



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

Timeline for proposal submission

Date of publication: 12 September 2024

Last day for submission: 13 October 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.

ICLEI World Secretariat seeks to appoint an individual expert or a company, herein the ‘Consultant,’ to develop (English and Chinese) a feasibility study 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. This feasibility study, as detailed below, aims to support and guide a total of 2 projects from MSMEs to access finance.

This Terms of Reference (ToR) is issued to support the EU SWITCH Asia project aiming to facilitate the transition to circular economy practices in the textile and fashion industry in Huzhou City and Shaoxing City, China, by 2025. The key objectives include improving sustainable management, enhancing resource efficiency, and adopting circular economy principles within the local textile and fashion sectors. Additionally, the initiative aims to create a conducive policy environment among key stakeholders for the circular textile industry in both cities and to increase access to financing for eco-design, recycling investments, and clean technology transfer within the textile and apparel industry.

Concretely this ToR supports the activities for [access to finance](#), where the entire work package aims to:

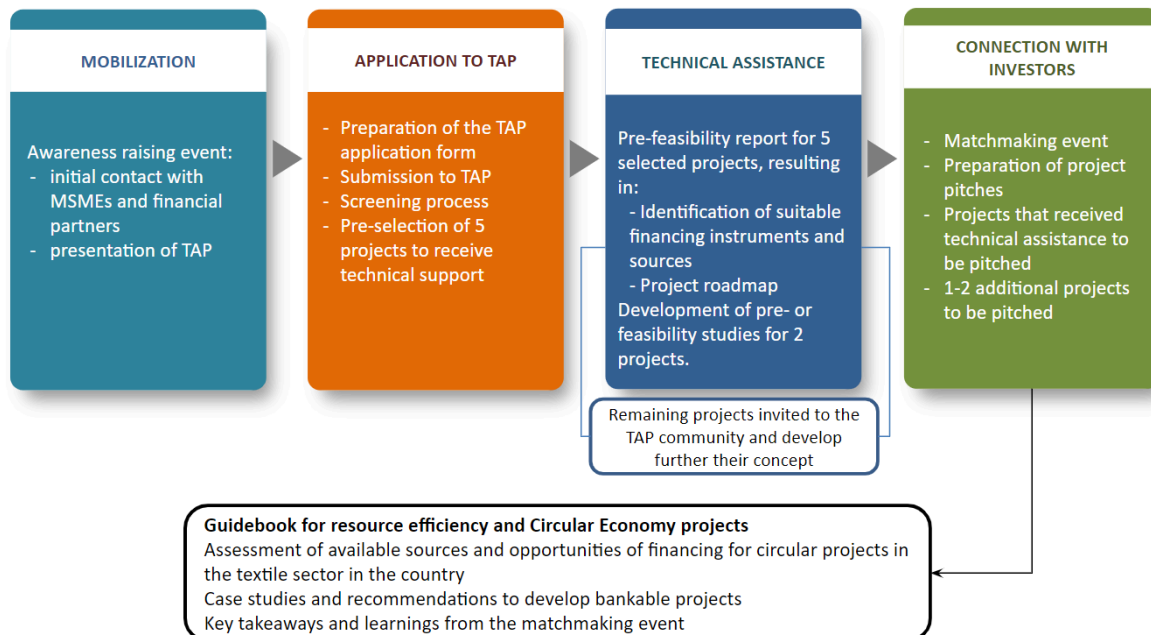
- Mobilize MSMEs to develop and submit project ideas/interventions to the



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 work package 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.



1. Key Tasks, Activities and Deliverables

The consultant will support the implementation of the third objective of the EU SWITCH Asia project: Increased access of textile and apparel industry to financing for eco-design, recycling investments and clean technology transfer.



1.1. Task 1: Development of a Feasibility Report for 2 projects.

A pre-feasibility analysis report will be developed, by ICLEI, for 5 projects by the end of September 2024. Based on the robustness of the pre-feasibility studies, the Consultant will actively identify 2 projects for the feasibility study. The Feasibility Report will encompass a feasibility study for 2 projects and 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.

The feasibility study should incorporate a thorough understanding and analysis of the technical and financial viability of the 2 selected projects. The feasibility study shall include but not be limited to an analysis on the financial modelling, technical options analysis, socio-economic appraisal, and conduct specialist studies including resource evaluation, value chain evaluation, and a risk assessment. The feasibility study shall reveal the technical details of the project in order to prove that the interventions can be implemented from a technological perspective and economic standpoint. The feasibility study 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.

The Consultant will lead the development of 1.1.1 and 1.1.2 Sub-tasks supporting the activities of ICLEI as follows:

- 1.1.1. **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 goal to increase the chances to attract investment. The Consultant shall integrate guiding instructions, tailored to the context after a working relationship is established with the selected MSMEs and, where suitable, provide examples on how to complete the Template. The MSMEs selected shall be based in Huzhou City (1 project) and Shaoxing City (1 project).
- 1.1.2. **Sub-task 2:** The Consultant shall support 2 projects in the textile and



apparel circular economy in Huzhou and Shaoxing, which will be selected after consideration of the suitability from the 5 projects portrayed in the pre-feasibility analysis report. The selection from the 5 pre-feasibility reports 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. Should none of the projects of the pre-feasibility analysis report be suitable for the feasibility study, the Consultant shall identify 2 projects suitable for a feasibility study in alignment with the goals of this ToR. The scope of the work will be determined by:

- the recommendations of the pre-feasibility analysis report;
- the projects' level of maturity;
- the time and costs needed to develop the feasibility studies; and
- the specific requirements of a Project Preparation Facility provider or a financier.

ICLEI shall be responsible for reviewing and ensuring the quality of all deliverables produced under this agreement. ICLEI will conduct a thorough examination of each deliverable to verify that it meets the agreed-upon standards, specifications, and requirements, as well as provide feedback or request revisions, if necessary, within 1 month upon receipt of the deliverables.



1.2. Task 2: Support with connection with local or national investors

1.2.1. Sub-Task 1: Development of MSMEs' capacity to present and pitch their projects to financiers

As described in Figure 1, after the technical assistance is provided, MSMEs will be coached on project presentation and pitching to financiers identified by the Consultant. The Consultant will also act as liaison with the financiers promoting their engagement with the MSMEs. The Consultant will support the mobilization of the projects identified in the pre-feasibility analysis report and the projects supported in Task 1.

The financiers identified will also be invited to a matchmaking event co-organised with ICLEI in July 2025.

1.2.2. Sub-Task 2: Presentation of projects to suitable investors

At least 2 suitable investors will be identified and separately presented to each of the 2 projects supported in Task 1, with a dedicated presentation to each financier identified by the Consultant. Financiers entail financial institutions (i.e. commercial banks), venture capitals, angel investors, among others. The Consultant shall provide guidance and coaching to the MSMEs in preparation for their presentation to each financier. The Consultant will also support the submission of expression of interests to the investors, should it be necessary.

Together with ICLEI and relevant EU SWITCH Asia project partners and external stakeholders (i.e. consultants and 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.



2. 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 deadlines ¹
1. Develop a Feasibility Study (ca. 20 pages in Chinese and English)	1.1 Development of Feasibility Study Template for sustainable projects from MSMEs	First draft: Jan 2025 Final product: Feb 2025
	1.2 Development of a feasibility study for 2 projects	First draft: Apr 2025 Final product: Jul 2025
2. Connection with local investors	2.1 Development of MSMEs' capacity to present and pitch their projects to financiers	Jul 2025
	2.2 Presentation of projects showcased in the Pre-feasibility Analysis Report and 2 projects supported with a feasibility study to suitable financiers. A final report will be delivered.	Jul 2025

3. Assumptions

- 1.1. The period of work sought in these Terms of Reference is approx. 8 months, starting in December 2024 and ending in July 2025.
- 1.2. 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.

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.



- 1.3. 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.
- 1.4. 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.
- 1.5. German law will be utilized in case of disputes.
- 1.6. 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 Consultant shall not pass on to any third party any data, document, reports, or other materials prepared or obtained during the assignment. In addition, no subcontracting will be allowed during the assignment.

No sanctioned organizations will be considered.

Applicants Proposal content

- 1.7. A technical offer:
 - 1.7.1. Work plan;
 - 1.7.2. Approach;
 - 1.7.3. References of similar work done during the past three years; and
 - 1.7.4. If applying as an organization:
 - 1.7.4.1. CVs of team member(s) and an organizational profile.
 - 1.7.5. If applying as an individual:
 - 1.7.5.1. CV.
- 1.8. A financial offer (**Please use Template in Annex 1**):
 - 1.8.1. Budget: to be provided in Annex 1.



The comprehensive budget should include all task related costs, such as staff cost, logistics, translation, publication costs. The Total costs **should be between EUR 35,000 and EUR 70,000 including local taxes**. Financial Offers above this threshold will be disregarded and will not be evaluated.

- 1.8.2. Proposed Payment Schedule.
- 1.9. Filled out administrative information sheet (**Please use Template in Annex 2**)
- 1.10. 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:

- 1.11. 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.
- 1.12. Unable to travel to attend the events described in the Deliverables and time frame section;
- 1.13. Have a criminal record or ongoing criminal investigation/case;
- 1.14. Being bankrupt or is involved in an insolvency process; and
- 1.15. 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:

- 1.16. Assessed Criteria
 - 1.16.1. Years of relevant experience working with both EU and Chinese-funded projects. Maximum: 25%



- 1.16.2. Work Plan. Maximum: 30%
- 1.16.3. Financial Offer (Price): 30%
- 1.16.4. Years of relevant experience in the circular development sector.
Maximum: 15%

Reporting requirements and management

- 1.17. 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.
- 1.18. 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 13 October 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)
Feasibility Study	Feasibility Study Template			
	Translation into Chinese			
	Feasibility Study for 2 projects			
	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 a feasibility study for 2 projects.

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