

## Terms of Reference – National consultant EFI Kenya

**Assignment title:** ESG Due Diligence Advisor

**Contract duration:** from Jan 1<sup>st</sup> 2024 to June 30<sup>th</sup> 2024

**Duty station:** home-based

**Travel:** Local travel 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 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. For this, EFI has developed in collaboration with the Association of Italian Fashion Camera Nazionale Italiana de la Moda (CNMI) Environmental Social and Governance Due diligence System (ESG): a system and suit of tools to enable companies operating in the fashion value chain to share principles of sustainable, fair and just work for all. ESG will assist businesses to create and manage equitable and sustainable value chains and provide a foundation of business ethics and a set of tools to construct value chains that are socially and environmentally sustainable. The system leverages the existing set of tools as well as those created by EFI to enable all value chain actors to manage their production activities in an ethical and sustainable manner. There are tools for each component of ethical trade. ESG stresses partnership, shared responsibility, and co-creation in defining the steps that each value chain actor must take to deliver an ethical fashion or lifestyle product.

### **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:

- Implement the recommendations of the advisory board to ESG pilots.

- Brief coordinate and train the local SE and group leaders based on the findings of ESG.
- Conduct assessments of social and environmental sustainability along the full length of EFI supply chain in Kenya.
- Carry out relevant track and tracing mechanisms of value chains.
- Draft related reports, including recommendations.
- Outline clear ESG targets for 2024.

### **Expected Outputs and Timelines**

**Output 1:** Adopting ESG tools into local language by 28<sup>th</sup> February 2024

- a) Translate tools and where necessary ESG due diligence reports into languages understood by beneficiaries (e.g., English into Swahili language).

**Output 2:** Develop profiling of the beneficiary enterprises report that includes by 28<sup>th</sup> February 2024:

- a) Profiles of the beneficiary partners.
- b) Mapping of social enterprise(s) and their related suppliers according to ESG requirements.

**Output 3:** Implement and review report on ESG due diligence report including, by March 31<sup>st</sup> 2024;

- a) Fair Labour Baseline Assessment report
- b) Living wage assessment report
- c) Corrective measures for SEs resulting from ESG due diligence exercise,

**Output 4:** Collect baseline on socio-economic and environmental compliance of all community groups involved in the project in Kenya by March 31<sup>st</sup> 2024:

- a) Socio-economic baseline assessment report
- b) Order Output assessment
- c) Report on environment assessment

**Output 5:** Training and knowledge/tool sharing by 30<sup>st</sup> May 2024

- a) Training and knowledge sharing with the social enterprises based on advised corrective measures and on the implementation of ESG remedial measures.

**Output 6:** Support social enterprises in developing transparency and traceability system in the following areas by 30<sup>th</sup> May 2024

- a) End-to-end supply chain mapping capabilities to evaluate suppliers at all tiers.
- b) Gather data on labour practices with custom surveys.
- c) Track raw material volumes or individual products for sustainability reporting.
- d) Establish sustainability requirements and collect relevant data from suppliers at all levels.
- e) Collect detailed data on sustainability practices through custom surveys.
- f) Collect detailed data on the impact of EFI engagement.
- g) Track critical products at batch-lot level for more granular detail.

h) Use mobile applications to provide product information to end consumers.

### **Skills**

- A people skills
- Good analytical skills;
- Capacity to synthesise a large amount of information and complex data;
- Pro-active and initiative-driven behaviour;
- Knowledge in assessing fair labour conditions in the fashion industry;
- Excellent interpersonal, presentation, written and oral communication skills.

### **Education**

- Graduate degree (MA/MSc/MBA, or other)
- Degree in related humanities and sustainability.
- Extensive and relevant experience in impact assessment in the context of community development may be accepted in lieu of the university degree.

### **Experience**

2 years of experience required.

- Experience working in development context in Kenya;
- Experience in working in the artisan sector;
- Experience with coordinating and leading groups is an added advantage.

### **Language**

Advanced knowledge of English and Kiswahili.

Knowledge of other local languages is an added advantage.