

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

### **WP3 – D3.2 Technical Staff for co-creation and development of educational material**

This Terms of Reference defines the responsibilities, requirements, and working conditions for the Technical Expert engaged under Work Package 3 (WP3) – Co-creation Framework and Learning Resource Development of the REWASTE project, implemented under the Interreg IPA CBC Greece–North Macedonia Programme.

#### **1. Background**

WP3 of the REWASTE project focuses on developing and applying co-creation methodologies, identifying skill gaps, and improving tools for the Learning Resource. The involvement of a technical expert is essential to facilitate stakeholder engagement and support the development of structured tools and methodologies within this Work Package.

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

The objective of the Technical Expert is to organise and facilitate stakeholder engagement processes, support the co-creation framework, contribute to skill gap identification, and provide technical inputs to the development of enhanced learning tools.

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

- Organise and facilitate stakeholder engagement sessions.
- Assist stakeholder experts in applying co-creation methodologies.
- Support identification of skill gaps and competency needs.
- Provide technical inputs for development and improvement of the Learning Resource.
- Prepare technical summaries, workshop notes, and consultation reports.
- Collaborate with WP3 partners and stakeholder experts.
- Support documentation for interim and final project reports.
- Submit timesheets documenting hours worked.

#### **4. Deliverables**

- Documentation from stakeholder engagement sessions.
- Technical inputs for the Learning Resource.
- Reports summarising skill gap findings.
- Co-creation framework meeting notes.

- Timesheets and activity reports.

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

- National of North Macedonia.
- Secondary or higher education OR relevant professional experience related to stakeholder engagement, coordination, community work, or participatory processes.
- Minimum 2 years of experience in stakeholder engagement or participatory methodologies.
- Experience with EU-funded or donor-funded projects is considered an advantage.
- Strong facilitation and communication abilities.
- Technical writing and analytical skills.
- Familiarity with participatory and co-creation methodologies.
- Ability to document and synthesise technical information.

## **6. Time Allocation**

- Total hours: 100
- 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 Staff for co-creation and development of educational material (WP3 / D3.2))**