Contractor Opening No.: ITC/CIC/70/2022

The International Trade Centre is looking for a:

National consultant in Textile & Apparel Sector (Project Coordinator) in Côte d'Ivoire

<table>
<thead>
<tr>
<th>Division/Section:</th>
<th>Division of Sustainable and Inclusive Trade – Green and Inclusive Value Chains</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of assignment:</td>
<td>National Consultant</td>
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<td>Type of contract:</td>
<td>Daily Based</td>
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<tr>
<td>Duty Station:</td>
<td>Home Based</td>
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<tr>
<td>Duration of assignment:</td>
<td>30 working days within 6 months</td>
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Terms of Reference

BACKGROUND:

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries. ITC assists small and medium-sized enterprises in developing and transition economies to become more competitive in global markets, thereby contributing to sustainable economic development within the frameworks of the Aid-for-Trade agenda and the Sustainable Development Goals.

African Fashion and Textile Accelerator Network (Africa FAN) project is part of the Special Initiative Training and Job Creation by the Federal Ministry for Economic Cooperation and Development (BMZ) to contribute to the implementation of the Marshall Plan with Africa and the investment partnership G20 Compact with Africa. The project directly contributes to the targets of the Special Initiative, which seeks to create employment by increasing private sector investment and strengthening medium-sized companies in Africa. The project aims at strengthening market linkages between European and African textile and apparel companies. The project will facilitate the production of quality samples and eventually trial orders by suppliers from Ghana and Côte d'Ivoire for European and African textile and apparel companies. By promoting matchmaking opportunities between African textile and apparel producers and European retailers and brands, the project contributes to boosting exports and creating jobs. This project is the continuation of the Africa FAN Phase 1 that was implemented between January 2021 to May 2022.

ITC’s Green and Inclusive Value Chains (GIVC) Section implements the project in collaboration with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. Under the context of Africa FAN, GIVC is seeking a national consultant in textile and apparel sector (project coordinator) to provide support in the implementation of project activities in Côte d'Ivoire.

DESCRIPTION OF DUTIES/RESPONSIBILITIES:

The Consultant will work under the direct guidance of the Associate Programme Officers of GIVC and Project Managers of GIZ.

The Consultant will have the following duties and responsibilities:

1. Contribute to the organization of B2B/matchmaking activities for Ivorian companies. It includes the following:
   a. Planning and organizing international buyers’ missions to Côte d'Ivoire, including provision of logistics support, preparing agenda, scheduling visits etc.
b. Ensure that companies follow up with buyers (e.g. trial and sample orders, sales) and flag any issues to the project team regarding production, order fulfilment and risk.

2. Coordinate the preparation of textile and apparel samples by Ivorian companies for international buyers:
   a. Receive textile and apparel samples by buyers and examine their quality for matching Ivorian companies which can produce samples of the same quality
   b. Coordinate with suitable Ivorian textile and apparel companies the production of samples
   c. In case quality requirements are not being met, identify gaps to be overcome and advise on an action plan for the respective Ivorian company

3. Coordinate the project locally
   a. Contribute to the selection of Ivorian textile companies suitable to be part of Africa FAN project
   b. Management and coordination of the AfPQ trainings and certification activities with the project and implementation partners, and serve as a liaison point between local companies and international experts and consultants
   c. Support selected Ivorian companies in preparation for participation in international trade fair(s)
   d. Actively contribute to the monitoring and evaluation of the results of the project locally through quarterly and events’ reports following ITC’s templates and guidelines
   e. Attend coordination calls with the ITC/GIZ project management teams
   f. Attend coordination calls with local stakeholders identified by the project and GIZ

Copyright

The Consultant has to ensure that s/he has obtained the necessary permissions with regard to intellectual property rights required to perform his/her services under this consultancy contract and for the subsequent dissemination by ITC in any form. Documentary proof is to be submitted to ITC. Should any license fee be due for the use of copyrighted materials of third parties, the Consultant shall request the prior written permission from ITC. S/he has further to ensure to obtain accreditation to event(s), if required.

Expected Outputs and Timelines:

Output 1 (by 28 February 2023)
- Support in the selection of Ivorian textile and apparel companies suitable to be part of Africa FAN project
- Coordination of the AfPQ trainings and certification activities with the project and implementation partners and serve as a liaison point between local companies and international experts and consultants
- Mobilization of beneficiary companies to participate in international trade fair(s)
- Coordination of textiles and apparel samples by Ivorian companies concluded and documented on monthly progress reports and through regular updated calls
- Coordination calls with the Project Management team
- Support in monitoring and evaluation

Output 2 (by 31 May 2023)
- Organization of 2 international buyers’ missions to Côte d’Ivoire to visit facilities of Ivorian textiles and apparel companies concluded and documented on monthly progress reports and through regular updated calls
- Coordination calls with the Project Management team
- Support in monitoring and evaluation

Travel:

Home-based with possible travel.
Payment Schedule:
- 1st payment upon receipt of ITC's countersigned contract and after 10 days of work, and on satisfactory progress of duties
- 2nd payment after 10 days of work, and on satisfactory progress of duties
- 3rd and final payment after 10 days of work, and on satisfactory progress of duties

Skills:
- Excellent communications skills, both oral and written;
- Experience in design and production;
- Good understanding of market linkages and global value chains in the Textiles and Apparel sector
- Recognized industry qualifications.
- Ability to work independently, and to solve problems;
- Competent user of Microsoft Office applications (Word, Excel, Outlook, Power Point).

Education:
☒ Undergraduate degree (BA/BSC or other)
☐ Advanced degree (MA/MSc or other)
☐ Post-graduate degree (PhD or other)
☐ Secondary school
☐ Other

Indicate the field of studies
- Textile and garments industry or related field.

Experience:
- At least 5 years of professional work experience in textile and apparel industry in Côte d'Ivoire. International experience in textiles and apparel is a plus.

Language:
- Fluency in French and English