

## ANNEX B

### TERMS OF REFERENCE

#### Provision of training and events in natural dyes in Tajikistan

##### Table of Contents

1	<b>LIST OF ACRONYMS .....</b>	<b>2</b>
2	<b>BACKGROUND .....</b>	<b>2</b>
	CONTEXT .....	2
	OBJECTIVES OF THE PROJECT .....	2
3	<b>PURPOSE OF THE TENDER .....</b>	<b>2</b>
4	<b>SCOPE OF WORK .....</b>	<b>2</b>
5	<b>TECHNICAL SPECIFICATIONS AND REQUIREMENTS .....</b>	<b>3</b>
6	<b>SERVICES DELIVERY SCHEDULE.....</b>	<b>5</b>
7	<b>ITC SUPERVISION AND GUIDANCE .....</b>	<b>5</b>
8	<b>QUALIFICATIONS, COMPETENCIES AND EXPERIENCE REQUIRED .....</b>	<b>5</b>
	PRE-REQUISITES (MANDATORY REQUIREMENTS):.....	5
	DESIRABLE EXPERTISE:.....	6
9	<b>SUBMISSION OF OFFERS .....</b>	<b>6</b>
10	<b>PAYMENT TERMS AND SCHEDULE .....</b>	<b>6</b>

## 1 LIST OF ACRONYMS

ITC	International Trade Centre
EFI	Ethical Fashion Initiative
UN	United Nations
WTO	World Trade Organization
UNSDG	United Nations Sustainable Development Goals
EU	European Union
ToR	Terms of Reference

## 2 BACKGROUND

### Context

The Ethical Fashion Initiative (EFI) is a flagship programme of the International Trade Centre (ITC), a joint development agency of the United Nations (UN) and the World Trade Organization (WTO). ITC's mission is to foster inclusive and sustainable economic development by contributing to the internationalization of MSMEs in transition and developing economies and by doing so to contribute to the United Nations Sustainable Development Goals (UNSDG).

EFI connects marginalized artisan communities with global lifestyle brands operating in the field of fashion, interior design and food. By producing for these international brands, artisans and micro entrepreneurs can improve their lives through ethical work that values their craft and heritage. EFI's unique business and development model is centred on the private sector and enables the production of luxury goods in some of the most challenging and remote locations. As part of its B542 project, called "EU Identity Building and Sharing Business Initiative: An ethical and 'glocal' approach to Job Creation and Sustainable Development", financed by the European Union (EU), EFI intervenes in the following countries: Uganda, Kenya, Mali, Ivory Coast, Tajikistan, Uzbekistan and Iran by supporting the creation of a new market for creative goods in these countries, thus contributing to job creation and poverty reduction.

In Tajikistan EFI is working in Khujand with a rich history of handmade artisan techniques in *Suzani*, or silk hand embroidery. There, EFI is building a sustainable supply chain by linking international designers to local artisans and micro-producers who produce collections of embroidered garments and interior design objects, with special attention to quality control for the embroidery work and construction.

As a means of initiating domestic business-to-business cooperation and women's empowerment initiatives, EFI plans to support Tajik artisans. The program will entail a collaboration on a capsule collection with three popular, nationally recognized women designers from different regions in Tajikistan, each designing 5 pieces with fully integrated sustainable and circular design production processes. The final presentation will involve a physical Pop-Up shop, which will help promote women's empowerment domestically and EFI's mission in the country and the region. The pop-up shop will also launch EFI's home textiles, with embroidery made by EFI artisans and produced entirely in Tajikistan and Uzbekistan.

### Objectives of the project

ITC/EFI is seeking a leading industry service provider with a local presence in Tajikistan with strong experience in providing production space, organizing production facilities (buying and installing equipment), delivering training in natural dyes and organizing events to promote local talents and skills.

## 3 PURPOSE OF THE TENDER

The selected vendor will organize a production space for garment, bag and accessory production; organize events for promoting artisanal skills and carry out training services for artisans that are part of the EFI's network. The service provider must have a proven record of accomplishment in implementing fair labor and sustainable production methods within its facility.

## 4 SCOPE OF WORK

- 1) Create a production facility for sewing in Khujand, Tajikistan. Purchasing new equipment, providing and setting up a sewing facility.

- 2) Organize a training in natural dyes. To train artisans in Tajikistan in traditional silk and cotton natural dyeing techniques that decrease water waste and ensure the safety of the artisans and the environment by eliminating harmful dyes.
- 3) Coordinate logistics for a regional pop-up event to promote local designers and skills in Khujand and Dushanbe.

## 5 TECHNICAL SPECIFICATIONS AND REQUIREMENTS

### TASK 1: Create a production facility for sewing in Khujand, Tajikistan.

The vendor is to purchase new equipment, provide and set up a sewing facility (upon award of the Contract and completed within 2 months).

The new production centre will allow artisans to cast a wider net for production and increase productivity, ultimately being more sustainable and self-sufficient. The following has to be delivered:

- Vendor is to have COVID-19 compliant venue for proper set up for the training centre (proper spacing of machinery, well ventilated, with 9 tables for machinery and 10 chairs, possibility to accommodate min 8 people at the time).
- The venue is to be available for the EFI staff, trainers and artisans from the signature of the contract until 31 December 2021.
- The production facility should be accessible by public transportation and needs to be close to the city-centre (5-7 km from the centre), to ensure reachability for artisans.
- Research and purchase should start upon award of the Contract and completed within 2 months.
- Provide access for artisans to the production facility to attend trainings for Equipment: 27-30 artisans will be trained within 5 trainings, lasting a total of 10-15 days (2-3 days per group of 6), complying with COVID-19 regulations.

**Table 1 New Studio Equipment Specifications**

Quantity	Equipment	Training Schedule:
4	Sewing machine (New, Juki HZL-LB5100 Computerized Sewing Machine (or equiv)	Day 1: COVID-19 and Studio Safety. Embroidery, Sewing and Serger machines (possibly two-day training)
1	Overlock machine- to finish raw edges (New, JUKI MO654DE Portable Thread Serger Sewing Machine, or equiv)	
1	Popur machine (hand guided embroidery machine) (New, Brother PE550D Embroidery Machine, or equiv)	
1	Iron (professional with steamer) (New, Reliable 6000IS Professional Steam Iron Station, or equiv)	Day 2: Iron, Electric Knife. Safety.
1	Electric knife for pattern cutting (New, Reliable 1500FR - 4" Octagonal Cloth Cutting Machine, or equiv)	
2	Notebook laptops (New, Lenovo ThinkPad X1 Carbon 8th Gen Ultrabook, or equiv)	Day 3: Computer, Printer, Short Quiz
1	Printer- color (New, Canon PIXMA Pro 200 Inkjet Printer, or equiv)	
1	Plotter- for printing large patterns (New, Canon imagePROGRAF TA-30 Large Format Printer, or equiv)	

### TASK 2: Conduct Training in Natural Dyes

The vendor is to provide one trainer for 3 sessions 2 days each in Khujand, with a max of 10 artisans per training (overall 6 full days training).

Lessons should cover a brief background in domestic and imported plant-based products used in the natural dyeing process, followed with incremental demonstrations on the traditional natural dyeing process. The on-the-

job training is to be taught as a combination of formal presentations with practical demonstrations directly on the machinery.

In order to expand EFI's breadth of artisans, the trainer will be visiting other embroidery hubs and regions of Tajikistan, to share trainings with other artisans in more remote areas (Sughd, Dushanbe, Khatlon and GBAO). The training spaces should be COVID-19 compliant, well ventilated, able to accommodate min 11 people at the time. Estimated schedule: Sughd (beginning of September), Dushanbe (mid-September), Khatlon (beginning of October) and GBAO (mid-October).

The trainings will take place till December 2021 starting with the acceptance of the contract, and follow up trainings and analysis afterwards; the trainer will travel to the Sughd, Dushanbe, Khatlon and GBAO regions (4-5 month duration). The partnering organization UNIDO will take care of the logistics, training venue and the training program.

<b>Natural Dye Training</b>	
<b>Time</b>	<b>Activity</b>
Day 1:	Introduction.
	Goals, objectives of the training.
	Discussion with the participants of expected results from training.
	Pre-training questionnaire.
	Influence of natural dyes on quality in handicraft / textile products.
Day 2:	Acquaintance with dyeing tools. Characteristics of natural dyes.
	Practical Work.
	Practical Work.
	Trainer-Artisan Tutorials.
	Training Quiz.

Vendor is responsible for accommodation and transportation of the trainer to all locations.

The vendor shall deliver the following:

- Programme Curriculum – Complete overview of the programme, with a breakdown of each phase, schedule, timing, and agenda. To be completed within 1 month after issuing the Contract.
- Reporting of initial results - artisan monitoring and training report (1-2 pages), including aspects of the training curriculum including specific recommendations to participants, assessing the strengths/weaknesses of the training curriculum and issuance of associated recommendations for its overall improvement. Four-month timeframe.
- Create and maintain a master catalogue of the progression of outputs for artisans and their development before, during and after the training. Four-month timeframe.
- Issuance of a training certificate to each participant having successfully completed the training curriculum. Five-month timeframe, or after completion of training and evaluation.
- Carry on trainings in the four locations.

### **TASK 3. Coordinate logistics for the regional event to promote local designers and skills.**

The vendor is requested to provide safe and secure logistical support to the event in Khujand and Dushanbe:

- Transportation of produced items to the event location in Khujand (beginning-mid September, two weeks) and Dushanbe (mid-September – beginning of October, three weeks) – 50-60 lifestyle products from artisans (pillow cases, bags, table runners and blankets);
- Organise the layout of the products in the event location;
- Organise the wrap up of the unsold items and transportation to the production centre.

The event will be taking place in the state-government funded construction of a multi-artisan studio compound in the centre of Khujand- this will be completed by the end of August.

The Pop Up will be set up in Khujand for 2 weeks and then sent to Dushanbe for the period of 3 weeks to be shown in the city centre (venue provided by ITC).

## 6 SERVICES DELIVERY SCHEDULE

Deliverables	2021			
	Jul	Aug	Sep	Oct-Dec
<b>TASK 1</b>				
Purchase indicated production equipment – to be completed within 1 month after issuing the Contract.				
Set up the production facility, install the equipment – to be completed within 1 month after issuing the Contract. Vendor is to have COVID-19 compliant venue for proper set up for the training centre (proper spacing of machinery, well ventilated, with 9 tables for machinery and 10 chairs).				
Provide access for artisans to the production facility in order to produce and attend training programs until December 2021.				
<b>TASK 2</b>				
Programme Curriculum – Complete overview of the programme, with a breakdown of each phase, schedule, timing, and agenda. To be completed within 1 month after issuing the Contract.				
Reporting of initial results - artisan monitoring and training report (1-2 pages). Four-month timeframe.				
Create and maintain a master catalogue of the progression of outputs for artisans and their development before, during and after the training. Four-month timeframe.				
Issuance of a training certificate to each participant having successfully completed the training curriculum. Five-month timeframe, or after completion of training and evaluation.				
Organize travel and accommodation of the trainer to Sughd, Dushanbe, Khatlon and GBAO regions (2 days in each location).				
<b>TASK 3</b>				
Transportation of produced items to the event location in Khujand and Dushanbe by car – 50-60 lifestyle products from artisans (pillow cases, bags, table runners and blankets);				
Organise the layout of the products in the event location;				
Organise the wrap up of the unsold items and transportation to the production centre.				

## 7 ITC SUPERVISION AND GUIDANCE

ITC will monitor and review activities conducted within the framework of these TOR to ensure the timely delivery of all proposed end services and products. ITC will provide relevant guidance and additional information related to this project whenever necessary to ensure the timely delivery of all proposed end services and products. ITC will provide guidance and meeting venues for design training. New equipment and production training venue and guidance will be organized by vendor with the aid of ITC. Natural dye training venue to be provided by UNIDO, training to be conducted by vendor.

## 8 QUALIFICATIONS, COMPETENCIES AND EXPERIENCE REQUIRED

The offers will be evaluated against the below requirements on a fail / pass basis.

### Pre-requisites (mandatory requirements):

- Acceptance of ITC/ UN General Terms and Conditions
- Have the ability to prepare and carry out all activities and deliverables in professional English and Tajik
- The design expert must have a proven track record of implementing fair labour and sustainable production methods within their prior trainings/workshops
- Experience in sustainable design (5+ years)

- Experience working with artisan communities (5+ years)
- Experience working remotely and technologically capable (5+ years)
- Extensive design, patternmaking, and conceptual skills (5+years)

**Desirable expertise:**

- Experience in working with designers from developing countries;
- Experience in designing, organizing and conducting trainings on production processes for the fashion industry in so-called developing countries.

The lowest cost technically acceptable offer, which meets all the above mandatory requirements, will be awarded the contract.

## 9 SUBMISSION OF OFFERS

In order to participate in this tender, vendors are required to submit the following:

- Company's Registration Certificate
- The price list with break down (without VAT) in accordance with the below schedule:
  - 1) price for the equipment and materials and setting up the production facility;
  - 2) monthly rental amount of the venue;
  - 3) all-inclusive price for Task 2;
  - 4) all-inclusive price for Task 3.
  - 5) Total amount of the offer
- Description of the company's experience in organizing and delivering training programmes with a minimum of 2 references;
- Description of the company's experience in working in Central Asia, or with designers from Central Asia, with a minimum of 1 reference;
- Description of the company's network of experts with technical and creative capabilities;
- Information on the size of the company (number of employees and functions /assignments);
- Description on the available facilities of the vendor with addresses, sizes and photos;
- Composition of the team dedicated to this project: Please indicate clearly to what type of activity the persons will be assigned.
- List and detailed profile (Ex. CV) of the persons assigned to carry out the activities of this contract (staff and / or consultants);
- Confirmation that all staff dedicated to this project has the ability to prepare and carry out all activities and deliverables in professional Tajik;
- A project plan;

## 10 PAYMENT TERMS AND SCHEDULE

The deliverables have to be completed by December 2021. The execution of the tasks may not start before the contract has been signed.

Payment is within 30 days following satisfactory delivery, acceptance and validation by the EFI project team of the services and upon invoice receipt as per below schedule:

1. After purchasing of the required equipment and materials and setting up the production facility to the satisfaction of ITC;
2. 5 months rental of the venue to be paid from 1 August 2021 or once venue is fully available;
3. Upon completion of Task 2;
4. Upon completion of Task 3.

ITC will only make payments based on satisfactory achievement, acceptance and validation by the EFI project team of specific deliverables. Also, note that ITC does not make advance payment and ITC is exempted from paying VAT and any other form of taxes.