

**TERMS OF REFERENCE:
DESIGN, COORDINATION AND FACILITATION OF A STUDY
TOUR IN EUROPE ON ECO-INDUSTRIAL PARK DESIGN,
DEVELOPMENT, OPERATION AND MANAGEMENT**

I. General information

Assignment name	Design, Coordination and Facilitation of a Study Tour in Europe on Eco-Industrial Park Design, Development, Operation and Management
Beneficiary	Green Policy Dialogue Facility (GPDF)
Country	Sri Lanka

Expertise France is seeking short-term expertise to organize an Eco-Industrial Park study tour in Europe, covering best practices in industrial sustainability, circular economy, etc.

II. Context and justification of the need

1. Expertise France

Expertise France (EF) is France’s public agency and inter-ministerial actor in charge of international technical cooperation, the second-largest agency of its kind in Europe. As a subsidiary of Agence Française de Développement Group (AFD Group), it designs and implements projects that sustainably strengthen public policies in developing and emerging countries. Expertise France works in key areas of development: governance, security, climate change, health, education, and more. Alongside its partners, it contributes to achieving the Sustainable Development Goals (SDGs).

For more information, please visit the website: www.expertisefrance.fr

2. European Union Delegation to Sri Lanka and the Maldives

The European Union (EU) Delegation to Sri Lanka and the Maldives is the funding partner of the *EU Green Recovery Facility*¹. Cooperation between the EU and Sri Lanka is based on the partners’ mutual respect for democratic principles and human rights and covers a number of key areas of cooperation, including; diversification of trade and investment; networking between EU and Sri Lankan business communities; strengthening technical, economic and cultural linkages and providing technical assistance to Sri Lanka to interact more effectively with the EU; supporting Sri Lanka’s efforts to improve the living conditions of the poorer sections of the population; green recovery, environmental protection and sustainable management of natural resources.

The EU Green Recovery Facility is part of a series of EU funded initiatives to be rolled out between 2021 and 2027 under the Team Europe Initiative (TEI) “Green Recovery”, which will mainly focus on green economic recovery and on valuing and protecting Sri Lanka’s rich biodiversity.

¹ The “EU Green Recovery Facility” is the “brand name” of the Green Policy Dialogue Facility (GPDF) initiative.

For more information, please visit the website: https://www.eeas.europa.eu/delegations/sri-lanka_en

3. EU Green Recovery Facility in Sri Lanka

The EU Green Recovery Facility (the Facility) is a four-year intervention funded by the European Union (EU). It seeks to use the current economic crisis as an opportunity to support Sri Lanka towards a more sustainable growth trajectory. The ultimate goal entails achieving a green (and blue) economy that is circular, carbon neutral, and socially inclusive; which, not only, would be more respectful of biodiversity resources and socio-economic/demographic context, but would also provide much needed macroeconomic stability.

In this context, the Facility harnesses policy experiences and knowledge from the EU (e.g. the European Green Deal), along national and regional ones, to contribute to the green recovery (medium term) and transition (long term) of the Sri-Lankan economy and society.

The Facility more specifically supports the mainstreaming of green economy (GE) challenges and objectives in the Sri Lankan policy landscape, as well as the facilitation of bringing GE policy to action by contributing to the following specific objectives:

- **SO1:** Support the development and implementation of inclusive national green, blue and sustainable public policies, with participation of women and men in all their diversity.
- **SO2:** Improve the business and investment climate in view of promoting an inclusive circular economy (both green and blue).
- **SO3:** Increase accessibility and availability to green and sustainable finance.

The primary direct beneficiaries of the Facility are public institutions, particularly the Ministry of Environment and the Ministry of Finance as well as government institutions focused on SMEs. Other direct beneficiaries include the private sector, financial institutions, and civil society.

4. Background

Sri Lanka is currently developing a national framework for the promotion and implementation of Eco-Industrial Parks (EIPs) to support sustainable industrialisation, improve resource efficiency, strengthen climate resilience, and enhance global competitiveness of the industrial sector.

Under this support programme, the EU Green Recovery Facility makes recommendations, provides necessary tools, and builds capacity of existing and future industrial parks into eco-industrial parks (EIP). The Facility also supports directly the relevant stakeholder to transform 16 existing industrial parks, operated by seven industrial park operators. It will also strengthen the institutional capacity of relevant stakeholders to design and develop new industrial parks using EIP concepts.

Under this activity, the Facility has already delivered key outputs. These included baseline assessments of 16 selected industrial parks, Sri Lanka's National Guidelines for EIP, a national EIP rating system, and transformation plans for the selected parks.

In particular, the National EIP Guidelines provide a practical framework aligned with international good practice and adapted to national conditions, promoting sustainable industrial park planning, resource efficiency, environmental management, social responsibility, and sound governance.

The EIP rating system establishes a structured pathway for industrial parks to achieve progressive performance improvements. Based on the baseline assessments and new frameworks, transformation plans for 16 parks identified priority investments in energy efficiency, renewable energy, wastewater management, circular economy practices, digital monitoring, governance, and climate-resilient infrastructure.

Collectively, these outputs create a strong technical and institutional foundation for advancing eco-industrial park development in Sri Lanka.

A study tour is proposed as a practical capacity-building intervention to complement the technical outputs already developed under the Facility and to expose key Sri Lankan stakeholders to real-world examples of Eco-Industrial Park implementation. Direct engagement with operational EIPs and institutions will support the translation of policies, guidelines and transformation plans into implementation actions within the Sri Lankan context. Europe (France and potentially another European country) is the targeted destination due to its internationally recognised leadership in Eco-Industrial Park development, industrial symbiosis, circular economy practices, renewable energy integration and sustainable industrial policy, as well as the close alignment between European experiences and the objectives of the EU Green Recovery Facility in Sri Lanka.

III. Objectives and desired results

1) General objective

The Sri Lankan Government and private sector initiate the transformation of Industrial Parks in Eco-Industrial Parks.

2) Specific objectives

Sri Lankan policymakers and key stakeholders know how to lead the transition towards EIP.

3) Anticipated results

Given below are the expected results of this assignment:

- A technically sound and well-structured EIP study tour programme (covering key EIP aspects including governance, industrial symbiosis, renewable energy, energy efficiency, circular economy, and sustainable industrial infrastructure) aligned with Sri Lanka's policy and implementation priorities is conducted (preparation, facilitation and coordination);
- Sri Lankan policymakers and key stakeholders have a better understanding of how the practical planning, development, governance, financing, operation, and management of Eco-Industrial Parks is conducted in Europe.

IV. Description of the assignment

1) Planned activities

Phase I: Develop Study Tour Concept and Learning Framework

The Service Provider shall:

- Get familiarized with the objectives of the EU Green Recovery Facility and the key outputs developed under the Eco-Industrial Park (EIP) activity, particularly the National Guidelines for Eco-Industrial Parks in Sri Lanka;
- Identify priority learning themes to be addressed through the study tour.

Phase II: Design of Study Tour Programme and the Supporting Material

Task 1: Design of Study Tour Programme

- Identify suitable Eco-Industrial Parks, industrial clusters, technology providers, research institutions, utilities, government agencies, development sector agencies and private sector entities in France and potentially another European country that has pioneered in EIP, recommended by the Service provider;
- Recommend suitable institutions and sites that demonstrate practical implementation models relevant to Sri Lanka.
- Develop a 10-day (including travel days) study tour itinerary;
- Design technical visit agendas, thematic sessions, stakeholder meetings, and learning activities;
- The programme should include exposure to:
 - EIP policy development
 - Design and development of EIPs and transitioning conventional IPs to EIPs
 - Operational Eco-Industrial Parks;
 - Industrial symbiosis initiatives;
 - Circular economy systems;
 - Renewable energy and smart energy systems;
 - Tri-generation/CCHP applications;
 - Industrial decarbonisation solutions;
 - The programme may include a half-day cultural excursion, visit, or networking event for the participants.
- Identify any access limitations, security requirements, confidentiality considerations, or scheduling constraints relevant to the visits.
- Coordinate with respective institutions and Expertise France and facilitate obtaining preliminary consent and confirmation from proposed institutions for participation in the programme and share the list along with the proposed focal points/contact persons for each institution (any payments related to the consent and confirmation need to be borne by the Service Provider. Such cost has to be separately identified with the detailed breakdown and will be reimbursed on actual basis)
- The programme schedule should include a short reflection session midway through the study tour, allowing participants to consolidate key insights and discuss observations. In addition, a dedicated session on the final day should be included to enable each participant to share feedback on the study tour and present how the knowledge and lessons gained from the various sessions could be applied in Sri Lanka to support the implementation of EIPs. The selected expert will have to include the results of these sessions in their final report.

Task 2: Preparation of Supporting Materials

- Prepare briefing notes for participants including background materials on the proposed institutions/sites;
- Prepare logistical guidance note including indicative logistical requirements and implementation considerations for the study tour;
- Provide recommendations for effective delivery and coordination of the programme.

Phase III: Coordination and Facilitation of the study tour

The Service Provider shall:

- Coordinate with host institutions and support Expertise France (or a logistic company designated by Expertise France) in the planning of the study tour programme (The Service Provider shall not be responsible for arranging or financing participant travel, accommodation, visas, or other participant-related logistics);
- Schedule meetings and technical visits and coordinate with Expertise France as necessary in the scheduling.
- Conduct a meeting with with Expertise France and/or the designated logistics company to present the programme, explain key coordination arrangements, and transfer relevant documentation and contacts required for implementation the study tour, including, but not limited to the list identified below
 - Final approved study tour itinerary and programme schedule;
 - Detailed agendas and learning objectives for each visit and session;
 - List of host institutions and confirmed focal points with contact details;
 - Summary of agreements and coordination undertaken with host institutions;
 - Recommended communication and follow-up actions required prior to implementation;
 - Key logistical, access, and operational considerations for each visit;
 - Risk mitigation measures and proposed alternatives where applicable;
 - Supporting briefing materials and reference documents required for implementation.
- Organize and lead 1-2 pre-departure briefing meetings for the entire delegation, covering program overview and objectives, itinerary, and relevant logistical considerations, etc.
- Provide necessary support/ guidance to Expertise France or the designated logistics company in implementing the study tour
- Accompany the participants during all the sessions, facilitate technical/ knowledge sharing sessions as scheduled and facilitate reflection and feedback sessions
- Prepare a post-visit summary report including attendance sheets using the format provided by Expertise France and summarised participant feedback provided at the feedback sessions.

Post-assignment follow-up:

- Post-visit summary report including attendant sheets (using the format provided by Expertise France) and summarised participant feedback provided at the feedback sessions.

2) Anticipated deliverables

Phase	Deliverables		End date*
I	Deliverable 1	Inception Note and Study Tour Concept Framework	T0 + 1 week
II	Deliverable 2	Proposed list of institutions/sites and draft itinerary, including the justification and relevance of each proposed visit to the implementation of EIPs in Sri Lanka and proposed thematic coverage and expected learning outcomes from each visit	T0 + 3 weeks
	Deliverable 3	Supporting materials of the planned activities <ul style="list-style-type: none"> • Participant briefing pack • Logistical guidance note 	T0 + 4 weeks

III	Deliverable 4	Final detailed study tour programme, addressing the comments received on Deliverable No 2 and 3, including learning objectives, all relevant documentation, confirmation of stakeholders to be met with and all necessary contact details.	T0 + 6 weeks
	Deliverable 5	Post-visit summary report including attendant sheets using the format provided by Expertise France and summarised participant feedback provided at the feedback sessions.	T0 + 34 weeks

T0 = Date of the notification of the contract.

* End dates = deliverable submission deadlines.

3) Coordination

The service provider shall designate a single contact person for project implementation purposes. Ms. Cynthia Anno of the Sustainable Development Department will be the service provider's sole contact person for Expertise France

E-mail: cynthia.anno@expertisefrance.fr

A launch meeting shall be held 2 working days after the contract award has been notified.

Close collaboration must take place with Project Manager of the Facility, based in Colombo, and the Expertise France headquarters from assignment preparation right up to completion. Furthermore, regular exchanges must take place with Project Manager on assignment progress and any difficulties that may be encountered.

V. Place, duration and terms of performance

1) **Implementation period: 7 months**

2) **Start date: 24 August 2026**

3) **End date: 31 March 2027**

4) **Effective duration per assignment:**

- 6 weeks: Study tour designing (August- September 2026)
- 10 days: Study tour implementation (Jan./Feb 2027, TBC)
- Support/ guidance for study tour implementation in between designing and implementation

5) **Schedule/programme:** As provided in item 4 and the Anticipated Deliverables above

VI. Required expertise and profile

Number of experts per assignment: individual expert or consulting firm with multiple experts

Profile of the designated expert responsible for contract execution

Qualifications and skills:

- University degree/Acceptable qualification in a relevant field such as Business Administration, Public Administration, Sustainable Development, Engineering, Project Management, or a related discipline.
- Excellent written and spoken English.
- Strong stakeholder engagement, communication, coordination, and facilitation skills.

Specific professional experience

- At least 5 years of experience in designing and managing international technical study tours, exposure visits, or institutional learning programmes in Europe.
- Demonstrated experience in establishing partnerships and coordinating with host organisations, government agencies, development partners, research institutions, and private sector entities for technical exchanges and site visits.
- Experience in preparing study tour itineraries, participant briefing packs, background notes, learning agendas, and other supporting materials for technical visits and learning programmes.
- Experiences with Eco-Industrial Parks (EIPs), industrial sustainability, circular economy, industrial symbiosis, energy efficiency, renewable energy, or related topics.
- Familiarity with EIP initiatives and approaches promoted by organisations such as UNIDO, GIZ, the World Bank, or similar international organisations will be an advantage.
- Previous experience supporting donor-funded projects will be an advantage.

VII. Assignment reports

Deliverable 5: Post-visit summary report including attendant sheets using the format provided by Expertise France and summarised participant feedback provided at the feedback sessions.

VIII. Monitoring-evaluation

Performance indicators

Immediate effects and verification sources are covered in the Planned Activities and the Deliverable Table

IX. Practical information

Scope Exclusions and Responsibilities

The Service Provider shall be responsible only for the design, coordination, and facilitation activities described under these Terms of Reference. All logistic costs related to the participants travel, including but not limited to international travel, visas, accommodation, daily subsistence allowance, travel insurance, venue costs, interpretation services (if required), and any other participant-related logistics, will be arranged and financed separately by Expertise France and are not to be included in the financial proposal for this assignment

Documents to submit

- In the CV field:

- An updated CV highlighting the skills and experience in line with the required ones (5 pages max), including contact details of 3x professional references
- In the motivation letter field, as a combined file:
 - A technical offer (5 pages max) presenting how they suggest to conduct the mission.
 - A financial offer, detailing the proposed daily rate and number of days per deliverable, per expert, if applicable (without VAT / HT)
 - All costs related to the selected expert own travel, accommodation, local transportation, and subsistence during the study tour will be reimbursed by Expertise France on an actual-cost basis, subject to prior consent, maximum per-diem limit and supporting documentation.
- **Incomplete applications will not be considered.**

Questions may be addressed to punsara.nagasinghe@expertisefrance.fr before the 28 of July and will be added to an FAQ uploaded to the application page on EF's recruitment portal on a rolling basis.

Deadline to apply: 9 August 2026 at 11.59 pm (Paris time). Expertise France reserves the right to choose a candidate before this date.

Acronyms

AFD	Agence Française de Développement
BOI	Board of Investment of Sri Lanka
CCHP	Combined Cooling, Heating and Power
EF	Expertise France
EIP	Eco-Industrial Park
EPZs	Export Processing Zones
ESMS	Environmental and Social Management System
ESG	Environmental, Social and Governance
EU	European Union
GE	Green Economy
GPDF	Green Policy Dialogue Facility
GRF	Green Recovery Facility
IP	Industrial Park
M&E	Monitoring and Evaluation
MoI	Ministry of Industries and Entrepreneurship Development
MRV	Monitoring, Reporting and Verification
PPP	Public-Private Partnership
SDGs	Sustainable Development Goals
SLSEA	Sri Lanka Sustainable Energy Authority
SMEs	Small and Medium Enterprises
SO	Specific Objective
TEI	Team Europe Initiative
UNIDO	United Nations Industrial Development Organization