International Trade Centre

Terms of Reference - National Consultant

Project #: Poor Community and Trade Programme – Ethical Fashion Initiative

Assignment title: National consultant

Contract duration: July to December 2020

Duty station: Home-based

Travel: Eritrea

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.

EFI is working on a new project framework in Eritrea aimed at building a strong component of South-South trade. The project is in support of the signed peace pact (July 2018) and the ongoing government study and debate on the economic effects of demobilization of the National Service. It is designed to mobilize and complement the local private sector effort on job creation. EFI partner is Za.Er short for Zambaiti- Eritrea Plc, a garment and textile industry in Asmara-Eritrea.

As a demand-driven initiative, whose sustainability is guaranteed by the market itself, EFI is collaborating with Za.Er and Barattolo Lab in generating the demand for the skills they are creating. The project is implemented according to EFI business model mobilised for responsible sourcing, production and commercialization of fashion products. In addition, EFI has developed a system and tools to measure impact and to track and trace the supply chain.

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 workers 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 overall supervision of EFI's Chief Technical Adviser (CTA), EFI's Social Affairs Officers and in collaboration with local teams in Eritrea, the EFI Compliance Assistant will undertake the following tasks:
1. Administer data collection for compliance:
    o Assist to implement the social and economic impact system developed by ITC,
    o Conduct the EFI Fair Labour Baseline Assessment with workers,

- Conduct the cost of living assessment necessary for implementing Living wage;
- Implement methodology to conduct regular Fair Labour monitoring controls to ensure long term fair labour practices at social enterprise own facilities, as well as their suppliers;
- Conduct baseline on socio economic conditions of workers;
- Collect data and content on individual workers, particularly stories on impact generated by the project. For instance, uses of extra skills generated by the project's support;
- Undertake Output/ Impact Assessments at key stages of the project.
- Record and report research results fairly and objectively and within standards developed for reporting results and the social objectives;
- Contribute to work for continuously revise and improve the social and economic impact system developed by ITC and produce output/impact assessment reports.
- Support ZaEr in implementing the EFI code of conduct;
- Suggest corrective action and implement related training in case of violation of the EFI code of conduct.
- Assist ZaEr in simplifying and implementing the systems for the relationship with workers.
- Endeavour to have conflicts resolved so that the quality and integrity of the service provided to community are maintained when a conflict arises. Using the guidelines set out by EFI code of conduct.
- Complete data entry of all compliance tools on EFI's ODK forms;
- Based on the results of the assessments, advise corrective measures
- Outline corrective measures to be put in place to ensure sustainable Fair Labour practices;
- Share monitoring tools and procedures with the EI Compliance team;
- Suggest mitigation for environmental impact generated by the project;
- Map out and profile the supply chain for EFI traceability map;

The EFI team will provide the following tools and methodologies to be applied to its network of partners:
- Fair labour monitoring tool
- The EFI code of conduct
- Open Data Kit forms (questionnaires for baseline)
- Living wage calculation tool
- Traceability tools – (Collect and upload content of traceability)
- Outcome Harvesting tool
- Environmental tools

Expected outputs:
Output 1: Report on Fair labour, living wage and corrective measures implementation, the report must include:
- Fair Labour Baseline Assessment report
- Living wage assessment report
- Corrective measures resulting from compliance assessment

Output 2: Develop profiling and traceability report that includes:
- Profiles of the beneficiary partners;
- Mapping related suppliers according to EFI requirements;

Output 3: Collect baseline on socio-economic and environmental compliance;
- o Socio-economic testimonies and assessment report
- o Order Output assessment
- o Report on environment

Output 4: Training and knowledge/tool sharing
- o Training and knowledge/tool sharing with ZaEr based on advised corrective measures and on the implementation of EFI compliance scheme.

Output 5: Adopting EFI tools into local language
- o Translate tools and where necessary EFI compliance reports into languages understood by beneficiaries (e.g. Tigrinya).

Qualifications, competencies and experience required:

- **Education:**
Degree in Social Studies, Economics, Humanities and Community Development or related fields.
- **Computer skills :**
  - o Excellent knowledge of basic IT tools is required (Word, Excel, PowerPoint) ;
  - o Excellent command of internet browsing;
  - o Ability and interest in using new tools (i.e. ODK).

- **Required skills:**
  - o Excellent analytical, social, communications and synthesis capabilities;
  - o Keen interest for field work;
  - o Ability to adapt to different cultural contexts and excellent listening skills – respect for cultural specificities is fundamental. Given the multicultural working environment and the type of tasks undertaken, the national consultant is reminded to comply with the UN code of conduct, especially in the areas of mutual respect and integrity.

- **Required professional experience:**
  - o A minimum of 2 years of professional experience in one of the following areas is required: data collection, monitoring and evaluation, designing, private sector promotion projects particularly in the production / marketing / export of products, social and solidarity economy, project management;
  - o Field experience in contact with artisans;
  - o Knowledge of the artisanal sector and basic knowledge of Eritrea and its current challenges (umbrella organizations, actors in the sector, national policies of demobilization, national integration, social protection and financial inclusion structures, etc.)
  - o Understanding of labour laws and social systems legislation in Eritrea
  - o Demonstrated experience and knowledge of social and economic issues affecting disadvantaged communities, especially issues of fair labour.

- **Languages:**
- Fluency in written and spoken English;
- Good knowledge of the local languages spoken in Eritrea

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