

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)**