

Terms of Reference - National Consultant

Project #: PCTP

Assignment title: National consultant

Contract duration: July to December

Duty station: Home-based

Travel: Kenya

Background:

The ITC Poor Communities and Trade Programme (PCTP) and its Ethical Fashion Initiative 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 thrive in association with the talents of the fashion world. This system of work also involves consumers, through the application of a specific communication strategy, geared to increase awareness on the story behind each product and allowing people to make informed choices in their purchasing behaviour.

Through ACP project, ITC is mobilising its Ethical Fashion Initiative (EFI) and Alliance for Action A4A development approaches to pilot a mentorship program for fashion designers/ brands in Kenya. The project targets building the competitiveness of two selected SMEs/brands/companies in the fashion industry as a proof of concept to leverage additional resources that would expand and scale the project beyond the context of Kenya. In this way Kenya becomes a gateway for endogenous growth of the sector in the region and beyond.

EFI ensures that all its partners comply with the fair labour practices, impact assessment and traceability. Against this backdrop, EFI seeks the services of a national consultant to assist with the initial mobilisation of the fashion brands. The consultant will be required to conduct artisan group/entity profiling and gather baseline data on the social agenda, which include fair labour condition, remuneration scale, need assessments and traceability.

Description of Duties/Responsibilities

Under the technical coordination of the Social Affairs Officer, and the overall management of EFI's Chief Technical Adviser, the national consultant will undertake the following tasks:

- Mobilise the designers and their brands for selection process,
- Conduct fashion brand/artisan group/company profiling,
- Perform the baseline assessments of compliance and gather data including fair labour condition, remuneration scale, need assessments and traceability prior to engaging in project activities,
- Implement of EFI's compliance framework in the in the selected entities,
- On time monitoring and reporting,
- Prepare and submit a baseline report.
- To be on site and assist to co-ordinate the missions for all stakeholders e.g. customer or visitors,
- Assist in ensuring training reports are completed by beneficiaries and the data from those reports is Summarised into a report.

Expected Outputs and Timelines

- EFI's call for proposals is widely advertised in Kenya, featuring in local social media channels and online press, by July 31st 2020;
- Database of Kenyan artisans, their stories and the stories behind the products updated monthly;
- Data on the living wage gathered, monthly
- At least two artisan groups are formalised, with the support of AFAD (K) and the local government, by 1/9/2020
- Records relating to compliance: covering interactions, questionnaires filled with communities are updated as per instructions of the EFI compliance team, weekly;
- Research results are fairly and objectively reported on, weekly;
- IA data is presented, weekly
- Compliance to the FL code of conduct in the fashion brands and groups of artisans is ensured, weekly;
- FL compliance is monitored using the Fair Labour Risk Mapping tool, weekly
- Corrective action and related training is implement in case of non-compliance in of FL code of conduct, weekly
- Training on tools and systems to monitor Fair Labour compliance in the community groups is provided, weekly
- Calendar of visits undertaken to the communities in the context of the social impact assessment system and/or implementation of the FL code of conduct updated weekly;
- Original work plan of the project updated after each visit;
- Provide other reports, as required by the management of the programme;

Travel/Duty station

- Home-based, with travel involved.

Reports:

- Artisan/group profile report
- Fair labour baseline assessment report
- Living wage assessment report
- Corrective measures implementation report
- Mission report to check the sustainability of the corrective measures implemented

Tools and methodologies to be used and shared with EFI compliance team:

- Fair labour monitoring methodology
- Living wage calculation methodology

Training and knowledge/tool sharing with EFI HQ team

Timeline: All above tasks need to be completed by the 31st December 2020.

Qualifications, Competencies and experience required:

- **Education:**
 - Undergraduate degree (BA/BSC or other)
 - University degree in development, economics, business administration, or related field. Proven work experience acceptable in lieu of the university degree.
- **Profile required:**

Skills

- Computer literate and ability to multi-task.
- Excellent writing skills.

- Be able to work with many different people from different backgrounds. Considering the multi-cultural working environment as well as the type of assignment proposed, the national consultant is reminded to follow the UN code of conduct, in particularly in the fields of mutual respect and integrity.

Education

- Advanced degree (MA/MSc or other)
- Degree in Social Studies, Community Development or related field.

Experience

- A minimum of 5 years relevant work experience
- Conversant of Fair Labour Code of Conduct and core subjects and issues of social responsibility as outlined in ISO 26

Language

Proficiency in English and local languages