

Terms of Reference (ToR)

WP5 – D5.4 Technical Staff: Policy Recommendations Handbook Assistant

This Terms of Reference outlines the responsibilities, qualifications, and work conditions for the Technical Expert engaged under WP5 – D5.4 of the REWASTE project. This expert will support the co-creation and drafting of the Handbook of Policy Recommendations for both Greece and North Macedonia.

1. Background

WP5 focuses on sustainability, replication, and capitalisation activities. Under D5.4, the project requires the preparation of a Handbook of Policy Recommendations to guide both participating countries in the adoption, scaling, and support of circular economy and waste management systems. The expert will provide technical and policy-oriented support in drafting and coordinating these recommendations.

2. Objective of the Position

To assist in developing and coordinating policy recommendations tailored to the national contexts of Greece and North Macedonia, ensuring alignment with EU circular economy frameworks and project objectives.

3. Responsibilities

- Support coordination of inputs for the preparation of policy recommendations.
- Assist in drafting, reviewing, and structuring sections of the Policy Recommendations Handbook.
- Support alignment of recommendations with national and EU-level policy frameworks.
- Support consultations and exchanges with project partners and stakeholders.
- Assist in harmonising policy content for both participating countries.
- Prepare short technical notes, summaries, and inputs for WP5 reporting.
- Participate in working sessions related to policy recommendations.
- Submit timesheets and supporting documentation.

4. Deliverables

- Contribution to draft and final versions of the Policy Recommendations Handbook.
- Supporting policy analysis documents and technical notes.
- Inputs to the WP5 sustainability and capitalisation report.
- Timesheet documentation.

5. Required Profile of the Assistant

- National of North Macedonia
- **Secondary or higher education or equivalent professional experience** in policy development, strategic planning, or advisory roles.
- Minimum 2 years of experience in policy development, strategic planning, or project management.
- Experience with EU circular economy policies and directives is an advantage.
- Previous experience with EU-funded or cross-border cooperation projects preferred.
- Strong analytical, coordination, and technical writing skills.

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
(Policy Recommendation Handbook Assistant (WP5 / D5.4))