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.

• Collect and review relevant project outputs and inputs related to replication activities.

• Support the identification of implementation steps for replication municipalities.

• Support the definition of roles and responsibilities for implementation.

• Coordinate inputs from project partners and municipalities.

• Prepare draft roadmap content and support its finalisation.

• Provide short summaries and inputs for WP5 reporting.

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.

• Secondary or higher education or relevant professional experience related to project implementation, planning, coordination or local development.

• Minimum 2 years of experience in project implementation, coordination, preparation of action plans, implementation plans or roadmaps.

• Experience with EU-funded or donor-funded projects is an advantage.

• Ability to coordinate with municipal and project stakeholders.

6. Time Allocation

• Total hours: up to 60 hours

• Duration: up to12 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)**