

Terms of Reference – Waste2Fashion Project Manager

Position Title:	Waste2Fashion Project Manager
Organization:	Centre for Environment and Development for the Arab Region and Europe (CEDARE)
Duty Station:	Cairo, Egypt (with flexibility to travel as and when required)
Contract Type:	Consultancy

1. Background

The Centre for Environment and Development for the Arab Region and Europe (CEDARE) is an international inter-governmental Organization with diplomatic status established to promote sustainable development, natural resource management, and environmental stewardship across the Arab Region and Europe. CEDARE implements multi-sectoral projects that advance inclusive growth, strengthen resilience, and promote sustainable resource use.

CEDARE has been recently selected as one of the implementing partners of the Interreg NEXT MED “Developing a pilot circular system for postconsumer textile waste in the Mediterranean -Waste2Fashion” Project, a 36-month initiative in partnership with Agència de Residus de Catalunya (Spain) and co-funded by the European Union. Waste2Fashion aims, through its 2.822.814,00 € budget, to help Mediterranean countries transition to a circular and resource-efficient economy by minimizing the negative environmental impact of post-consumer textile waste and maximizing the socio-economic opportunities presented by the growing sustainable fashion sector.

To support the effective execution of its role as the Project Partner 1 (PP1) of Waste2Fashion Project, CEDARE is seeking to hire a highly qualified Project Manager who will be in charge of leading (with support from other assigned CEDARE staff) the work of CEDARE towards achieving corresponding outputs as outlined and agreed upon in the Waste2Fashion Grant Contract (specifically outputs 1.0; 2.0; 4.0; 5.0; 5.1; and 5.2).

2. Position Overview

The Project Manager will provide strategic and operational leadership for CEDARE’s role in the Waste2Fashion project, ensuring delivery within scope, budget, and timeframe. The incumbent will be responsible for planning, implementation, monitoring, evaluation, and reporting with the support of other assigned CEDARE staff, as and when needed.

A key aspect of this role is to leverage strong expertise in policy advocacy, capacity building, and sustainable development to drive the capitalization of project results, facilitate regional policy endorsement, and enhance the capacities of designers, start-ups,

and policymakers in circular economy and textile waste management. This will primarily include the production of a set of Guidelines for sustainable post-consumer textile waste management that will be submitted for endorsement to the Contracting Parties of the Barcelona Convention and that are expected to be widely shared with Mediterranean policymakers.

3. Key Duties and Responsibilities

A. Strategic Project Management

- Provide overall leadership, direction, and accountability, on behalf of CEDARE, for the relevant work under the Waste2Fashion project, ensuring alignment with the governing rules and procedures (specifically of the Interreg NEXT MED Programme) and with the corresponding Waste2Fashion Implementation and Operations Manual
- Ensure CEDARE's project outputs are delivered on time, within budget, and with demonstrable impact on sustainable development, circular economy, and textile waste governance.
- Manage CEDARE's project team and consultants, providing mentorship and performance oversight as needed.
- Act as a key liaison between CEDARE and the partners of the project domestically and internationally taking into consideration CEDARE mandate and its regulatory framework.
- Represent CEDARE in external meetings, events conferences, and workshops related to the Waste2Fashion project, including those that require local or international travel upon delegation by CEDARE top management.

B. Technical Oversight and Implementation

- Lead the development process of CEDARE's project work plans, budgets, and logical frameworks, as needed, for Work Package5 (WP5) corresponding to "Capitalization, exploitation, policy uptake" and contributions to WP4 corresponding to "the Academy & Lab", while ensuring feasibility and sustainability. This includes leading the capitalisation of project results from 5 textile waste pilots into actionable policy recommendations and overseeing the design and delivery of capacity-building activities for policymakers, designers, start-ups, and SMEs to ensure transfer of knowledge on circular economy, eco-design, and sustainable textile waste management over the value chain of this waste starting from the raw material till the final minimized disposal.
- Lead the roll-out of CEDARE's project activities, as outlined in the Project Work Plan (3.6 of the Implementation and Operations Manual) to ensure the achievement of the corresponding outputs. These activities include:

- The systematisation of pilot initiatives and drafting of Guidelines for post-consumer textile waste management (Activity 5.1.1).
- Submission of the Guidelines to the secretariat of the Barcelona Convention (Activity 5.1.2).
- The implementation of a dissemination and exploitation campaign for promoting recommendations and results (Activity 5.2.1).
- The organisation of 3 cross-border dissemination events on post-consumer textile waste management (Activity 5.2.2).
- The knowledge transfer to 5 early adopters in the Mediterranean region (Activity 5.2.3).
- The support to the Transnational Eco-design Fashion Academy (WP4) to strengthen capacities of designers, start-ups, and SMEs (Activity 4.1.1–4.1.3).

C. Financial and Administrative Oversight

- Oversee financial planning, budget control, and compliance with Interreg NEXT MED regulations and CEDARE's rules.
- Ensure accurate financial reporting, forecasting, and accountability mechanisms for the project's eligible costs (staff, external expertise, travel/accommodation flat rate, administrative flat rate).

D. Monitoring, Evaluation, and Learning

- Oversee and guide the Monitoring & Evaluation (M&E) framework for CEDARE's project activities, ensuring systematic tracking of progress against project outputs and result indicators.
- Ensure data-driven decision-making through analysis, reporting, and adaptive management.
- Document lessons learned, best practices, and success stories to inform policy dialogue and future sustainable development programming.
- Set the indicators to monitor the performance of project within CEDARE.

E. Reporting

- Prepare high-quality narrative reports for the Lead Partner that include information on the implementation of activities, achievement of indicators and results, and supporting documentation, in the times and formats requested by the Lead Partner.
- Oversee the preparation of the bi-annual financial reports (that include lists of expenditures, invoices, proofs of payments) for submission through the JEMS platform..

- Disseminate findings and results through reports, policy briefs, presentations, and visibility materials, as needed.
- Ensure that all produced materials reflect that the project is co-funded by the European Union under the Interreg NEXT MED Programme.

4. Qualifications and Experience

- University degree (Master's or higher is a plus) in Environmental Engineering, Waste Management, Circular Economy, Sustainable Development, Industrial Engineering, Business Administration, Economics, or any other related discipline.
- Minimum 10 years of progressively responsible experience in managing development projects or project components, with a strong focus on policy analysis and advocacy, capacity building, stakeholder management, report generation, workshop facilitation, and sustainable development. Additional weight will be given to candidates with experience in EU export and import policies.
- At least 5 years managing/coordinating donor-funded environmental or circular economy programs having the experience with EU, UN, GIZ, USAID, or other international donor programs is preferred.
- Fluency in English (written and spoken) is required; Arabic is highly desirable (for engagement with Arab Mediterranean countries, as per CEDARE's mandate).
 - ✓ The competencies that shall be demonstrated are:
 - Strategic leadership.
 - Results orientation.
 - Team management.
 - Negotiation and partnership building.
 - Analytical thinking.
 - Innovation and problem solving.
 - Communication and presentation skills.
 - Report writing and donor liaison.
- Demonstrated experience in stakeholder engagement and negotiations with governments, international organizations, donors, and community-based organizations.
- Demonstrated ability in financial administration, including budgeting, forecasting, and compliance with EU funding rules (eligibility, co-financing, no-profit rule).

5. Task Anticipated Man-Power Over the Project Duration

The Project Manager is a part-time position with an estimated Level of Effort (LOE) of 495 days for the 36-month duration of the project. The incumbent is expected to have at least 15 years of progressive experience in managing donor-funded projects (including staff supervision, donor engagement, policy dialogue, and capacity development) and in addition to having previous experience in supporting the development of evidence-based guidelines and in policy engagement. These man-days shall cover all the activities and tasks of the Project Manager that will be conducted.

5. How to Apply

- ❖ Interested candidates should submit their CV and any supporting documents via email to: hrcedare@gmail.com
- ❖ Please indicate the following subject line in the email: **“Application for Project Manager (Waste2Fashion Project) / Consultancy - CEDARE”**
- ❖ Application deadline: **Sunday, August 16, 2026 – 5:00 PM (Cairo Local Time)**
- ❖ Only shortlisted candidates will be contacted.