**LOT 4: Women in Export - Green Product Development Technical Support Services**

**Terms of Reference**

**I. Background:**

With the worsening situation of the Turkish Economy with exchange fluctuation and unstable domestic market conditions turned women’s cooperatives and SMEs into vulnerable actors. The overwhelming economic conditions can be subdued with the opportunity of export. With this motivation, Innovation for Development (I4D) offers “Women in Export Project (WiE) to encourage 12 Women’s Cooperatives and Enterprises to take place in [Turkish Souq](https://turkishsouq.com/), an e-commerce platform created in partnership with Qatar Post, that enables export to over 81 countries. The platform started its lifespan with a partnership between Turkey (PTT-AVM) and Qatar; now this partnership has turned into a global marketplace for the producers.

The I4D team works closely with Turkish Souq and this partnership makes an efficient framework for integration of cooperatives and enterprises into the e-commerce platform for export. The facilitator role of collaboration between I4D and Turkish Souq will create a suitable working environment during integration and operation management process. During the project, women cooperatives/enterprises will be supported with green production development technical support consultancy to produce nature and climate smart, following consumer-trends based productions to reach-out a wide range of consumers that are demanding consciously designed and produced products.

**II. Objective of the consultancy**

Increasing awareness on responsible consumption by consumers created a huge demand for sustainable consumption and production. Being “responsible” on consumption provided a framework for consumers to reach out to recycled, carbon-neutral and water-saving productions.

Thus, it is important to design and offer services that increase the capacity of such cooperatives/SMEs that can act more quickly for a green transformation and be part of this trend of conscious production. Considering that, I4D is looking for **a consultancy firm** specialized in technical capacity building and green and climate-smart product development with the qualifications listed in VI. to develop and deliver green product development technical support servicefor the women cooperatives/enterprises participating in WiE project.

Through the planned series of technical support, 12 women-led cooperatives/SMEs will earn a set of skills that will increase the beneficiaries’ readiness for designing and developing green/climate-smart products. The proposed technical support services will also serve as a platform for on-hand design, and these women cooperatives/SMEs will have the opportunity to receive one-on-one support in designing, developing and producing green/climate-smart products with the supervision of an expert in these areas.

**III. Tasks and responsibilities of consultants**

Before developing the technical support agenda for each of the cooperative/SME, a brief capacity assessment will be conducted by the I4D team. Consultants are expected to provide feedback to the capacity assessment questionnaire developed by the I4D team. Once the capacity assessment is finalized, consultants will utilize the analysis provided by I4D for developing their technical support session agendas.

In total, there will be 5 thematic technical sessions that run for one hour and 5 additional one-hour long product design and development sessions. For thematic technical support sessions, a list of proposed topics are listed below.

**Technical Support Topics**

To match with the scope of the project, consultants should offer a curriculum that strengthens the technical capacity of women-led cooperatives and SMEs in various areas for enabling them to be ready for following and implementing the requirements of green production development to produce nature and climate smart, following consumer-trends based productions to reach-out a wide range of consumers. The subjects that need to be covered in the technical support sessions include but not limited to the following topics. Consultants will provide their proposed list of topics before the start of the technical support program.

* Green and climate-smart design thinking
* Green product development principles
* Global trends in green and climate-smart production and green transformation
* Waste management in production
* Sector-specific green innovation and creativity practices
* Carbon-neutralization in product design and production

All preparatory work including guides for the technical support sessions, agendas for the overall and specific technical support sessions, other relevant technical support tools and resources, suggested additional materials for cooperatives and SMEs, technical support evaluation forms should be developed and shared with I4D.

At every technical support session, consultants should fill in a brief technical support session form that includes the names of the participants from the cooperatives/SMEs together with the agendas and topics to be covered at the session. This form will be provided by I4D before the starting of the technical support program.

Consultants are expected to record the progress, good practices, success stories and areas which need improvement that emerged during the sessions and the overall support they provided during the technical support program. A brief form to capture this information will be provided by I4D before the starting of the technical support program. At the end of the overall technical support program, consultants are expected to draft and share a final report to describe the overall work that is conducted, their evaluation of the overall progress, necessary follow up and recommendations they have for the cooperatives/SMEs they worked with.

* **Deliverables**
* Consultants will be responsible for the following deliverables:
* Technical support guide
* Full agenda for the technical support sessions
* Technical support running sheet and detailed annotated internal agenda
* Confirmed list of experts
* Development of technical support tools and resources
* List of background reading and suggested resources for participants
* Technical support evaluation forms
* Technical support report including evaluation, follow up, and recommendations
* Design and production support to minimum of 12 green/climate-smart products (one product per cooperative/SME)

 **IV. Other agreements**

High quality and timely work as well as close collaboration with I4D in preparation, drafting and the delivery of the technical support package is basic to the expected service.

Consultants are expected to maintain flexibility with regards to the context and conditions of meeting environments, and to be ready to adjust to changes particularly with Covid situation: all technical support session are planned in an online platform i.e. Zoom.

Consultants shall be directly working with I4D Project Expert who will support consultants in obtaining all the required documents and materials, as well as in communication with the participants involved in the technical support program.

All documents and materials prepared under the contract of the given ToR shall be considered the property of I4D.

**V. Deliverables and Timeline**

*Planned time frame: 01.12.2022-30.05.2023*

The consultancy firm will deliver the requested services by a pool of experts with a total of 120 hours of technical support and 10 hours of support per cooperative/SME. Experts will meet with each cooperative/SME every two weeks for one (1) hour for 5 thematic technical support sessions through a proposed and agreed agenda. Additionally, there will be five (5), weekly, one-hour long product development sessions to design and produce a relevant green/climate-smart product per cooperative/SME after the completion of thematic sessions. See Annex 1 as the tentative deliverables timetable. This table may be subject to change, however consultants should seek prior approval from I4D.

**VI. Requirements of the consultant**

The services described above shall be implemented by a pool of green/climate-smart product designers. It is the overall responsibility of the contractor to ensure the timely and efficient implementation of the assignment.

The following skills are necessary to carry out the consultancy (to be clearly provided in CV for further evaluation):

* Appropriate academic qualification in industrial design, product development, industrial engineering, environmental engineering and any related field
* Minimum of 5 years of experience working in green/climate-smart product design and development
* Minimum of 3 years of experience in designing and delivering technical support and/or capacity building on green/climate-smart product design and development
* Experience in delivering technical support sessions to specialized groups such as women entrepreneurs/cooperatives and/or refugees
* Solid knowledge of global and upcoming trends in green and climate-smart economies, environmentally conscious and sustainable design and production
* Experience in designing and delivering technical support for target groups
* Experience in delivering technical support sessions through online platforms
* Ability to design and deliver technical support curricula through formal, informal and non-formal methods
* Experience of working in an international context and/or intercultural skills
* Experience in monitoring and evaluation of technical support activities
* Excellent technical support skills in Turkish
* Knowledge of Arabic would be an asset
* Previous work experience as an expert that delivered services for CSOs in Turkey for economic empowerment projects is desirable

**Annex 1 - Suggested Deliverables Timetable**

|  | **December** | **January** | **February** | **March** | **April** | **May** |
| --- | --- | --- | --- | --- | --- | --- |
| Support to development of capacity assessment tool |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Development of technical support session agendas and necessary tools |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Development of technical support plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drafting of technical support running sheet and detailed annotated internal agenda |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Delivery of thematic technical support sessions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Filling and sharing technical support session forms with I4D Project Expert |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drafting and submission of monthly progress reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Delivery of product development and design sessions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Finalization of green/climate-smart products by each cooperative/SME |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drafting and submission of the final report that captures overall progress and evaluation, issues to follow up, recommendations, good practices and success stories |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |