

**Terms of Reference**  
**Voluntary sustainability standards coach – National consultant (Ghana)**

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

**Assignment title:** Voluntary sustainability standards coach – National Consultant

**Duty station:** Ghana

**Travel:** possible domestic travel

**Start date:** early July 2021

**End date:** end of 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 by building capacity of local textile and apparel companies to meet commercial, sustainability and quality requirements by international buyers.

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 the project, SIVC is seeking a Coach to provide support in the implementation of the coaching module "Voluntary Sustainability Standards" with textile and apparel companies part of the project in Ghana.

**Description of Duties/Responsibilities**

The Consultant(s) will work under the direct guidance of the ITC Advisor on Standards and Value Chains and will undertake the following duties:

1. Participate in a kick-off meeting with Ghanaian textiles and clothing SMEs and other VSS coaches to start the VSS coaching activities.
2. Assist ITC with shortlisting SMEs for the VSS coaching – at least 10 SMEs.
3. Creating profiles of Ghanaian SMEs on ITC Sustainability Map tool [www.sustainabilitymap.org](http://www.sustainabilitymap.org)
4. Conducting assessments against **one sustainability standard** of **five SMEs** and their suppliers, developing a gap analysis against standards' criteria, prioritization of measures to address the gaps, breakeven analysis of revenues and costs. *Template of the VSS excel-based tool has been provided by ITC.* Assessments will be done during **four rounds of visits** as follows:
  - a. 1<sup>st</sup> introductory visit of SME, collecting sales and costs data
  - b. Supplier visit to conduct assessment against a selected standard (if need be)
  - c. 2<sup>nd</sup> SME visit to conduct training on addressing non-compliances
  - d. 3<sup>rd</sup> and final SME visit to discuss VSS strategy, costs and benefits of certification and next steps
5. At the end of the assignment, deliver VSS strategies for **5 textiles and clothing SMEs**. *Template of the strategy to be provided by ITC.*
6. Participate in regular meetings with other VSS coaches and ITC team to discuss progress, address any issues.

**Expected Outputs and Timelines**

Before end of July 2021

**Deliverable 1:**

- Participate in a Kick-off meeting with SMEs

- Conduct 1<sup>st</sup> SME visits

Before end of August 2021

**Deliverable 2:**

- Conduct supplier visits (if need be)
- Conduct 2<sup>nd</sup> SME visits

Before end of September 2021

**Deliverable 3:**

- Conduct 3<sup>rd</sup> and final SME visits
- Delivery of the VSS Strategies (gap analysis, prioritization and solutions, breakeven point) (for 5 SMEs)

**Travel**

Possible domestic travel

**Payment Schedule**

- First payment upon signing the contract and after deliverable 1 is submitted to ITC
- Second payment after deliverable 2 is submitted to ITC
- Third and final payment after deliverable 3 is submitted to ITC

**Skills**

- Competent user of Microsoft Office applications (Word, Excel, Outlook, PowerPoint)
- Attention to details
- Ability to work independently and to solve problems
- Flexibility and ability to work under pressure and tight deadlines
- Excellent communications skills, both oral and written
- Excellent communication, diplomatic, presentation skills and ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity

**Education**

Choose one

- Undergraduate degree (BA/BSC or other)
- Advanced degree (MA/MSc or other)
- Post-graduate degree (PhD or other)
- Secondary school
- Other

**Indicate the field of studies:**

Textile design, manufacturing, technology, agronomy, engineering or other related field.

**Experience required (number of years in which area)**

At least 3 years of experience working in voluntary sustainability standards topic in Ghana. Experience in the textiles and clothing sector is an asset.

**Language**

Fluency in English

Prospective candidates are invited to submit their application by sending their CV to Mrs Regina Taimasova ([taimasova@intracen.org](mailto:taimasova@intracen.org)) by midnight CEST 11 June 2021.