

Terms of Reference

Assignment title: EFI Compliance Officer in Tajikistan

Contract duration: 5-month period

Duty station: Khujand or Dushanbe

Travel: Within Tajikistan

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. EFI connects marginalized micro-entrepreneur communities with global lifestyle brands operating in the field of fashion, interior design and food. By producing for these international brands, micro entrepreneurs can improve their lives through ethical work that values their craft and heritage. EFI's unique business and development model is centered on the private sector and enables the production of luxury goods in some of the most challenging and remote locations.

EFI's 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), implies interventions in the following countries: Uganda, Kenya, Mali, Ivory Coast, Uzbekistan, Tajikistan and Iran by supporting the creation of a new market for creative goods in these countries, thus contributing to job creation and poverty reduction.

To promote responsible, sustainable and ethical trade, EFI has developed an Environmental, Social and Governance- ESG due diligence framework, that supports incorporate sustainability reporting. It enables businesses to create and manage equitable and sustainable value chains. It provides a foundation of business ethics and a set of tools for building and measuring value chains that are socially and environmentally sustainable.

This system enables EFI's production partners (artisan groups, micro, small and medium enterprises, entrepreneurs, etc.) to implement optimal working conditions and systems that are compliant with national and international regulations. EFI's scheme also allows partners brands to have a guarantee on the working conditions and practices implemented in EFI's value chains while ensuring the transparency and traceability of their products. This scheme is based on **a participatory approach**, through which a dialogue is established with partners to ensure that they take ownership of its tools and that implemented practices are sustainable.

This job description outlines the work of the National Consultant, which will focus on compliance and implementation of ESG framework. Consultant duties are described in the following section.

Description of duties/responsibilities:

Under the overall supervision of EFI's Chief Technical Adviser (CTA) and the direct supervision of EFI's Programme Management Officers in collaboration with local teams in Tajikistan, the EFI Compliance Assistant will undertake the following tasks:

1. Support the adaptation of compliance tools to Tajikistan's reality:
 - Assist in adaptation of all relevant questionnaires (i.e. ID sheets, Impact Assessment Questionnaire, Living Wage Questionnaire and environmental tool) together with project partners;
2. Administer data collection for compliance:
 - Conduct the EFI Fair Labour Baseline Assessment at all farmer households, processing centres, farmer based organizations, and production studios/workshops of all EFI partners;

- Measure the Living wage needed for farmers and workers employed in farmer based organizations, processing centres and production studios/workshops based on Living Wage tool provided by EFI team;
 - Implement methodology to conduct regular Fair Labour monitoring controls to ensure long term fair labour practices at social enterprise own processing facilities, as well as their suppliers (i.e. farmers and/or farmer based organizations);
 - Conduct baseline on socio economic conditions of artisans/workers;
 - Collect data on the environmental impact generated by social enterprises according to EFI Environmental Compliance tool;
 - Collect data and content on individual farmers, artisans and workers, particularly stories on impact generated by the project. For instance, uses of extra income generated by the project's support;
3. Complete data entry of all compliance tools on EFI's ODK forms:
- Given infrastructure limitations (i.e. electricity, internet connectivity, etc), the consultant may have to implement the EFI compliance tools in a paper based format, for this reason, data entry in digital format may be required after data collection.
4. Based on the results of the assessments, advise corrective measures for all social enterprises involved in the project:
- Implement methodology to conduct regular Fair Labour monitoring controls to ensure long-term fair labour practices at social enterprise processing facilities and related suppliers (i.e. farmers);
 - Outline corrective measures to be put in place to ensure sustainable Fair Labour practices;
 - Share monitoring tools and procedures with the EFI Compliance team;
 - Suggest mitigation for environmental impact generated by social enterprises involved in the project;
 - Ensure that corrective measures have been implemented in a sustainable way;
5. Monitoring
- Collect regular data on compliance from all social enterprises involved in the project and their suppliers;
 - Map and profile social enterprises involved in the project according to EFI requirements;
 - Carry out the order based output assessments for each social enterprise involved in the project;

The EFI team will provide the following tools and methodologies to be applied to its network of partners:

- Fair labour monitoring tool
- Open Data Kit forms (questionnaires for baseline)
- Living wage calculation tool
- Traceability tools – (Collect and upload content of traceability)
- Environmental tool

Expected outputs:

Output 1: Adapted ID sheets, Impact Assessment Questionnaires, Living Wage Questionnaires and Environmental Compliance tool, as well as data collection and entry of all EFI Compliance tools.

Output 2: Create a report on Fair labour, living wage and corrective measures implementation, the report must include:

- Fair Labour Baseline Assessment reporting
- Living wage assessment reporting
- Corrective measures implementation reporting

Output 3: Develop profiling of the beneficiary enterprises and traceability report that includes:

- Profiles of the beneficiary partners;
- Mapping of social enterprises and their related suppliers according to EFI requirements;

Output 4: Collect baseline on socio-economic and environmental compliance of all social enterprises involved in the project:

- Socio-economic baseline assessment report
- Order Output assessment
- Report on environment

Output 5: Training and knowledge/tool sharing

- Training and knowledge/tool sharing with farmers, processors and social enterprises based on advised corrective measures and on the implementation of EFI compliance scheme.

Qualifications, competencies and experience required:

- **Education:**
Degree in Social Studies, Economics, Community Development or related field.
- **Computer skills :**
 - Excellent knowledge of basic IT tools is required (Word, Excel, PowerPoint) ;
 - Excellent command of internet browsing;
 - Ability and interest in using new tools (i.e. ODK).
- **Required skills:**
 - Excellent analytical, social, communications and synthesis capabilities;
 - Keen interest for field work;
 - 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:**
 - A minimum of 2 years of professional experience in one of the following areas is required: data collection, monitoring and evaluation of private sector promotion projects, particularly in the production / marketing / export of products, social and solidarity economy, project management;
 - Field experience in contact with artisans, enterprises and / or farmer communities;
 - Knowledge of the artisanal sector and basic knowledge of Tajikistan and its current challenges (umbrella organizations, actors in the sector, national policies, national integration, social protection and financial inclusion structures, etc.)
 - Understanding of labour laws and social systems legislation in Tajikistan
 - Demonstrated experience and knowledge of social and economic issues affecting disadvantaged communities, especially issues of fair labour.
- **Languages:**
 - Fluency in written and spoken English, as well as Tajik are a requirement.

Timeline: All above tasks need to be completed by the 31st of March 2022.