



European
Commission



Circular
Cities & Regions
Initiative

Call for external experts

Call for expression of interest

The [Circular Cities and Regions Initiative \(CCRI\)](#) is looking for external experts on circular economy to provide personalised support and mentorship to regions and cities willing to advance the implementation of systemic circular economy solutions.

Background

Launched and funded by the EU as part of the Circular Economy Action Plan, the CCRI focuses on implementing the circular economy across Europe's cities and regions. One of the key objectives is to support the implementation of circular systemic solutions, addressing different sectors and value chains, involving various actors, and tackling a variety of circularity issues (e.g. business models, regulatory impacts), as well as exerting influence in multiple fields (social, economic, and environmental).

Call of experts

The CCRI is currently growing and as such, working towards deepening the support towards its community. The objective is to provide a space for in-depth learning and knowledge sharing. In this framework, a group of experts will be selected to support cities and regions (at different levels of advancement) on their circular transition journey. Experts willing to participate need to complete the application process – as described below.

Experts' role and possible assignments

The CCRI is seeking external experts on circular economy, with a focus on five main areas of expertise (listed below) to provide their knowledge and support to cities and regions. Below the two different assignments that the experts could apply to:

1) On-demand and tailored advisory to individual cities/regions: Experts can be requested to undertake specific assignments (of up to 25 days approximately each) for CCRI [Pilot](#) cities and regions from June 2024 to September 2025.

2) Mentoring programme: Experts can also be invited to act as mentors in the framework of a new CCRI mentoring programme. The mentorship will be materialised in online mentoring sessions from June 2024 to December 2026. Experts will be invited to dedicate 12 hours per mentee (6 online mentoring sessions of 2 hours each).

Candidates can express an interest in joining the CCRI roster of experts, either for one or for both assignments as described above.

Experts' areas of expertise

The CCRI is looking for a group of professionals and specialists in the following areas:

| Area of support | Examples of activities |
|------------------------------------|--|
| Stakeholder and citizen engagement | <ul style="list-style-type: none">Supporting stakeholders mapping exercise (considering the quadruple helix¹)Supporting and defining a stakeholder engagement planSupporting, defining and implementing activities under the 5 levels of public participation² according to the cities' and regions' needs |

¹ Involving representatives from public authorities, industry, academia and citizens

² Inform, consult, involve, collaborate, empower

| | |
|---------------------------------------|---|
| Innovation and technology | <ul style="list-style-type: none"> • Assessing the relevance of certain enabler technologies for a specific circular systemic solution |
| Business models and financial support | <ul style="list-style-type: none"> • Providing guidance on how to develop a business model/case • Supporting the use and combination of different types of financing/funding instruments • Supporting to define exploitation strategies (Return of Investment and Social-Return of Investment) • Providing guidance on scalability and scale-up strategies • Cost-benefit analysis of circular initiatives/projects • Sustainable finance and/or taxonomy alignment |
| Public procurement | <ul style="list-style-type: none"> • Providing legal support/advice • Providing advice on methods to develop innovative procurement processes |
| Impact evaluation | <ul style="list-style-type: none"> • Carrying out a lifecycle assessment • Carrying out a socio-economic impact assessment • Exploring the social-readiness level |

Eligibility criteria

All experts are required to have:

- ✓ Excellent interpersonal and communication English skills (at least C1 level) that can support effective dialogue with a range of city/region practitioners.
- ✓ Possibility to be subcontracted as an individual by the CCRI office³.
- ✓ Proven experience (at least 5 years) in at least one of the thematic areas identified in the previous section.
- ✓ Experience working with local and/or regional governments.
- ✓ Familiarity and knowledge of circular economy in cities/regions.

Selection criteria

In addition, candidates should demonstrate the following skills:

- ✓ Fluency in other national language(s) than English (written and verbal).
- ✓ Commitment and due diligence to scientific and academic rigorousness and strong teamwork spirit.
- ✓ Professional conduct and scientific integrity principles and submit conflict of interest disclosures.
- ✓ Ability to Build Trust and Rapport: Building a trusting and positive relationship is crucial for effective mentoring and support activities. Experts should have the ability to create a safe and supportive environment where mentees/supported Pilots feel comfortable sharing their thoughts, challenges, and aspirations.
- ✓ Familiarity with national circular economy policy and legislative frameworks at EU, national and/or local level would be a plus.

³ There are two CCRI office branches: the 'CCRI Coordination and Support', and the 'CCRI Knowledge Hub', working jointly on this call for experts – respectively in charge of the tailored advisory support and the monitoring programme.

- ✓ Expertise in business models and financial support would be highly valued.

Participation requirements

Selected candidates will be requested to:

- ✓ Review and follow the Mentoring & Expert Support Guide provided by the CCRI office.

For the mentoring programme:

- ✓ Commit to the entire duration of the mentoring cycle from June 2024 to December 2026, ensuring continuity and stability in the mentoring relationship (12 hours to be dedicated to the mentees, 6 online mentoring sessions of 2 hours each).

For on-demand advisory assignments:

- ✓ Demonstrate availability and flexibility to address on-demand requests for specific assignments between June 2024 and September 2025.

Please note that the timelines mentioned above can be slightly modified due to external circumstances.

Terms and conditions

Experts will receive a fixed fee between 750-900€ to remunerate their work (taxes included). The fees will depend on the type of activities to be undertaken (mentoring and/or tailored advisory support) and on the level of professional experience.

Submitting your expression of interest

To register your interest in being added to the CCRI pool of experts, please submit your CV (maximum 4 pages, preferably in Europass CV format) and cover letter (maximum 2 pages) through this [EU survey form](#). In the Application Form and the cover letter, candidate experts are requested to provide evidence of their skills, competencies, and knowledge by providing concrete examples of previous relevant experiences in any of the following area(s): (i) Citizen and stakeholder engagement; (ii) Innovation and technology; (iii) Business models and financial support; (iv) Public Procurement; and (v) Impact evaluation.

Deadline: Friday 7 June 2024 (end of business).

Selection process

The selection committee will review the applications and consider the candidates' experience in one or more of the fields requested in this call and their experience of working in similar relevant projects and/or advisory committees. Geographical balance will also be considered among the selection criteria. Candidates will be reviewed against the eligibility and selection criteria, specified above.

Data protection

When filling in the expression of interest form, you will have to give your consent to the European Commission's Circular Cities and Regions Initiative to store and process the given information, including your personal information, for the purpose of applying, and possibly joining this group of CCRI experts. The present call for experts is jointly managed by the CCRI Coordination and Support Office led by ECORYS (tailored advisory support), as well as the CCRI Knowledge Hub led by Kveloce (mentoring programme). Please read the two corresponding privacy statements (downloadable from the application form) to understand how your data will be processed for both types of CCRI assignments.

You will be free to withdraw your application at any time by sending a request to the Circular Cities and Regions Office (CCRI-CSO@ecorys.com).



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