



TERMS OF REFERENCE (TOR)
For ICLEI – Local Governments for Sustainability
EU SWITCH Asia Circular Textiles Project - Finance Consultant to develop
2 Feasibility Studies

ICLEI World Secretariat seeks to appoint an individual expert or a company, herein the 'Consultant,' to develop and translate (English and Chinese) two Feasibility Studies in the [EU SWITCH Asia project](#): Transitions to circular economy practices in textile and apparel Micro, Small & Medium Enterprises (MSMEs) along the lifecycle in Huzhou and Shaoxing. These feasibility studies, as detailed below, aim to support and guide 2 MSMEs to access finance.

Timeline for proposal submission

Date of publication: 10 July 2024

Last day for submission: 15 August 2024, 18:00 CEST

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

Send all enquiries and proposals (with the subject title: "Enquiry: Finance Consultant_Switch Asia" or "Application: Finance Consultant_Switch Asia") to Jaume.marques-colom@iclei.org and copy ying.deng@iclei.org.

The overall goal of the EU SWITCH Asia project: Transitions to circular economy practices in textile and apparel MSMEs along the lifecycle in Huzhou and Shaoxing 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:

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

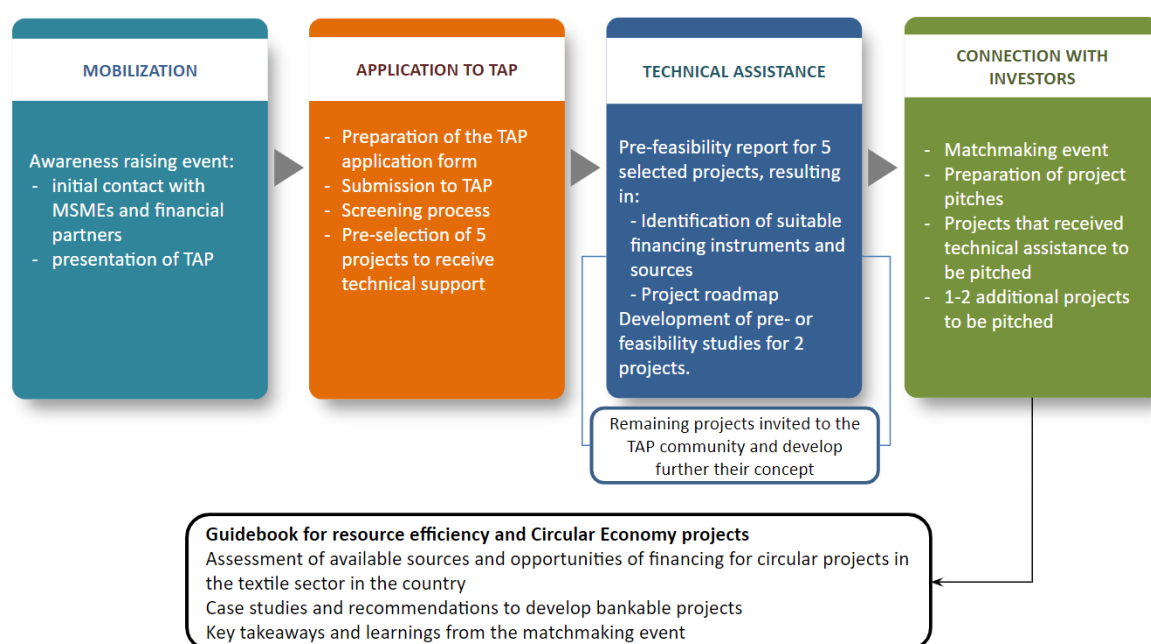


Background

This Terms of Reference (ToR) is issued to support the [Access Finance](#) component, which aims to:

- Mobilize MSMEs to develop and submit project ideas/interventions to the Transformative Actions Program (TAP);
- Provide Technical assistance to MSMEs for further development of their project concepts with the goal to increase capacity, bankability and access to finance;
- Assess financial sources and opportunities to finance circular projects in the textile sector in China;
- Connect MSMEs with Project Preparation Facility providers, and national and international financial institutions;
- Gather the learnings and knowledge from events and relevant activities, and provide guidance for projects seeking green and circular finance (*Accessing Finance - Guidebook for Resource Efficiency and Circular Economy Projects*).

To illustrate the above, Figure 1 gives an overview of the steps of the overall workflow and the planned activities of the Access Finance component in the EU SWITCH Asia project: Transitions to circular economy practices in textile and apparel Micro, Small & Medium Enterprises (MSMEs) along the lifecycle in Huzhou and Shaoxing.



Specific Tasks



Through this activity the consultant will support to implement the third objective of the EU SWITCH Asia project: Transitions to circular economy practices in textile and apparel Micro, Small & Medium Enterprises (MSMEs) along the lifecycle in Huzhou and Shaoxing, and beyond, and undertake the following tasks:

Task 1: Develop Project Roadmap Development feasibility studies for 2 projects.

The Consultant will build on the pre-feasibility analysis report conducted on 5 TAP selected projects and finalized in July 2024. The report will include project specific roadmaps, recommendations regarding the most suitable financing instruments, and the most relevant and accessible financing sources to be considered. These suggestions will also consider the mapping of potential finance partners, and their engagement since the awareness raising events.

Thereby, the Consultant will support with the development of the following:

- **Sub-task 1:** The Consultant shall design and develop a Feasibility Study Template tailored for sustainable project development for MSMEs. This technical document shall aim to strengthen the project’s concept development and bankability, with the aim to increase the chances to attract investment.
- **Sub-task 2:** The Consultant shall support the two most relevant MSMEs projects from the pre-feasibility analysis report. The selection will be undertaken with ICLEI and will be based on the scoring of their submitted documents and scoring provided by ICLEI, their robustness, impact, and engagement. The scope of the work will be defined based on the:
 - recommendations of the pre-feasibility report analysis;
 - level of maturity of the project;
 - time and costs needed to develop the particular study/document; and
 - specific requirements of a Project Preparation Facility provider/financier if there is already a potential partner showing interest in the project.

The 2 Feasibility Studies should incorporate a thorough understanding and analysis of the technical and financial viability of the 2 selected projects. The Studies shall include but



not be limited to an analysis on the revenue stream, resource evaluation, value chain evaluation, financial assessment, operational assessment, business model, environmental and social aspects, and a risk assessment. The 2 Feasibility Studies should include elements of complementarity to the [ICLEI Circular City Actions Framework](#), to ensure the alignment of MSMEs projects within the circular economy with urban policymaking.

Task 2: Connection with (local) investors

As described in Figure 1, after the technical assistance is provided, MSMEs will be invited to connect with investors in matchmaking events and project pitching. The Consultant will support the mobilization of the projects identified in the pre-feasibility analysis report and the projects supported in Task 1. At least 2 suitable investors will be separately presented to each of the above projects.

Together with ICLEI and relevant EU SWITCH Asia project partners and external stakeholders (i.e., consultants, collaborators), the Consultant will encourage the continued concept development along proposed recommendations and presented to (local) investors, and facilitate matches with investors such as (local) banks, funds, or financial institutions, as well as corporates, local authorities, and other ecosystem players.

Deliverables and time frame

The following tasks and sub-tasks will need to be undertaken in order to meet the deliverables of this ToR. The indicated time frames below might be adjusted due to external and internal influences and project development.

Task	Sub-task	Indicative deadlines¹
1. Develop 2 Feasibility Studies (ca. 20 pages in Chinese and English)	1. Development of Feasibility Study Template for sustainable projects from MSMEs	First draft: Nov 2024 Final product: Dec 2024

¹ The indicative deadlines might be subject to change. ICLEI, and project partners where relevant, will provide content and additional relevant guidance for the tasks.



	2. Develop of 2 Feasibility Studies for two selected projects.	First draft: Feb 2025 Final product: May 2025
2. Connection with (local) investors	1. Presentation of projects showcased in the Pre-feasibility Analysis Report and 2 projects supported with Feasibility Studies to suitable investors (at least 2 investors per project). A final report will be delivered.	May 2025

Assumptions

- The period of work sought in these Terms of Reference is approx. 9 months, starting in September 2024 and ending in May 2025.
- Proposals should include budgets that are in Euros. Payment will be in Euros, and ICLEI will not be liable for fluctuation in the exchange rate to the Renminbi. The budget included in the submitted proposal should include all costs. No additional costs will be provided by ICLEI or other partners.
- 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 consultant agrees to a 3-month notice period for any cancellation. The consultant is allowed to engage additional human resources, as approved by ICLEI and within the stipulated budget, for the successful completion of deliverables.
- German law will be utilized in case of disputes.
- Subcontracting is not permitted for these Terms of Reference.

Payment

Payment of the consultant will be discussed and finalized during the contract negotiation. While the total contract duration is for 9 months.

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 **complete and sign Annex 3**. Failure to meet those criteria will mean that the bid will be discarded and not be evaluated.

The exclusion criteria are:

- Not able to demonstrate the ability to fulfill the required tasks such as having a physical presence in China (either being based there or having staff located there) or existing partnerships with relevant Chinese institutions.
- 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 Chinese and English.

The consultant will be assessed according to the requirements set out in this section and the next (Evaluation).



Evaluation

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

- Assessed Criteria
 - Years of relevant experience working with both EU and Chinese-funded projects. Maximum: 25%
 - Work Plan. Maximum: 30%
 - Financial Offer (Price): 30%
 - Years of relevant experience in the circular development sector. Maximum: 15%

Reporting requirements and management

- The successful applicant will report to Jaume Marques Colom, Officer, Innovative Finance, ICLEI World Secretariat, and Ying-Chih Deng-Sommer, Senior Officer, Built Environment and Circular Development, ICLEI World Secretariat.
- Regular meetings/calls to report on progress on specific tasks and deliverables will be required in Central European Time.

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: Finance Consultant_Switch Asia"** by 15 August 2024, 18:00 CEST to Jaume.marques-colom@iclei.org and 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.



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)
2 Feasibility Studies	Feasibility Study Template			
	Translation into Chinese			
	2 Feasibility Studies			
	Translation into Chinese			
Final Report on connection with (local) investors	Final Report			
	Translation into Chinese			
Final sum				

* This mapping will also be part of the Guidebook.



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

Terms of Reference: EU SWITCH Asia Circular Textile Project_Finance Consultant to develop 2 Feasibility Studies

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, or not being able to demonstrate the ability to fulfill the required tasks, since the activities in this assignment will 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