



TERMS OF REFERENCE (TOR)

For ICLEI – Local Governments for Sustainability

ICLEI seeks to appoint an expert to organize stakeholder events in China and support the development of policy documents for the [SWITCH Asia project](#): Transitions to circular economy practices in textile and apparel MSMEs along the lifecycle in Huzhou and Shaoxing .

Timeline for proposal submission

Date of publication: 24 October 2022

Last day for submission: 20 November 2022, 18:00 CEST

Notification of decision: Within 10 working days of submission close date

Send all enquiries and proposals (with the subject title: “Enquiry: External expert application_Switch Asia” or “Application: External expert application_Switch Asia”) to Charis.Hoffmann@iclei.org.

Background

ICLEI – Local Governments for Sustainability e.V. is seeking a service provider to organize stakeholder events in China and support the translation of policy documents for the SWITCH Asia project: Transitions to circular economy practices in textile and apparel MSMEs along the lifecycle in Huzhou and Shaoxing. The objective of the project is to facilitate the transition to circular economy practices in the textile and fashion industry in Huzhou City and Shaoxing City, China, by 2025. The specific objectives include Improved sustainable management, resource efficiency and adoption of circular economy principles by the local textile and fashion industry; Conditions enabled for a conducive policy environment among key stakeholders for the circular textile industry in Huzhou and Shaoxing; and Increased access to textile and apparel industry to financing for eco-design, recycling investments and clean technology transfer.

Deliverables and time frame

The following activities will need to be undertaken in order to help meet the deliverables of the project. The budget included in the submitted proposals should include all costs such as venue, catering, and technical facilities. No additional costs will





be provided by ICLEI or other partners. The indicated time frames below might be adjusted due to external and internal influences and project development.

Deliverables	Item Specifications	Consultancy services	Indicative Timeframe
1. Event. Stakeholder Consultation_Baseline	The event aims to facilitate the discussion and dissemination of the results of the baseline studies.. Max 40 participants.	Co-develop the event; invite and coordinate with the speakers, participants, and technical staff including interpreter; set up the venue and assist the logistics of the guests; co-host the event sessions when required; document the event; and develop post-event reporting.	by 10/31/2022 (delayed by due to Covid)
2. Event. Stakeholder Consultation_MFA	The event aims to facilitate the discussion and dissemination of the results of MFA studies. Online or in-person event. Max 40 participants.	Co-develop the event; invite and coordinate with the speakers, participants, and technical staff including interpreter; set up the venue and assist the logistics of the guests; co-host the event sessions when required; document the event; and develop post-event reporting.	by 04/30/2023
3. Event. Stakeholder Consultation_VLA	The event aims to facilitate the discussion and dissemination of the results of VLA studies. Online or in-person. Max 40 participants.	Co-develop the event; invite and coordinate with the speakers, participants, and technical staff including interpreter; set up the venue and assist the logistics of the guests; co-host the event sessions when required; document the event; and develop post-event reporting.	by 10/31/2023



<p>4. Event. Stakeholder Consultation_International Stakeholders</p>	<p>International stakeholder forum. Max 40 participants.</p>	<p>Co-develop the event; invite and coordinate with the speakers, participants, and technical staff including interpreter; set up the venue and assist the logistics of the guests; co-host the event sessions when required; document the event; and develop post-event reporting.</p>	<p>by 06/30/2025</p>
<p>5. Event. Stakeholder Consultation_Policy benchmarks</p>	<p>Peer-to-peer exchange event on the result of the EU-China benchmark baseline study for relevant stakeholders. Online or in-person. Max 40 participants.</p>	<p>Co-develop the event; invite and coordinate with the speakers, participants, and technical staff including interpreter; set up the venue and assist the logistics of the guests; co-host the event sessions when required; document the event; and develop post-event reporting.</p>	<p>by 04/30/2024</p>
<p>6. Event. Workshop_policy instrument concepts</p>	<p>Workshop to facilitate the adaptation of policy documents developed from the project by the cities of Huzhou and Shaoxing. Max 40 participants.</p>	<p>Co-develop the event; invite and coordinate with the speakers, participants, and technical staff including interpreter; set up the venue and assist the logistics of the guests; co-host the event sessions when required; document the event; and develop post-event reporting</p>	<p>by 10/31/2024</p>
<p>7. Event_Awareness raising event I</p>	<p>This awareness-raising event aims to promote access to financing components for MSMEs and potential</p>	<p>Co-develop the event; invite and coordinate with the speakers, participants, and technical staff including</p>	<p>by 06/31/2025</p>



	investors. In-person event. Max 100 participants.	interpreter; set up the venue and assist the logistics of the guests; co-host the event sessions when required; document the event; and develop post-event reporting	
8. Event_Awareness raising event II	This awareness-raising event aims to facilitate further collaborations between the targeted MSMEs and investors as well as disseminate gained results. In-person. Max 100 participants.	Co-develop the event; invite and coordinate with the speakers, participants, and technical staff including interpreter; set up the venue and assist the logistics of the guests; co-host the event sessions when required; document the event; and develop post-event reporting	by 10/31/2025
9. Interpretation	This includes simultaneous interpretation of the above 8 events	Events are described above	Throughout the project period

Assumptions

The period of the total Terms of Reference is 39 months and the contract will have a duration of 12 months and will be extended in writing on satisfactory performance - w Proposals should include budgets that are in Euros. Payment will take place in Euros, and ICLEI will not be liable for fluctuation in the exchange rate to the Renminbi. The successful organization/person appointed for this work is free to engage in other work during the remainder of their time, as long as the activity does not bring ICLEI, its partners or the project into disrepute. The service provider agrees to a 3 month notice period for any cancellation, except for the standard contract renewable every 12 months. The consultant is allowed to engage additional human resources, as approved by ICLEI and within the stipulated budget, for the successful completion of deliverables. Belgium law will be utilized in case of disputes. Subcontracting is not permitted for this Terms of Reference.



Payment

Payment of the service provider will be discussed and finalized during the contract negotiation. While the total contract duration is for 39 months. The contract is subject to renewal for a maximum of 12 months, every 12 months, and is dependent on performance levels and attainment of deliverables.

Terms and conditions

All content, documents, reports, and other materials prepared as part of this assignment shall be the property of ICLEI and shall be handed over upon completion of the assignment. The provider shall not pass on to any third party any data, document, reports, or other materials prepared or obtained during the assignment.

Proposal content

- A Technical Offer:
 - Work plan;
 - Methodology;
 - References of similar work done during the past three years; and
 - CVs of team members and organizational profile.
- A financial Offer:
 - Budget; and
 - Proposed Payment Schedule.

Exclusion Criteria

Applicants will have to provide supporting documents proving that they are not triggering the criteria below. Failure to meet those criteria will mean that the bid will be discarded and not be evaluated.

The service provider will be assessed according to the requirements set out in this section and the next (Evaluation). Information and proof confirming requirements must be included in the submitted proposal. The exclusion criteria are:

- Not Based in China, since for this assignment the Service Provider will have to be based in China
- Unable to travel to attend the events described in the Deliverables and time frame section.



- Have a criminal record or ongoing criminal investigation/case.
- Being bankrupt or is involved in an insolvency process
- Not fluent in Mandarin and English.

Proposal Validity

Only proposals which are complete (see “Proposal Content”), received before the deadline, and are in line with the exclusion criteria, will be evaluated.

Evaluation

Assessment will take the form of functionality and thereafter price. Parties will be evaluated on the following criteria:

- Assessed Criteria
 - Work Plan. Maximum: 30%.
 - Years of relevant experience working with both EU and Chinese-funded projects. Maximum: 25%.
 - Financial Offer (Price): 20%
 - Size of international multilingual events previously directly managed and hosted in China. Number of international multilingual events previously directly managed and hosted in China. Maximum: 10%.
 - Number of documents and events where translation services have been provided in China. Maximum: 10%
 - Years of relevant experience in the circular development sector. Maximum: 5%

Reporting requirements and management

- The successful applicant will report to Ying-Chih Deng-Sommer, Program Officer, Circular Development, ICLEI World Secretariat and Charis Hoffmann, Junior Officer, Circular Development, ICLEI World Secretariat.
- Regular weekly or bi-weekly meetings/calls to report on progress on specific tasks and deliverables will be required.

Applying



Please submit all information via email with the subject “Application: External expert application_Switch Asia” by 20 November 2022 by 18:00 CET to:
Charis.Hoffmann@iclei.org with Ying.Deng@iclei.org in copy. Applications that do not comply with the instructions contained in this document will not be considered. Please use English for all communications. Only successful candidate/s will be contacted. For more information about ICLEI World Secretariat, visit: <https://www.iclei.org>