



TERMS OF REFERENCE (TOR)

For ICLEI – Local Governments for Sustainability

EU SWITCH Asia Circular Textiles Project - Professional Conference Organizer

ICLEI World Secretariat seeks to appoint an expert to organize stakeholder events in China the [EU 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 April 2023

Last day for submission: 24 May 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_1_Switch Asia” or “Application: External expert application_1_Switch Asia”) to Charis.Hoffmann@iclei.org.

Background

ICLEI World Secretariat is **seeking a service provider to organize stakeholder events in China** for the EU SWITCH Asia project: Transitions to circular economy practices in textile and apparel MSMEs along the lifecycle in Huzhou and Shaoxing.

The overall goal of the project is to facilitate the transition to circular economy practices in the textile and apparel industry in Huzhou City and Shaoxing City, China.

The specific objectives are:

- Improved sustainable management, resource efficiency and adoption of circular economy principles by the local textile and apparel industry;
- Conditions enabled for a conducive policy environment among key stakeholders for the circular textile and apparel industry in Huzhou and Shaoxing; and
- Increased access of the textile and apparel industry to financing for eco-design, recycling investments and clean technology transfer.





Tasks: Professional Conference Organizer (PCO)

Through this activity the following tasks will be undertaken, by the successful service provider, for each of the stakeholder events:

- Manage invitation and registration process of speakers and participants;
- Provide or hire necessary technical services, including event Audio-Visual equipment and interpretation;
- Provision of morning and afternoon refreshments, and a light lunch;
- Arrange and set up event venue (the venue must be approved by ICLEI), including necessary during and after event roles;
- Arrange or hire **simultaneous event translation services** (English to Chinese);
- Provision of guidance for attendees as needed, such as accommodation and local transportation bookings; and
- Undertake the necessary coordination with ICLEI and project partners, where necessary to ensure a successful event, furthermore all aspects must be approved by ICLEI before implementation.

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.

Event	Overview	Indicative date*
1. Event: Stakeholder Consultation: Baseline Assessment	The event aims to facilitate the discussion and dissemination of the results of the Baseline studies . Max 40 participants, and in person.	31 October 2023
2. Event: Stakeholder Consultation: Material Flow Analysis	The event aims to facilitate the discussion and dissemination of the results of Material Flow Analysis studies . Max 40 participants, and in person.	31 October 2023

3. Event: Stakeholder Consultation: Value Chain Analysis	The event aims to facilitate the discussion and dissemination of the results of the Value Chain Analysis studies. Max 40 participants, and in person.	31 October 2023
4. Event: Stakeholder Consultation_International Stakeholders	International stakeholder forum. Max 40 participants, and in hybrid format.	30 June 2025
5. Event: Stakeholder Consultation_Policy benchmarks	Peer-to-peer exchange event on the result of the EU-China benchmark baseline study for relevant stakeholders. Max 40 participants, and in hybrid format.	30 April 2024
6. Event: Workshop_policy instrument concepts	Workshop to facilitate the adoption of policy documents developed from the project by the cities of Huzhou and Shaoxing. Max 40 participants, and in person.	30 June 2025
7. Event: Finance Awareness Raising event I	This awareness-raising event aims to promote access to financing components for MSMEs and potential investors. Max 100 participants, and in hybrid format.	31 August 2023
8. Event_Match making event	This matchmaking event aims to facilitate further collaborations between the targeted MSMEs and investors as well as disseminate gained results. In-person. Max 100 participants, and in person.	30 June 2025

* The indicative dates are subject to change.

ICLEI, and project partners where relevant, will undertake or provide the following:

- Provide content for the events;
- Provide a list of invitees and relevant information; and
- Provide additional relevant guidance for the arrangement of the events.



Activity 1 Outputs: The primary output sought from this activity is the successful delivery of 8 stakeholder events in China, either in Huzhou City, Shaoxing City or other suitable location.

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. 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 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;
 - Approach;



- References of similar work done during the past three years; and
- If applying as an organization:
 - CVs of team member(s) and an organizational profile.
- If applying as an individual:
 - CV
- A financial offer **(Please use Template in Annex 1)**:
 - Budget and
 - Proposed Payment Schedule.
- Filled out administrative information sheet **(Please use Template in Annex 2)**
- Signed disclaimer on exclusion criteria **(Please use Template in Annex 3)**

Exclusion Criteria

Applicants will have to provide supporting documents proving that they are not triggering the criteria below, **by completing Annex 2**. Failure to meet those criteria will mean that the bid will be discarded and not be evaluated.

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.

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.

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, Officer, Circular Development, ICLEI World Secretariat.
- Regular meetings/calls to report on progress on specific tasks and deliverables will be required.

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.

Applying

Please submit all information via email with the subject **“Application: External expert application_1_Switch Asia”** by 24 May 2023, 18:00 CEST to: Charis.Hoffmann@iclei.org with Magashen.Naidoo@iclei.org (Magash Naidoo: Head: Circular Development, ICLEI World Secretariat) 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.



About ICLEI

ICLEI - Local Governments for Sustainability 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. For more information about ICLEI, visit: <https://www.iclei.org>



Annex 1

Financial offer

1. Event: Stakeholder Consultation: Baseline Assessment (31 October 2023)

*Unit cost (a)	Number of people (b)	Sub-total Cost (c1) = (a) x (b)
	40	

2. Event: Stakeholder Consultation: Material Flow Analysis (31 October 2023)

*Unit cost (a)	Number of people (b)	Sub-total Cost (c2) = (a) x (b)
	40	

3. Event: Stakeholder Consultation: Value Chain Analysis (31 October 2023)

*Unit cost (a)	Number of people (b)	Sub-total Cost (c3) = (a) x (b)
	40	

4. Event: Stakeholder Consultation_International Stakeholders (30 June 2025)

*Unit cost (a)	Number of people (b)	Sub-total Cost (c4) = (a) x (b)
	40	

5. Event: Stakeholder Consultation_Policy benchmarks (30 April 2024)

*Unit cost (a)	Number of people (b)	Sub-total Cost (c5) = (a) x (b)
	40	

*This unit cost per person should be all inclusive. No further costs will be paid by ICLEI, partners or stakeholders.



6. Event: Workshop_ policy instrument concepts (30 June 2025)

*Unit cost (a)	Number of people (b)	Sub-total Cost (c6) = (a) x (b)
	40	

7. Event: Finance Awareness Raising event I (31 August 2023)

*Unit cost (a)	Number of people (b)	Sub-total Cost (c7) = (a) x (b)
	100	

8. Event_ Awareness raising event II (30 June 2025)

*Unit cost (a)	Number of people (b)	Sub-total Cost (c8) = (a) x (b)
	100	

*This unit cost per person should be all inclusive. No further costs will be paid by ICLEI, partners or stakeholders.

9. Total Cost

Grand total Cost (d) d = (c1+c2+c3+c4+c5+c6+c7+c8)



Annex 2

Administrative information sheet

Name of individual / organization	
Relevant registration numbers & country	
VAT ID (if applicable)	
Contact information Address E-mail Phone number	



Annex 3

Disclaimer on exclusion criteria

I hereby declare that we are / I am not triggering any of the following exclusion criteria:

- 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.
- Being 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 being fluent in Mandarin/Chinese and English.

Place & date

Signature