

## INTERREG NEXT MEDITERRANEAN SEA BASIN PROGRAMME

*Project MEDinCHAMBERS – Grant Agreement No. A\_G\_4.1\_00028*

# TERMS OF REFERENCE

## External Technical Expert & Hub Manager

### TCLF - Green Transition - Specialist

*WP3: Analysis of needs and Impacts of the cross-border textile value-chains for fair trade*  
*WP4: Enabling New MEDinCHAMBERS Support Services*

<b>Issuing Partner</b>	CEEBA – Chamber of Exporters and Businessmen Association of Egypt (PP4)
<b>Project</b>	MEDinCHAMBERS
<b>Programme</b>	Interreg NEXT Mediterranean Sea Basin (NEXT MED)
<b>Scope</b>	WP3 & WP4 – Textile Value Chain Green Transition
<b>Expert Profile</b>	TCLF and Green Transition Specialist acting as Egyptian Local Pilot Knowledge Hub Manager
<b>Assignment Type</b>	External Technical Expert
<b>Duration</b>	Up to 18 months
<b>Country</b>	Egypt – CEEBA, Cairo
<b>Issue Date</b>	April 2026



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TCLF Green Transition Specialist  
Local Hub Manager

## 1. Background and Project Overview

MEDinCHAMBERS is a transnational cooperation project co-financed under the Interreg NEXT Mediterranean Sea Basin Programme (2021–2027), bringing together six partner organisations across five countries:

- ▶ Italy – CUEIM (Lead Partner)
- ▶ Greece – CERTH (PP1)
- ▶ Spain – CCIB (PP2), CRIB (PP6)
- ▶ Tunisia – CTICI (PP3)
- ▶ Egypt – CEEBA (PP4)
- ▶ Turkey – CCI-Izmir (PP5)

The project's overarching goal is to develop a new structured support service for the green transition of the Textile, Clothing, Leather and Footwear (TCLF) sector across the Mediterranean, anchored in a quadruple helix model involving industry, public authorities, research institutions, and civil society.

CEEBA, as the Egyptian partner (PP4), is responsible for implementing project activities at the national level, including organising stakeholder focus groups (Activity 3.2), establishing and operating the Local Pilot Knowledge Hub in Egypt, and contributing to transnational deliverables under WP4. To deliver these responsibilities with the required level of technical expertise, CEEBA seeks to engage a qualified External Technical Expert who will also act as the Egyptian Local Pilot Knowledge Hub Manager, with specialised knowledge in TCLF green transition, stakeholder consultation, and service co-design.

## 2. Objectives of the Assignment

The External Technical Expert, acting also as the Egyptian Local Pilot Knowledge Hub Manager, will provide specialised advisory, analytical, operational, and methodological support to CEEBA for the following purposes:

- ▶ Facilitate stakeholder focus group meetings in Egypt under Activity 3.2 of WP3, engaging industry actors, public authorities, SMEs, and civil society around the green transformation needs of the TCLF sector and producing a structured needs assessment for Egypt.
- ▶ Lead the co-design, operationalisation, and management of the Egyptian Local Pilot Knowledge Hub under Activity 4.1, including governance structuring, service module definition, and stakeholder engagement.
- ▶ Provide technical and methodological support during the transnational Living Lab in Tunis (Activity 4.3), contributing to the validation of the Hub model and the definition of sustainability indicators for the Digital Detector.
- ▶ Contribute expert input to the co-design and co-creation sessions for the MEDinCHAMBERS Digital Detector (Activities 4.4 and 4.5) from an Egyptian TCLF market perspective.
- ▶ Support the local testing and validation of the Digital Detector in Egypt (Activity 4.6), ensuring its relevance and usability for Egyptian TCLF actors.



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### 3. Scope of Work and Specific Tasks

#### 3.1 Activity 3.1 – Compilation of Tools and Innovation-Driven Models

The expert will support the inventory and SWOT evaluation of existing or adaptable governance models to inform the design of new MEDinCHAMBERS support services. This includes scouting potential solutions such as:

- ▶ Helpdesks or local focal points
- ▶ Digital platforms or repositories
- ▶ HUB models for private and public organisations using Triple/Quadruple Helix and Triangle of Knowledge approaches
- ▶ Local Development Plans groups as permanent discussion forums

The Expert will assess connections with local initiatives, explore synergies with existing solutions, and identify opportunities to integrate innovative tools into the new support service.

#### 3.2 Activity 3.2 – Stakeholder Focus Group Facilitation (WP3)

The Expert will support CEEBA in the organisation and facilitation of thematic 4-Helix focus groups with Egyptian TCLF stakeholders, as part of the transnational stakeholder consultation process coordinated under WP3.

- ▶ Prepare the focus group methodology, discussion guides, and facilitation materials in alignment with the transnational framework developed by CERTH (PP1), adapted to the Egyptian TCLF context.
- ▶ Facilitate at least two thematic rounds of 4-Helix focus group meetings in Egypt, engaging:
  - TCLF companies (SMEs, exporters, manufacturers)
  - Public sector representatives (Trade, Environment, and Industry departments)
  - Research and Higher Education institutions
  - Civil society organisations, textile associations, and cooperatives
- ▶ Guide participants through the analysis of ecosystem actions related to the green transformation of the TCLF sector and applicable EU requirements (ESPR, CSRD, EPR for textiles, EU Textile Strategy).
- ▶ Consolidate and document focus group outcomes, structured around the five key need categories:

##### Five Key Need Categories

Need 1 – Lack of knowledge of EU sustainability regulations

Need 2 – Limited access to green technologies and sustainable practices

Need 3 – Fragmented information systems across chambers

Need 4 – Low cross-border connectivity

Need 5 – Legislative and financial barriers for MSMEs and public institutions

- ▶ Prepare a country needs assessment report for Egypt, feeding into the consolidated WP3 transnational analysis and contributing to the baseline definition of the MEDinCHAMBERS support service.

### **3.3 Activity 4.1 – Co-Design and Management of the Egyptian Local Pilot Knowledge Hub**

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The Expert will act as the Egyptian Local Pilot Knowledge Hub Manager and contribute to the joint design and implementation of the Hub.

- ▶ Act as the Egyptian Local Pilot Knowledge Hub Manager, responsible for the overall coordination, implementation, and day-to-day management of the Hub.
- ▶ Provide technical expertise and methodological guidance in structuring the Hub's governance model, including the definition of service modules for: business support to SMEs, technical assistance, consumer and stakeholder awareness, and policy recommendations.
- ▶ Lead the mapping, engagement, and coordination of local TCLF quadruple helix stakeholders participating in Hub activities
- ▶ Lead, develop, coordinate and manage all Hub activities in close coordination with CEEBA.
- ▶ Contribute to the joint co-design documentation produced at consortium level (coordinated by CTICI – PP3), ensuring that Egypt-specific needs and sectoral priorities are appropriately reflected.
- ▶ Provide technical recommendations on the scalability of the Local Pilot Knowledge Hub model towards a full Regional Quadruple Helix Hub in a subsequent project phase (WP5).

### **3.4 Activity 4.3 – Transnational Living Lab (Tunis)**

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The Expert will participate in the transnational Living Lab prototype held in Tunis, providing specialised technical support as part of the project's external expertise framework.

- ▶ Provide methodological and sector-specific advisory support during Living Lab sessions, ensuring that co-creation and testing processes are grounded in TCLF green transition expertise.
- ▶ Contribute to the testing and validation of the Egyptian Local Pilot Knowledge Hub governance model and stakeholder engagement mechanisms under real operating conditions.
- ▶ Support the definition, testing, and validation of sustainability indicators and monitoring mechanisms feeding the Digital Detector, covering environmental, economic, and organisational dimensions relevant to the TCLF sector.
- ▶ Document technical inputs and outcomes relevant to Egypt, contributing to the transferability report that will enable replication of the Living Lab approach across partner countries.

### **3.5 Activities 4.4 & 4.5 – Digital Detector Co-Design and Co-Creation**

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The Expert will provide technical input to the co-design and co-creation sessions for the MEDinCHAMBERS Digital Detector, with a specific focus on the Egyptian TCLF market.

- ▶ Support the facilitation of co-creation workshops in Egypt, engaging TCLF MSMEs, academic institutions, and industry stakeholders through knowledge triangle approaches to define the Detector's content and functional requirements.
- ▶ Conduct and consolidate a SWOT analysis of the Digital Detector from an Egyptian perspective, identifying strengths, weaknesses, opportunities, and threats in the national context.
- ▶ Provide expert advisory input on the integration of the Detector with existing sector tools, including the SIT Platform, Skills4Smart TCLF MOOCs, Green Growth Euro-Mediterranean Policy Hub, The Good Business Academy, and the SiT transnational cooperation platform.

### 3.6 Activity 4.6 – Digital Detector Testing and Validation (Egypt)

The Expert will support the local testing and validation of the Digital Detector in Egypt, prior to its operational deployment.

- ▶ Coordinate and conduct the testing of all Digital Detector modules in Arabic and/or English, verifying usability, terminology accuracy, sectoral relevance, and alignment with Egyptian TCLF conditions.
- ▶ Liaise as required with the VERDEinMED knowledge platform (CERTH – PP1) to support the proper hosting and integration of Egypt-specific content.
- ▶ Prepare a Digital Detector testing report for Egypt, documenting testing findings, recommendations for improvement, and confirmation of readiness for deployment.

### 3.7 Additional Tasks

The Expert, in their capacity as External Technical Expert and Hub Manager, may be requested to perform additional tasks and provide ad hoc technical support, as required for the successful implementation of the project, upon request of the CEEBA Project Manager. Such tasks shall remain within the overall scope and objectives of the MEDinCHAMBERS project.

## 4. Deliverables

All deliverables must be submitted in English. Arabic versions required where specified. The list of tasks may be adjusted in accordance with the evolving needs of the CEEBA project team within the framework of the project.

#	Activity	Deliverable Description	Timeline	Format
D1	A3.2	Focus group facilitation package: methodology note, discussion guides, facilitation records, and signed participants lists	Months 6–12	Report
D2	A3.2	Egypt country needs assessment report	Month 12	Report
D3	A4.1	Knowledge Hub co-design documentation, activity reports, event agendas,	Months 6-24	Document
D4	A4.3	Living Lab contribution report	Months 13–18	Report
D5	A4.4–4.5	SWOT and co-creation report	Months 13–18	Report
D6	A4.6	Digital Detector testing report	Months 19–24	Report

## 5. Required Qualifications and Experience

### 5.1 Academic Background

- ▶ University degree (minimum Bachelor's level) in Textile Engineering, Environmental Science, Industrial Engineering, Sustainable Development, Business Administration, or a closely related field.
- ▶ A Master's degree or PhD with a focus on sustainability, circular economy, or TCLF sector is a strong asset.

## 5.2 Professional Experience

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- ▶ Minimum 10 years of professional experience in the TCLF sector, with a demonstrated focus on green transition, circular economy, and/or sustainable supply chains.
- ▶ Proven experience in multi-stakeholder consultation, including focus group design and facilitation, needs assessment, and stakeholder mapping in the TCLF or related sectors.
- ▶ Experience in service co-design, knowledge hub development, or innovation ecosystem design, ideally including experience in hub management, coordination, or similar operational roles in a Mediterranean or developing country context.
- ▶ Prior involvement in EU-funded projects (Interreg, Horizon, ENI CBC) is strongly preferred.

## 5.3 Technical Knowledge

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In-depth knowledge of EU textile sustainability regulations and standards, including:

- ▶ Ecodesign for Sustainable Products Regulation (ESPR)
- ▶ Corporate Sustainability Reporting Directive (CSRD)
- ▶ Extended Producer Responsibility (EPR) for textiles
- ▶ EU Strategy for Sustainable and Circular Textiles (2022)
  
- ▶ Solid understanding of circular economy frameworks and their application to TCLF value chains, including eco-design, green business models, sustainable procurement, and supply chain traceability.
- ▶ Knowledge of the Egyptian TCLF industry landscape, including the national regulatory environment, export market dynamics, main governmental and private sector players and current sustainability challenges and opportunities.
- ▶ Familiarity with the broader Mediterranean TCLF sector and EU–Southern Mediterranean cross-border trade dynamics.
- ▶ Understanding of digital tools for sustainability monitoring, green transition tracking, and knowledge management platforms is an advantage.

## 5.4 Languages and Skills

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- ▶ Arabic: Required (for focus group facilitation, Hub management, and stakeholder engagement in Egypt).
- ▶ English: Mandatory (for all project reports, transnational communications, and Living Lab participation).
- ▶ French: A strong asset, given the Tunisian and broader Mediterranean project context.
- ▶ Strong analytical, synthesis, and report-writing skills; ability to consolidate multi-stakeholder inputs into structured, actionable outputs.
- ▶ Excellent interpersonal, coordination, and facilitation skills, with demonstrated experience in managing diverse stakeholder groups and multi-actor environments.
- ▶ Ability to work independently and collaboratively within a transnational, multicultural consortium environment.



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## 6. Duration, Location and Working Modalities

<b>Assignment Duration</b>	Up to 18 months
<b>Primary Location</b>	Egypt
<b>Reporting Line</b>	Directly to the CEEBA Project Manager for all activities
<b>Working Language</b>	English and Arabic

## Travel Requirements

The expert will be required to travel within Egypt (mainly between Alexandria and Cairo) and to Tunis for the Living Lab (Activity 4.3). Travel and subsistence costs shall be covered by the Expert within the framework of the agreed contract budget. No additional reimbursement will be made.

## 7. Financial Arrangements

### Key Financial Terms

- ▶ Payment upon deliverables in EGP
- ▶ Travel costs included within contract budget
- ▶ Expert is responsible for own taxes
- ▶ The Expert must be able to issue compliant electronic invoices (e-invoices)
- ▶ Only eligible candidates will be considered

## 8. Selection and Evaluation Criteria

Applications will be evaluated on the basis of the following criteria. Only applications meeting the minimum technical threshold will proceed to financial evaluation.

Criterion	Max. Score	Evidence Required
Academic qualifications (level and relevance to TCLF / sustainability)	10	Copies of diplomas
Professional experience in TCLF and its green transition (depth and relevance), as well as proven network to the TCLF ecosystem – private and public actors	30	CV with detailed assignments
Experience in stakeholder consultation and focus group facilitation	20	CV, references or samples
Experience in service co-design, Hub development, or innovation ecosystems	15	CV, references

Criterion	Max. Score	Evidence Required
Knowledge of sustainability regulations applicable to TCLF	<b>15</b>	Technical note or CV
Experience in EU-funded / internationally co-funded projects	<b>10</b>	CV listing relevant projects
<b>TOTAL TECHNICAL SCORE</b>	<b>100</b>	<b>Minimum pass threshold: 75/100</b>

## 9. Application Requirements

Interested candidates (individuals or consulting firms) must submit all of the following documents:

- ▶ Updated Curriculum Vitae (CV) in English, clearly detailing professional experience in TCLF and green transition, stakeholder facilitation and consultation assignments, service co-design or knowledge hub experience, EU-funded project involvement, and language proficiency.
- ▶ Technical Proposal (maximum 4 pages): Describing the candidate's understanding of the assignment scope, proposed approach for focus group facilitation and Hub management/co-design in Egypt, and a preliminary work plan aligned with the project timeline.
- ▶ Financial Proposal: Indicating the proposed daily rate, with an estimated breakdown of days per activity if available.
- ▶ Two professional references: Contact details (name, organisation, email, telephone) of persons who can attest to the candidate's relevant experience.
- ▶ Copies of relevant academic qualifications and/or professional certifications.

### HOW TO APPLY

Applications must be submitted in English by email to CEEBA's project focal point.

Subject line: "Application – MEDinCHAMBERS External Technical Expert & Hub Manager / TCLF Green Transition Specialist – Egypt"

Deadline: 4th of May 2026

Email: [info@ceeba.org](mailto:info@ceeba.org)

Please include a motivation letter with your application.

## 10. Confidentiality and Intellectual Property

- ▶ All reports, analytical outputs, co-design documents, and any other materials produced under this assignment are the exclusive property of CEEBA and the MEDinCHAMBERS consortium.
- ▶ The Expert shall maintain strict confidentiality regarding any sensitive project, partner, or stakeholder information accessed during the assignment.
- ▶ Project-related outputs shall not be shared with, reproduced for, or published by third parties without prior written consent from CEEBA.
- ▶ The Expert shall not engage in any activity that presents a conflict of interest with the project's objectives during the period of the assignment.



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