

**Terms of Reference:
Textiles and Apparel Expert - Tunisia**

Project Title: Textile and Apparel Network for Africa (TANA)

Assignment title: Textiles and Apparel Expert - National Consultant

Duty station: Tunisia

Travel: possible domestic travel

Duration: 20 working days (within 4 months) with possibility of extension

Expected start date: 17 May 2021

Expected end date: 17 September 2021

Background:

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries. ITC assists small and medium-sized enterprises in developing and transition economies to become more competitive in global markets, thereby contributing to sustainable economic development within the frameworks of the Aid-for-Trade agenda and the Sustainable Development Goals.

The Textile and Apparel Network for Africa (TANA) project is part of the Special Initiative Training and Job Creation by the Federal Ministry for Economic Cooperation and Development (BMZ) to contribute to the implementation of the Marshall Plan with Africa and the investment partnership G20 Compact with Africa.

The project aims at strengthening market linkages between European and African textile and apparel companies. The project will facilitate the production of quality samples and eventually trial orders by suppliers from Morocco, Tunisia, Senegal, Ethiopia and Ghana for European and African textile and apparel companies.

ITC's Sustainable and Inclusive Value Chains (SIVC) Section implements the project in collaboration with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. Under the context of TANA, SIVC is seeking a National Consultant to provide support in the implementation of project activities in Tunisia.

Description of Duties/Responsibilities

The Consultant will work under the direct guidance of the Associate Programme Officers of SIVC. The Consultant will have the following duties and responsibilities:

1- Coordinate the preparation of textile and apparel samples by companies from Tunisia for international buyers, including the completion of the following activities:

- Receive textile and apparel samples by buyers and examine their quality for matching companies which can produce samples of the same quality
- Selecting a minimum of 15 companies to be visited/matched with buyers, including reviewing their products, compliance with quality and sustainability requirements
- Prepare digital catalogue of selected companies with information on their product, quality and sustainability compliance. Template will be provided by ITC
- Coordinate with suitable Tunisian textile and apparel companies the production of samples according to quality and design standards required by the international buyers
- Coordinate the logistics of sending of samples to international buyers
- In cases that quality requirements are not being met, identify gaps to be overcome and advise on an action plan for the respective company
- Preparing the selected companies, including conducting group and individual mentoring sessions with the companies to provide guidance as needed
- Ensure that companies follow up with buyers (e.g. trial and sample orders, sales) and flag any issues to HQ regarding production, order fulfilment and risk.
- If a buyer places a trial order, coordinate the trial order and facilitate access to finance if needed to pre-finance workers and material
- Actively contribute to the monitoring and evaluation of the results of the project locally through monthly reports and workshop and events reports following ITC's templates and guidelines
- Attend weekly coordination calls with the ITC project management team

Expected Outputs and Timelines

Output 1: Identification and preparation of a minimum of 15 textile and apparel companies to be visited/matched with international buyers, including mobilization of companies, preparation of catalogue, assessment of their products and quality/sustainability compliance (by 17 July 2021)

Output 2: Coordination of sending a minimum of 5 textile and apparel samples to international buyers documented by progress and individual company reports and through regular update calls (by 17 September 2021)

Payment Schedule

- 1st payment, upon receipt of ITC's countersigned contract and after 10 days of work, and on satisfactory progress of duties
- 2nd and final payment after 10 days of work, and on satisfactory progress of duties

Skills

- Excellent communications skills, both oral and written;
- Experience in design and production;
- Good understanding of market linkages and global value chains in the Textiles and Apparel sector;
- Recognized industry qualifications;
- Ability to work independently, and to solve problems;
- Competent user of Microsoft Office applications (Word, Excel, Outlook, Power Point).

Education

Undergraduate degree in textiles studies, business administration, or related field.

Experience required

At least 5 years of professional work experience and/or expertise in the Textiles and Apparel sector. Experience in the textile and apparel sector in Tunisia is a plus.

Language

Fluency in English and French.

Prospective candidates are invited to submit their application by sending their CV to Mrs Ann-Kathrin Zotz (zotz@intracen.org) and Mrs Ana Batalhone (batalhone@intracen.org) by midnight CEST 23 April 2021.