

Terms of Reference (ToR)

Technical Expert – Capacity Building (WP3 / D3.3)

This Terms of Reference defines the responsibilities, qualifications, and engagement conditions for the Technical Expert under Work Package 3 (WP3) Deliverable D3.3 of the REWASTE project. The expert will support capacity-building activities aligned with circular economy principles.

1. Background

WP3 focuses on stakeholder engagement, development of learning resources, and capacity-building. D3.3 requires a technical expert to coordinate, design, and support training processes, ensuring alignment with circular economy principles.

2. Objective of the Position

The objective is to contribute technical expertise in circular economy and support the preparation, coordination, and implementation of capacity-building activities.

3. Responsibilities

- Identify training needs and knowledge gaps among stakeholders.
- Coordinate involvement of thematic experts contributing to capacity-building.
- Support development of training materials, modules, and tools.
- Ensure alignment with circular economy principles.
- Prepare agendas, documentation, and materials for training activities.
- Provide technical inputs for the Learning Resource and related WP3 tools.
- Liaise with project partners to ensure coherence of activities.
- Support reporting on capacity-building outputs.
- Submit timesheets and deliverable documentation.

4. Deliverables

- Training needs assessment/summary.
- Training content packages (modules, agendas, materials).
- Technical inputs for WP3 tools and Learning Resource.
- Documentation from workshops/training events supported.
- Approved monthly timesheets.

5. Required Profile

- Secondary or higher education OR relevant professional experience related to capacity-building, training, environmental awareness, sustainability, or project implementation.
- Minimum 2 years of professional experience in circular economy, waste management, or capacity-building.
- Experience in EU-funded or donor-funded projects is an advantage.
- Experience in developing or supporting training materials is an advantage.

6. Time Allocation

- Total hours: 150
- 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
(Technical Expert – Capacity Building (WP3 / D3.3))