

## TERMS OF REFERENCE

**Position:** Business Development Advisor: Accessories Production

**Start Date:** ASAP May 2022

**Background:** The ITC Poor Communities and Trade Programme (PCTP) and its Ethical Fashion Initiative (EFI) aim to reduce global poverty by involving micro-entrepreneurs from the developing world in international and regional trade. In other words, the Programme enables marginalised communities of micro-entrepreneurs to be part of the international fashion value chain through a business infrastructure, tailored around a unique system of work that enables these communities - mostly women – to participate in the global lifestyle industry.

As part of its B542 project, “EU Identity Building and Sharing Business Initiative: An ethical and ‘glocal’ approach to Job Creation and Sustainable Development”, financed by the European Union (EU), EFI intervenes in the following countries: Uganda, Kenya, Mali, Ivory Coast, Tajikistan, Uzbekistan and Iran by supporting the creation of a new market for creative goods in these countries, thus contributing to job creation and poverty reduction. One of the main activities to support this initiative is a new business-to-consumer project to develop lifestyle products using available skills/materials and promoting them directly to consumers.

The EFI has developed a brand scheme to increase the cash flow and operational margins of the social enterprises in its production and trade network. This brand scheme will work both as a co-branding tool to strengthen B2B collaborations and as a brand to sell directly to consumers. It is necessary to ensure that all processes and production capacities of the network of social enterprises can be integrated harmoniously in terms of delivery capacities and quality control. At the same time, EFI needs to define a system of sharing tech sheets among all production centres and to check that inputs provided by independent designers for the B2C market are consistent with adopted production tech sheets

This consultancy relates to a position for a professional with strong experience accessories design and production, specifically bags, to develop designs which could be produced by EFI’s production network in Europe and East Africa.

### Description of Duties/Responsibilities

Under the direct supervision of the Chief Technical Officer the consultant will have the following duties.

Area of work 1: Examining how best to integrate EFI work and offer in B2B models.

- Examine all productions and elaborate a system to integrate product development techniques and tools (tech sheets, timelines etc.)
- Evaluate possible bottlenecks and suggest corrective action
- Evaluate the above on real trade examples of B2B collaborations

Area of work 2: Examine technical feasibility of B2C proposals.

- Evaluate three design sheets and produce appropriate tech sheets for production

- Follow production of prototypes to insure same procedures and quality standards of B2B operations are in place

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### **Outputs and Timelines**

#### **Area of Work 1:**

- A set of procedures to integrate product development techniques in B2B (in collaboration with management of SEs and with a dedicated EFI staff)
- At least 6 production tech sheets on products developed by the SEs and approved by customers

#### **Area of Work 2:**

- A set of procedures to integrate product development techniques in B2C (in collaboration with management of SEs and with a dedicated EFI staff)

**Experience required** : proven direction of production and of 20 years of experience in management of B2B trade in the industry of fashion with particular reference to the production of accessories

**Travel:** International Travel Required