert will develop detailed implementation roadmaps, including steps, timelines, responsibilities, and resources required to replicate project outcomes in another municipality.

3. Responsibilities

- Develop a structured roadmap for implementing project activities in the replication municipality.
- Analyse local conditions, capacities, and constraints to adapt the roadmap accordingly.
- Identify required resources, stakeholders, and responsibilities.
- Prepare a realistic timeline for implementation phases.
- Collaborate with partners and municipal representatives.
- Provide technical inputs for replication strategy documents.
- Prepare reports and documentation linked to roadmap development.
- Submit timesheets and required reporting materials.

4. Deliverables

- Implementation Roadmap Document
- Supporting technical notes and analyses
- Timeline and resource plan
- Inputs for WP5 replication reporting
- Timesheet documentation

5. Required Profile

- National of North Macedonia.
- University degree in engineering, environmental sciences, planning, or related field.
- Minimum 2 years of experience in project planning, technical design, or roadmap development.
- Experience with EU-funded or donor-funded projects is an advantage.
- Strong analytical and organisational skills.
- Ability to coordinate with municipal and project stakeholders.

6. Time Allocation

- Total hours: up to 60 hours
- Duration: up to 12 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 (**Roadmap Development Expert (WP5 / D5.2)**)