

**Reference Number: E-006-025**

**Type of contract: Service Contract**

**Location: Sarajevo, Bosnia and Herzegovina**

**Published: 23 October 2025**

**Deadline for application: 30 October 2025**

### **Terms of Reference for Expert on Circular Economy**

#### **Background**

The Regional Cooperation Council (RCC) was established in 2008 as a regionally owned and led framework. It works under the political guidance of SEECP to promote regional cooperation and European and Euro-Atlantic integration of South East Europe (SEE).

RCC's activities in the Green Agenda for the Western Balkans are guided by its triannual Strategy and Work Programme, Sofia Declaration endorsed by the Western Balkans Leaders at the Sofia Summit in 2020 and Action Plan for the implementation of the Green Agenda for the Western Balkans (2021-2030) endorsed by the WB Leaders at the Berlin Process Summit in 2021.

The RCC consists of 46 participants. The RCC and its Secretariat receive operational guidance and supervision from the RCC Board. The RCC has a Secretariat based in Sarajevo, Bosnia and Herzegovina, headed by the Secretary General, and Liaison Office in Brussels. The organisational structure of the RCC Secretariat consists of: Office of the Secretary General, Political Department, Programme Department and Administration Department. The organisation maintains close working relations with all relevant stakeholders, such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

#### **Outline of the Position**

The primary objective of this position is to support the Regional Cooperation Council (RCC), particularly the Green Agenda for the Western Balkans (GAWB) team, in advancing and implementing the Circular Economy (CE) Pillar of the GAWB.

A core function of the role will be to lead preparatory work and lay the foundation for long-term cooperation with the Swiss Government and other partners, building a common understanding on regional priorities and areas of strategic intervention. This includes the preparation of strategic project documentation aligned with the Revised GAWB Action Plan, WB6 Circular Economy Operational Plan, and relevant EU policy frameworks.

The expert will steer early-stage coordination processes, ensure alignment among partners, provide targeted policy advice, and drive the formulation of joint objectives. The role includes the design and oversight of CE initiatives, active engagement with stakeholders and donors, and participation in strategic planning and implementation processes.

## **Reporting**

The expert will work under the direct supervision and the overall guidance of the Senior Expert on the Green Agenda.

## **Key Responsibilities**

### **Strategic Development and Project Preparation**

- Lead preparatory work and consultation processes with Swiss and regional partners to define strategic directions, priority areas, and shared objectives for a four-year intervention on CE.
- Support the development of a long-term RCC–Switzerland cooperation concept in the CE field, ensuring it reflects mutual priorities and regional relevance.
- Coordinate the preparation of strategic project documentation, including detailed objectives, expected outputs, implementation modalities, and resource planning.
- Ensure all CE-related actions are coherent with RCC’s mandate, the Revised GAWB Action Plan, and key regional and EU-level policies.

### **Coordination, policy advice and regional representation on CE Pillar**

- Lead dialogues and preparatory exchanges with WB6 authorities, the European Commission, civil society, and donors to establish clear and jointly agreed CE intervention priorities ensuring strategic alignment with Revised GAWB AP, and operational feasibility.
- Provide expert policy advice to RCC and stakeholders on CE priorities, with a focus on European Green Deal alignment, accession reforms, and replicable best practices.
- Contribute to building consensus among stakeholders on strategic CE directions and approaches.
- Represent RCC in relevant CE-focused meetings, donor dialogues, and international fora,

### **Monitoring, Reporting, and Knowledge Sharing**

- Support the design and implementation of monitoring frameworks to capture progress and impact of CE-related interventions.
- Organise and lead regional meetings, preparatory sessions, and stakeholder consultations to foster mutual understanding and build consensus, making full use of the WB6 Green and Circular Economy Stakeholder Platform—an intergovernmental forum established to facilitate structured dialogue between environmental and economy/industry ministries and the private sector on advancing the green transition.
- Ensure coherence across RCC’s broader environmental portfolio by maintaining regular coordination with SEE, GAWB and CRM teams.
- Liaising with the main regional and international partners involved in the implementation of GAWB, as well as policy coordination in CE pillars of GAWB.

## Key Requirements:

- An advanced university degree (Master's degree or equivalent) in environmental studies or other subject of relevance for this position; advanced degree will be considered an asset;
  - A minimum of 7 years of professional experience in environment, CE or a related area, preferably in an international environment/SEE region, and with a strong understanding of European and international climate policies (or a first-level university degree and 10 years of relevant professional working experience);
  - In-depth familiarity with EU enlargement policies, the EU accession process, and the European Green Deal, particularly as they relate to the circular economy in the Western Balkans 6.
  - Experience in donor coordination, strategic planning, or project preparation with international development partners is considered a strong asset.
  - Proven experience in providing high-quality policy advice to regional organisations, with a focus on effective communication and high-level political engagement.
  - High initiative, strong team spirit, excellent communication and diplomatic skills, and a commitment to gender competence and intercultural understanding.
  - Ability to think strategically and analytically, with a proactive, results-oriented approach towards work.
  - Willingness to travel within the region and Europe as needed.
- Language Proficiency:
- Fluency in English is required.

## Location / Contract

The service provider will work in hybrid mode in cooperation with RCC's GAWB Coordinator. The service provider could expect that some time would be spent on business-related travel. An initial 12 months service contract with three-month probation period will be concluded with the RCC Secretariat.

Note: This activity is extra-budgetary and finalisation is subject to the availability of funds.

## Application Rules

Qualified candidates are invited to send their motivation letter, CV highlighting relevant experience and three references until **30 October 2025 by 24:00 Central European Time**. Only shortlisted candidates will be contacted. Selection process is based on a written test and a competency-based interview.

The applications should be submitted through the website link [Apply now](#).

If you had submitted your application in the first round by 19 October, please do not resubmit it.

*Disclaimer: We are dedicated to ensuring a working environment that guarantees freedom, cooperation, inclusion, acceptance of diversity, and equal opportunities for others. We select employees we hire and cooperate with solely on the basis of competence and integrity of the*

*candidate, making a decision based on relevant documentation and an interview. We ensure the performance of work tasks and advancement on the principles of equality by prohibiting any form of discrimination based on race, religion, gender, sexual orientation, gender identity or expression, age, disability, marital status or national origin. We operate with zero tolerance towards mobbing, harassment and sexual harassment in the workplace and demand the same of all employees and business partners. We strongly encourage women, minorities, and vulnerable groups to apply.*