



Terms of Reference

International visit to Netherlands

Project Title: "CirculUP! Building capacity and raising awareness to popularise Circular Economy in Armenia"

Duration of project: 3 years, From 01- January- 2023 to 31- December - 2025

Name of Lead Partner Organisation: Impact Hub Association

1. Introduction & Project Objectives

The "CIRCUL-UP! Building capacity and raising awareness to popularise Circular Economy in Armenia" project, funded by the European Commission, aims to promote and implement circular economy principles in Armenia. The project seeks to bring about a systemic shift in the country's economy and society towards circularity. This involves strengthening civil society, reframing the entrepreneurial ecosystem, and launching media and communication campaigns to encourage consumers to adopt circular practices.

The project is being implemented by [Impact Hub Global](#), [Impact Hub Yerevan](#) and the [Environment and Health NGO](#). The grant budget volume is 1,500,000 EUR.

The overall objective of the program is to ignite a systemic shift in the Armenian economy and society at large towards circularity.

Specific Objective 1. To empower civil society actors so they may play a fundamental role within a newly-formed multi-stakeholders Armenian Coalition for Circularity.

Specific Objective 2. To create the conditions for the Armenian entrepreneurial ecosystem to adopt Circular Economy principles and conscious environmental practices.

Specific Objective 3. To bring into light the concept of circularity among Armenian citizens, giving them a sound understanding and greater sensitivity in relation to circularity and the environment.

2. Tour Program

As part of the activities of the project, we invite organisations based in the Netherlands, to submit proposals to support the organisation of 5-days in person training sessions and workshops on circularity for CSOs Members of the Armenian Circularity Coalition (total of 20 participants).

During these training sessions, the participants should dive deep into the issue of circularity with the aim of transferring a shared understanding, competencies, knowledge and capacity to Armenian CSOs representatives about the circular economy. The visit should also include meetings in Amsterdam and Rotterdam with relevant players of the ecosystem, such as trainers, municipality, sector experts, researchers, possible impact investors and local SMEs and impact start-ups working on this topic.

Contractor companies are asked to develop a travel program including the following items:

- Development and Delivery of training and workshop sessions related to Circular Economy divided in 2 cities of Amsterdam and Rotterdam
- Workshops should include:
 - General concept of Circular Economy and successful examples in the Netherlands
 - Workshop of Circular Economy for businesses (SMEs)
- 2 coffee breaks and 1 lunch break per day, for 5 days for 20 participants. Coffee breaks should include tea/coffee + fruits + pastries. Lunch should include both protein & vegetables (Ideally a healthy plate of protein, greens, veggies, and some carbs).
- At least 1 meeting with the local government to learn about their efforts and next steps
- Local transportation to the meetings and workshop venues (Also between Amsterdam and Rotterdam)
- 3 to 5 site visits to successful Circular Businesses and communities per city especially focused in Agrifood, Tourism and Textile sectors.

4. Expected Results

After the trip, the participants are expected to have a sound understanding of what the Circular Economy means and how it has developed in the Netherlands. What are the objectives and current activities of the local governments, and what are some of the local success stories.

5. Timeline

The visit will last 5 working days, and will take place during the week of May 27th, 2024

*In case this timeframe should change, please explain and suggest another week in your proposal.

6. Qualifications for Successful Service

Corporate competencies:

- Officially registered legal entity;
- At least 3 years of experience in consulting, developing, organising and conducting training programs and technical assistance;
- Experience in developing, organising and conducting training and technical assistance programs for the Circular Economy;
- Experience with donor organisations and / or multinational or international organisations of the company;
- Manager qualification and experience;
- Experience in conducting local or regional projects;
- Good proficiency in English;
- Experience of conducting exchange visits in target city would be an advantage
- Previous experience working with Impact Hub Network would be an advantage



7. Documents to be included in the submission of proposals

Companies submit the following documents:

- Certificate of business registration;
- Statement for positive results from three clients in the last 3 years;
- Biography or CVs of the assigned staff;
- Proposed plan and content of the study tour (visit program);
- Financial proposal.

The application is submitted in English.

8. Coordination and Responsibility

The contractor will be supported by the CirculUP Program Manager. The contact person is: Ms. Ani Baboomian

E-mail: ani.baboomian@impacthub.net

9. Submission of Offer

Please use "**CirculUP! Study Visit Proposal**" title and the email address above to submit your proposals.

The offer should be submitted by **23:59 CET on March, 10, 2024**

The offer should provide the following details in English:

- Experts' Proposal indicating time-wise engagement of expert team, description of experts' qualification, Information about professional background (Linkedin page, etc.), and any previous visits organised.
- At least three reference contacts.

- Budget indicating fees per transport, meals, events costs, training costs, envisaged travel costs for organisers, material costs if applicable, other costs. Please prepare the budget in EUR.

10. Appraisal of Offers

The offers will be assessed according to the following criteria:

- Quality and price of offer
- Availability of experts in the suggested time period

Please note that only offers will be respected that have been submitted timely and with the full set of requested documents.

Impact Hub is dedicated to fostering diversity within its workforce as well as among its partners and encourages all qualified applicants, regardless of gender, nationality, disabilities, sexual orientation, cultural, religious, and ethnic backgrounds, to apply.