
Contractor Opening No.: ITC/CIC/60/2022

Date: 31 October 2022

The International Trade Centre is looking for a/an:

**GTEX MENATEX Global – Knowledge Management – Pattern making
training materials development (online and F2F)**

Division/Section:	Division of Enterprise Competitiveness and Institutions – Sector and Enterprise Competitiveness – Fibres, Textiles & Clothing
Type of assignment:	International Consultant
Type of contract:	Delivery Based
Duty Station:	Home Based with travel
Duration of assignment:	6 months
Application period:	31.10.2022 – 30.11.2022

Terms of Reference

Background

The Global Textiles and Clothing Programme (GTEX) and its related work in the Middle East and North Africa (MENATEX) promotes textile and clothing exports from countries in Central Asia, the Middle East and North Africa. The aim is to stimulate employment and income generation along the value chain. In its initial phase, the project targets Egypt, Jordan, Morocco, Tunisia, Kyrgyzstan, and Tajikistan. The GTEX programme is funded by the Government of Switzerland and co-funded by the Government of Sweden for the MENA region. ITC, in close collaboration with the Swiss State Secretariat of Economics Affairs (SECO) and the Swedish International Development Cooperation Agency (Sida), is implementing the programme.

The GTEX/MENATEX programme helps companies in developing countries to build the capacity to fulfil critical functions along the value chain and to meet identified market requirements. Taking over additional functions, companies will be able to move from simple cut and sew operations toward a full package offering and, in some cases, to developing their own products. Value addition through service provision starts with production processes, by introducing lean manufacturing techniques and ensuring companies' social and environmental performance. Pre-production, the programme builds the skills to start sourcing the fabrics and trims they require in new sourcing destinations and provides product development and design training. Post-production, it focusses on creating marketing and branding know-how, and creates linkages to new clients in diversified markets.

The programme aims at supporting companies in adding value at pre-production level and ensuring quality, especially with regard to the specific skills of pattern making. As patternmaking has been evolving from a desk-based to a computer-based task, pattern-makers would need to master both, the traditional way of pattern-making as well as using computer-based software to create patterns as well as mastering grading techniques, adapting to various styles, fits, etc. This training aims at equipping beneficiary companies to create and develop their own patterns as well as to respond to their clients' requirements to be able to create and/or adjust patterns to changing styles, fits, sizes etc. that are appropriate for buyers (brands and retailers) as well as customers in target markets. Overall, with the skills developed for patternmaking, the programme envisages to support companies to improve their product development capacities so as to become a stronger service provider to their clients, able to develop products from designs received from their buyers or engaged designers.

The GTEX/MENATEX programme works with factories that are performing CMT services, sell at FOB terms or have their own products and collections. The latter, however, is the minority. Thus, the product development training and coaching approach would have two main objectives:

- 1) Help factories to develop basic to intermediate pattern-making capabilities so that the factories can translate designs received from their buyers into quality products, therefore enabling them to reach additional buyers and markets;
and
- 2) To upgrade towards computer-based pattern making that allow companies to interact very quickly with their clients and adjust samples to ever-changing requirements from designers, therefore improving their competitiveness and lead time.

Next year, the programme will provide dedicated trainings on pattern-making to all companies requesting this need throughout the MENA region. The training will be conducted in a hybrid format, some modules being taught on-line (through virtual workshopping) and some other modules conducting Face to Face.

Description of Duties/Responsibilities

The required services are to build training and coaching materials destined at developing country factories on pattern making. The overall training materials should be for an approx. between 30 to 50 training hours. They are destined for current factory staff who already possess some knowledge on garment making process and who will be promoted to a new role within the factory or who need to upgrade or refresh their skills on pattern-making, therefore it is not necessarily destined for students. ITC expects the selected consultant to develop a training curriculum, relevant supporting learning materials and deliver on-site test pilot trainings within five (5) months.

A/ Developing the training content

The proposed topics to be included in the Pattern-Making training curriculum are as below. Additional training topics can/should be suggested by the bidder to complete the offering. Please note that the training materials should be self-sustaining, independent of the teacher.

Traditional pattern-making

- Pattern-making as the key step for sampling and the sampling process
- Developing technical datasheets (techpacks): Interpret design sketches or production drawings and size specification
- Drafting of basic patterns
- Moving from pattern blocks to stylized patterns
- Developing a variety of patterns for tops and bottoms
- Introduction to draping
- From sample patterns to production patterns, including
 - Grading, i.e., translating the production pattern into the various sizes available for each style

These modules should cover the basics for pattern-making of men, women and children garment.

Moving from 2D patterns to 3D pattern-making:

Computer Aided design and pattern-making

- Digital sampling and the need to speed up the sampling process in an environmentally friendly way
- Convert physical paper pattern to digital paper pattern through digitizing, sketching or scanning
- Modify paper patterns using CAD pattern making software based on size specifications or grade rules
- Creating digital patterns from scratch
- Utilizing digital pattern libraries
- Grading of production patterns using software
- Develop stylized patterns
- Marker making using software

- Organize and maintain accurate and up-to-date records of data, digital patterns and amend patterns using CAD pattern making software
- Please add other topics as deemed necessary to fulfil the objectives of the training

B/ Developing the training approach

Once the different topics and scope of the training agreed with ITC team, the consultant will be in charge of writing the learning objectives, defining the sequence and planning the time for the different sessions/modules of the training. Designing a training session involves a logical and well-thought-out process directed at identifying the specific components that will be included in the programme:

- Developing training material
 - Lesson plan
 - It involves determining what learners should expect to know or be able to do at the end of the training
 - Learning objectives are at the core of course design. They determine the structure of the training, the approach, the methodology, the time you will spend on each session and how you will evaluate the training.
 - Define how much time to devote to a session and how long each activity will last
 - The training curriculum should be flexible and ready to adapt to different personalities, cultures and learning styles
 - Trainer Guide
 - Learner Guide
 - Assessment form and Marking guide
 - Activity Workbook
 - Teaching tools, visual aids and templates with real case studies
- Defining the learning sequence
 - A proper sequence provides the learner with a clear indication of the linkages among different sessions and activities. The sequence depends on the type of company targeted. Overall, the programme works with 3 types of companies, i.e., CMT factories, FOB factories and designers/companies with their own product lines. Thus three types of sequences might be required.
 - The training should be designed with a hybrid format delivery in mind. The bidder could suggest whether some modules could be delivered on-line and some Face-to-Face depending on the relevance and imperatives of F2F. In any case, a right balance between on-line and F2F should be respected. All on-line classes would take place through the ITC virtual workshop platform (using moodle technology).
- Listing tips on how to facilitate the training sessions

C/ Adapt the training content to an online training format

Following the design of the training outline, workplan and content materials, the programme would like to offer the training through a moodle platform hosted on the ITC SME Trade Academy. Moodle is a platform for online learning that enables the creation of online courses, add assignments, and keep an eye on trainees' progress. It also allows for the communication with the trainees and encourages communication between them in forums and discussions. Considering the "new normal" in terms of training delivery, as a consequence of the COVID pandemic, ITC wishes to continue delivering trainings in a hybrid format, mixing F2F, online classes and autonomous work through moodle. The T&C pattern-making virtual workshop training would need to follow a structured agenda and workplan, different sequences lasting over the course of several weeks. Tutors could include both ITC experts, external experts, guest speakers who often are globally recognized references in their topic of expertise. The sequences of the virtual workshop (modules, timing, live classes, assignments) would need to be clearly conceptualized in order to have a clear workplan and agenda.

Deliverables and work schedule

Under the overall guidance of the Head of the Fibres, Textile and Clothing (FTC) Programme, and the direct supervision of the Programme Officer, the consultant will undertake the following:

- **Task 1:** Develop a training curriculum outline, select and prioritize topics based on target audience and training needs (to be discussed with ITC Team), and design the training methodology and framework. The ITC team will provide all existing materials (former training and coaching materials, webinars, PPTs designed for similar past activities which touched upon similar topics) used and developed by the programme to the selected bidder.
- **Task 2:** Develop training content and supporting learning materials. The training content will be a mix of written text, powerpoints, photos and videos (to be delivered online through a moodle platform and/or during a F2F session). This includes:
 - Lesson plan
 - Trainer Guide
 - Learner Guide
 - Assessment form and Marking guide
 - Activity Work Book)
 - Teaching tools and templates with real case studies
 All draft documents will be sent to ITC in soft copy, through googledrive or dropbox.
- **Task 3:** Based on the ITC SME Trade academy guidelines, adapt the training materials to a virtual workshop framework.
- **Task 4:** Undertake pilot training delivery in 2 GTEX/MENATEX countries (in hybrid format – virtual workshop and F2F if necessary). Collect feedback from participants and ITC and incorporate learnings into an adapted version of the training materials.

Expected Outputs and Timelines (with the timeline for each output)

Output 1 – Training curriculum outline and structure is developed – by end December

Output 2 – Training materials are developed – by end January

Output 3 – Training materials are adapted to virtual workshop format – by end February

Output 4 – Pilot training delivery is tested in two GTEX MENATEX countries (in hybrid format) – by end April

Travel

Yes

Payment Schedule – Delivery based

Skills

- Ability to be flexible and keep tight deadlines.
- Computer literate in MS office applications (PowerPoint, Excel and Word).
- Experience with graphic design is desirable
- Knowledge of issues related to T&C sector is a plus

Education

- Undergraduate degree (BA/BSC or other)
- Advanced degree (MA/MSc or other)
- Post-graduate degree (PhD or other)
- Secondary school
- Other

Indicate the field of studies:

- Garment pattern-making, fashion design and modelling, textile and clothing engineering, or related field.
- Extensive relevant experience may be accepted in lieu of the university degree.

Experience required (number of years in which area)

- At least 5 years of experience working in the textile & clothing sector.

Other Experience:

The consultant should fulfill the following criteria:

- Track record of working in the T&C sector,
- Previous experience in instructional design and e-learning design is an asset;

Language

- Fluency in both written and oral in English, Arabic is a plus.

Copyright clause:

The Consultant must ensure that he / she has obtained the necessary authorizations in respect of the intellectual property rights required to perform its services under this consultancy contract and for subsequent dissemination by the ITC in any form whether it be. The documentary evidence must be submitted to the ITC. He / she must also ensure accreditation to eventual events, if necessary. If license fees are due for the use of copyrighted materials of third parties, the Consultant will need to request permission from ITC.