



TERMS OF REFERENCE (TOR)

ICLEI – Local Governments for Sustainability

EU SWITCH Asia Circular Textiles Project - Knowledge Products

ICLEI World Secretariat seeks to appoint an expert to support the development and translation of knowledge products for 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_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 World Secretariat is seeking a **service provider to support the production and translation (into Chinese) of knowledge products** 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.

Assisting the development of knowledge products

To support the project objectives, ICLEI is seeking an experienced service provider to assist with the writing and translation of knowledge products that promote the transition to a circular textile and apparel industry in the cities of Huzhou and Shaoxing. The service provider will work closely with local governments, key stakeholders, and partners to deliver the following documents:

1. **EU-China benchmark study:** The study will assess the status quo of policies and industry practices in the textile and apparel sectors in the EU and China, with a particular focus on policies that provide the enabling conditions for circular practices in the industry. It will identify current best practice examples in the two cities at regional, national and local levels to serve as benchmarks. The study will inform the policy briefs for the cities of Huzhou and Shaoxing, and the recommendations given in the Circular textile industry action roadmap.
2. **Two policy briefs:** The service provider will also support the drafting of two policy briefs, one for Huzhou and one for Shaoxing. These will be formulated to revise Huzhou city and Shaoxing city climate action plans based on the potential behind resource efficient textile production (reduced water and energy use), and mitigation of embedded carbon in pre-consumer textile waste. Further, the policy briefs will summarize the lessons learned from the project and provide practical policy recommendations that align with local and national priorities.
3. **Circular textile industry action roadmap:** The circular textile industry action roadmap will lay out the concrete circular actions that the local governments and Micro-, Small and Medium-sized Enterprises (MSMEs) could take to achieve their



ambitious targets and reduce emissions. It will use the [Circular City Action Framework's](#) 5R strategies to provide pragmatic guidance on identifying measures and policies that align with the cities' capacities and needs, and will offer integrated approaches to increase circularity in the textile practices of MSMEs. It will integrate the learnings from the benchmark study and local climate action priorities, and will suggest clear pathways that achieve both local and project targets.

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 encompass all 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.

Knowledge product	Task	Sub-tasks	Deadline
1. EU-China benchmark study (ca. 30 pages)	Draft the EU-China benchmark study in English based on the concept note provided by the ICLEI Circular Development team and translate the final product into Chinese	<ul style="list-style-type: none">● Conduct desktop research: Review relevant public policies and circular industry practices in the textile sector in EU and China● Conduct qualitative research: Coordinate with relevant relevant stakeholders (project partners, MSMEs, city	31 January 2024



		<p>officials) and incorporate their inputs into the drafting process</p> <ul style="list-style-type: none"> ● Draft the document ● Present the draft document in the stakeholder meetings and incorporate stakeholder feedback ● Finalize the document in English ● Translate the final document into Chinese 	
<p>2. Two policy briefs (max. 15 pages each)</p>	<p>Support the ICLEI Circular Development team in the development of two policy briefs and translate the final products into Chinese</p>	<ul style="list-style-type: none"> ● Support in liaising with relevant stakeholders (e.g. MSMEs, project partners, city officials) and incorporate their feedback into development of the policy briefs. ● Contribute technical advice inputs and case studies to the policy briefs. ● Support with the 	<p>31 May 2025</p>



		<p>drafting of the policy briefs.</p> <ul style="list-style-type: none"> ● Translate the policy briefs into Chinese 	
<p>3. Circular textile industry action roadmap in Huzhou and Shaoxing (ca. 30 pages)</p>	<p>Draft the circular textile industry action roadmap based on the concept note provided by the ICLEI Circular Development team and translate the final product into Chinese</p>	<ul style="list-style-type: none"> ● Conduct desktop research: Review of transferable industry roadmaps ● Coordinate with relevant relevant stakeholders (project partners, MSMEs, city officials) and incorporate their inputs into the drafting process ● Draft the document ● Present the draft document in the stakeholder meetings and incorporate stakeholder feedback ● Finalize the document in English ● Translate the final document into Chinese 	<p>30 November 2025</p>



Assumptions

The period of the total Terms of Reference is 36 months. 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/individual 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 service provider 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.

Exclusion criteria

Applicants will have to ensure that they are not triggering 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 fluent in Mandarin/Chinese and English.

Failure to meet those criteria will mean that the bid will be discarded and not be evaluated.

Proposal content

- A technical offer:
 - Work plan;
 - Methodology;
 - 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 annex 1 at the end of this document***):
 - Budget and
 - Proposed payment schedule.
- Filled out administrative information sheet (***Please use annex 2 at the end of this document***)
- Signed disclaimer on exclusion criteria (***Please use annex 3 at the end of this document***)

Proposal validity

Only proposals which are complete (see “Proposal content”), not triggering the exclusion criteria and received before the deadline 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%.
 - Number of knowledge products 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 have been translated into Chinese. 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, 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_2_Switch Asia" by **24 May 2023 by 18:00 CEST** 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 communication. 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

Document	Task	Daily rate in Euro (a)	Number of days (b)	Sum in Euro (c) = (a) x (b)
EU-China benchmark study (ca. 30 pages)	Research & writing in English			
	Translation into Chinese			
Two policy briefs (max 15 pages each)	Research & writing in English			
	Translation into Chinese			
Circular textile industry action roadmap (ca. 30 pages)	Research & writing in English			
	Translation into Chinese			
Final sum				

Important note: Please only fill in the cells highlighted in yellow. The above should include all associated costs. No further payments will be made for travel etc.

Proposed payment schedule	Date
1st payment	
2nd payment	
3rd payment	



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