

Terms of Reference – Individual Contractors EFI Kenya

Assignment title: General Production & Quality Control For Bags & Sandals

Contract duration: from Jan 1st, 2024, to June 30th 2024

Duty station: Factory-based – Don Bosco Boys Town-Karen, Kenya

Travel: Local travel may be required

Background

The ITC Poor Communities and Trade Programme (PCTP) and its Ethical Fashion Initiative (EFI) reduces global poverty by enabling micro-entrepreneurs from the developing world in international and regional trade. The Programme supports marginalized communities of micro- entrepreneurs to become part of the international fashion value chain through a bespoke business infrastructure around a unique system of work that enables these communities – mostly women – to thrive in association with the talents of the fashion world. EFI works by creating a permanent linkage between the market and micro-producers, a link harnessed through social enterprises that run production and trade hubs. The four key stakeholder groups of this model are consumers, buyers and businesses in the lifestyle sector, social enterprise running centralized production hubs and artisans and micro-entrepreneurs grouped in legal entities.

The Agency of the Italian Development Cooperation (AICC) and the International Trade Centre (ITC) are working together on an ambitious project Designing the Future, a Green and Inclusive Fashion Ecosystem for Kenya. The project aims to leverage the Ethical Fashion Initiative business model and its experience in managing structured value and supply chains in Kenya to contribute to climate resilient growth and to a more inclusive society for women and youth. Kenya is where EFI was born and has tested its business model, expanding later its outreach to several more African countries. Over the years the business model has morphed into an international supply chain managed by African Social Enterprises and an Accelerator for African design businesses.

This project was designed to promote climate resilient growth and an inclusive society for women and the youth (impact) by leveraging the fashion value chain. It achieves this by empowering women and young designers and artisans to participate in their respective national, regional markets and in the international value chain of the premium fashion and textiles industry, developing their capacities, receiving investment in their businesses, and acquiring new forms of support for product development and supply chain coordination.

Description of Duties/Responsibilities

Under the overall and direct supervision of the Poor Communities and Trade Programme (PCTP)'s Chief Technical Adviser (CTA), the consultant will perform the following tasks:

Product Development

1. Receiving & reviewing the sample spec sheet for the bags or sandals;
2. Determining the raw materials required for sampling;
3. Support and communicate with the design team to execute bags/sandals samples as needed;
4. Keep records of the raw materials consumption and time taken on the specific sample for costing purposes;
5. Working in collaboration with the Product development team and overseeing the Sampling team;
6. Advising on any challenges that would be expected during order production in advance to the PD lead;
7. Sign-in approved Samples awaiting to be produced in bulk.

Production

1. Receiving and reviewing production orders from the Head of Operations;
2. Determining resources required to fulfill each order;
3. Organize workflow to meet specifications and deadlines;
4. Formulate and enforce quality control procedures to ensure minimal wastage and adherence to specs for all production output;
5. Seek answers and information regarding customer or in-house problems with product quality or performance by investigating all parts of the production process;
6. Determine the amount of necessary resources (workforce, raw materials etc.);
7. Approve maintenance work, purchasing of equipment etc;
8. Ensure output meets quality standard as per the approved samples;
9. Enforce health and safety precautions;
10. Communicate with management and other team members when problems arise and offer possible solutions to help correct any mistakes during manufacturing;
11. Assess quality assurance strategies periodically to determine best practices and improvements that could lead to fewer problems and interruptions in the production schedule;
12. Carry out quality assessment measures of all the products ready to be shipped and incoming raw materials;
13. Reject all the incoming raw materials that fail to meet quality expectations and report the issue to the concerned department at the earliest;
14. Resolve quality-related issues and adhering to deadlines and provide training to the quality control team in the factory;
15. Prepare documentation of the inspection process, which includes detailed reports and performance records;
16. Recommend improvement measures to the production process to ensure quality control standards are met;
17. Guide the production team about the quality control issues to enhance the quality of the product;
18. Monitor customer satisfaction levels;
19. Monitor the production phase at various levels.

Expected Outputs and Timelines:

Output 1 Installations of sandal making machines by **15th March 2024**

- a) Share the list of sandals making Machines & tools
- b) Share the layout of the machines
- c) Oversee the installation of the machines,

Output 2: Develop sandal samples for Itxaso by **March 15th 2024**

- a) Help in sourcing the different raw material as per the list shared
- b) Try the different materials for the sandals

Output 3: Develop the samples by **April 30th, 2024**

- a) Share the consumption of the raw materials for costing purposes
- b) Share the report on time taken to develop each design and the estimated production timeline
- c) Report on any kind of challenges and solutions that may occur during production

Output 4: Training (Capacity Building) by **June 30th 2024**

- a) Share a report on training on other identified sandal making communities.

Output 5: Production by **June 30th 2024**

- a) Share a report on how to manage the production, quality control systems to be applied so that the production of the sandals can maintain the expected quality and meet the deadline

Skills

- A people skill
- Good technical skills
- Pro-active and initiative-driven behaviour
- Excellent organizationa and problem solvingl skills
- Excellent training skills
- Good math skills
- Excellent interpersonal, presentation, written and oral communication skills.

Education

- Graduate degree/certificate with experience in production (Management/ Business Administration, or other)
- Extensive and relevant experience in managing community-based production

Experience

10 years. Experience working in a development context in Kenya. Experience in sandal making. Experience transferring skills to other communities will be an added advantage.

Language

Advanced knowledge of English and Kiswahili

Knowledge of other local languages is an added advantage.