



TERMS OF REFERENCE (TOR)

ICLEI – Local Governments for Sustainability

{EU SWITCH Asia Circular Textile Project_Policy documents }

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

About ICLEI

[ICLEI](#) is a global network working with more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, ICLEI influences sustainability policy and drives local action for low emission, nature-based, equitable, resilient and circular development.

ICLEI brings a strong urban component to national and global sustainability policies and translates these policies into action. Our Members and teams of experts work together through peer exchanges, partnerships and capacity building to create systemic change for urban sustainability. We make sustainability an integral part of urban development and create systemic change in urban areas through practical, integrated solutions. ICLEI supports cities, towns and regions anticipate and respond to complex challenges, from rapid urbanization and climate change, to ecosystem degradation and inequity.

ICLEI creates connections among the local, regional, national and global governmental levels. We advocate for robust national and global sustainability policies that reflect the interests of local and regional governments and their communities. The five ICLEI pathways towards low emission, nature-based, equitable, resilient and circular development are designed to create systemic change. The pathways provide a framework for designing integrated solutions that balance the patterns of human life and the built and natural environments. Through its equitable and people-centered development pathway, ICLEI contributes to building just, livable, happy and inclusive urban communities, addressing the systemic causes of poverty and inequality, and safeguarding the natural support systems for human life.





Timeline for proposal submission

Date of publication: 14 December 2022

Last day for submission: 31 January 2023, 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_2_Switch Asia” or “Application: External expert application_2_Switch Asia”) to Charis.Hoffmann@iclei.org and c.c Magashen.Naidoo@iclei.org

Background

ICLEI is seeking a service provider to organize stakeholder consultation in China (Huzhou and Shaoxing) and support the production 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.

Assisting policy development

To support the project objectives, ICLEI is seeking an experienced service provider to assist with the development of policies that promote the transition to a circular textile industry in Huzhou and Shaoxing. The service provider will work closely with local governments, key stakeholders, and partners to deliver an EU-China benchmark study and a circular textile industry action roadmap for the two cities. The service provider will also support the drafting of two policy briefs summarizing the project's lessons learned and providing practical policy recommendations.

The EU-China benchmark study will use the Circular City Action Framework's 5 R strategies to guide Huzhou and Shaoxing towards implementing circular measures in their local context. The study will provide pragmatic guidance on identifying measures



that align with the cities' capacities and needs, and will offer integrated approaches to move the cities' textile practices forward along the stages of the textile life cycle. The study will also introduce users to a range of tools that can be applied across the textile life cycle. The circular textile industry action roadmap will lay out the concrete steps that local governments and MSMEs must take to achieve their ambitious targets and reduce emissions. The roadmap will integrate the circular actions from the benchmark study and local climate action priorities, and will suggest clear pathways that achieve both local and project targets. The policy briefs for Huzhou and Shaoxing will summarize the lessons learned from the project and provide practical policy recommendations that align with local and national priorities.

Deliverables and time frame

The following activities will need to be undertaken to contribute to the deliverables of the project. The budget included in the submitted proposals should include all costs such as venue, catering, technical facilities and personnel costs. No additional costs will be provided by ICLEI or other partners for the scope of work included in this Terms of Reference. There is a possibility that the indicated time frames below will be adjusted due to external and internal influences.

Deliverables	Item Specifications	Tasks	Indicative Timeframe
2. EU-China benchmark study	Draft the EU-China benchmark study based on the concept note provided by the ICLEI Circular Development team (in English and Chinese)	<ul style="list-style-type: none"> • Desktop research and review of the relevant public policies and circular measures in the textile sector in EU and China • Identify and coordinate with relevant city officials, project partners and other relevant stakeholders and MSMEs and incorporate their 	Q1-Q2, 2024



		<p>inputs to the production process.</p> <ul style="list-style-type: none"> • Presenting the draft document in the stakeholder meetings and incorporate their feedback. • Design the layout of the publication including relevant infographics and visual materials. • Finalise the document in English and Chinese. • Estimated workload: 1 person x six months 	
<p>3. Circular textile industry action roadmap in Huzhou and Shaoxing</p>	<p>Draft the ICLEI Circular Development team in the development of the circular textile industry action roadmap in Huzhou and Shaoxing (in English and Chinese)</p>	<ul style="list-style-type: none"> • Desktop research and review the relevant public policies and circular measures in the textile sector in China. • Identify and coordinate with relevant city officials, project partners and other relevant stakeholders and MSMEs and incorporate their inputs to the production process. • Presenting the draft document in the stakeholder meeting 	<p>Q3-Q4, 2025</p>



		<p>and incorporate the feedback</p> <ul style="list-style-type: none"> • Finalise the document in English and Chinese. • Design the layout of the publication including relevant infographics and visual materials. • Estimated workload: 1 person x five months 	
<p>4. Support the drafting of two Policy briefs with recommendations for Huzhou and Shaoxing</p>	<p>Support the ICLEI Circular Development team in the development of two policy briefs with recommendations for Huzhou and Shaoxing (in English and Chinese)</p>	<ul style="list-style-type: none"> • Liaison with relevant city officials, project partners and other relevant stakeholders and MSMEs and incorporate their feedback on the policy briefs. • Contribute technical inputs and case studies to the policy briefs. • Support the drafting of the document. • Design the layout of the publication including relevant infographics and visual materials. • Estimated workload: 1 person x three months 	<p>Part 1: Q2-Q3, 2023 Part 2: Q1-Q2, 2025</p>



Assumptions

The period of the total Terms of Reference is 36 months and the contract will have a duration of 12 months and will be extended in writing on satisfactory performance. 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 which is renewable every 12 months. The consultant is allowed to engage additional human resources, as approved by ICLEI and within the initially stipulated budget, for the successful completion of deliverables. Belgian 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 36 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 an 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:

- Have no presence of at least one team member 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 involved in an insolvency process
- Not fluent in Mandarin/Chinese and English.

Proposal Validity

Only proposals which are complete (see “Proposal Content”), received before the deadline, and 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 Phase 1, Content:
 - Work Plan. Maximum: 30%.
 - Numbers of policy documents related to the circular economy or textile industry previously produced or involved directly: 25%.
- Assessed Criteria Phase 2, Financial offer and other criteria:
 - Years of relevant experience working with both EU and Chinese-funded projects. Maximum: 10%.
 - Financial Offer (Price): 15%



- Number of documents that translation and layout design services have been provided in China. Maximum: 10%
- Years of relevant experience in the textile sector. Maximum: 10%

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 subject “Application: External expert application_Switch Asia” by 31 January 2023 by 18:00 CET to: Charis.Hoffmann@iclei.org with Magashen.Naidoo@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>