

## Terms of Reference - International Consultant

**Assignment title:** Project Assistant and ESG Framework Advisor

**Contract duration:** 8 months - 01 May 2024 to 31 December 2024

**Duty station:** Home-based

**Travel:** International travel to project countries possible

### **Background**

The ITC Women, Youth and Vulnerable Communities (WYVC) and its Ethical Fashion Initiative (EFI) aim to reduce global poverty by involving micro-entrepreneurs from the developing world in international and regional trade. In other words, the programme enables marginalized 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 marketing strategy, geared to increase awareness on the story behind each product and allowing people to make informed choices in their purchasing behaviour.

ITC's Ethical Fashion Initiative - EFI which operates within the Division of Sustainable and Inclusive Trade, has developed a powerful business model to intervene in this sector. It has all the tools needed to create sustainable value: knowhow to make use of green processes and materials; capacity to generate and manage locally owned product development and production management facilities; Environmental Social and Governance (ESG) due diligence, performance monitoring and reporting systems; and a large portfolio of international and regional trade and investment partners. The elements above form a competitive advantage that is unique among development agencies and at the level of Trade Support Institutions' (TSI) and similar institutions. Furthermore, EFI commands a strong and relevant knowledge of the technical issues of the sector, with a team that is sought-after in the international fashion industry. Through its ESG framework, EFI ensures respect for human and environmental rights along global value chains that surpass national regulatory mechanisms.

EFI is developing a new area of work in Côte d'Ivoire: the creation of a cut-make-trim (CMT) and bag-making prototyping and production hub using CAD-CAM technology, through a project funded by Eni Côte d'Ivoire. The Agency of the Italian Development Cooperation (AICS) 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. In Lesotho, EFI is developing a new programme on wool and mohair in partnership with IFAD and the GoL.

EFI is seeking for a Project Assistant and ESG Framework Advisor to support the team in the setting up of the hub and ensuring it applies the ESG framework.

### **Description of Duties/Responsibilities**

Under the supervision of the Senior Programme Officer, the consultant will perform the following duties:

- Support the project team in procurement, legal and HR requirements for setting up the hub;
- Support the project team in organizing missions and trainings;
- Coordinate the implementation of the EFI's ESG Due Diligence, Performance Monitoring and Corporate Sustainability Reporting framework for EFI's different ongoing projects.
- Implement EFI communication strategy and production of outputs for EFI social media channels and website.

### **Expected deliverables:**

1. Participating in meetings on project management, sustainability, monitoring and evaluation, monthly.
2. ESG framework introduced to project stakeholders in Cote d'Ivoire, by 31 July, 2024.
3. Communication assets for ESG workshops produced, by 31 Aug, 2024.
4. Organise and coordinate the participation of EFI at Lineapelle Milan by 30th Sept, 2024
5. Coordination and planning for EFI showroom at NABA University in Milan, finalise the showroom set up, 31 Oct 2024;
6. Update and reframe all EFI's ESG framework materials by 30 Nov. 2024.

### **Skills:**

Pragmatic, dynamic, excellent communicator and team player. Strong problem-solving skills.

### **Education:**

Undergraduate degree (BA/BSC or other) in sustainability, fashion, business or similar.  
Extensive relevant experience may be accepted in lieu of the university degree.

### **Experience:**

Experience working on ESG within the fashion industry.

### **Languages:**

Fluency in written and spoken English. Capacity to work in French and Italian are also an asset.