



LOCAL ENVIRONMENT & CLIMATE CHANGE (E&CC) EXPERT

Trade Facilitation Office (TFO) Canada (www.tfocanda.ca) is a not-for-profit organization whose mission is to improve lives through the creation of sustainable trade partnerships for exporters from developing countries with Canadian and foreign buyers. TFO Canada assists Small and Medium sized enterprises (SMEs) and Trade Support Institutions (TSIs)/Trade Promotion Organizations (TPOs)/Business Support Organizations (BSO-business associations, chambers of commerce, exporters associations etc.) from developing countries to access international markets through its information (general and sector specific), advice (including capacity building) and contact services (including trade missions and business to business matchmaking). Since 1980, TFO Canada, through its internationally experienced project management staff and roster of sectoral experts have been providing trade facilitation/promotion and capacity building services to tens of thousands of SMEs and hundreds of TSIs/TPOs/BSOs from all corners of the globe (Latin America, Africa, Middle East, Eastern Europe and Asia).

Background

TFO Canada is currently implementing the Women in Trade for Inclusive and Sustainable Growth (WIT) Project (2019-2024) in 24 countries (please see <https://w05.international.gc.ca/projectbrowser-banqueprojets/project-projet/details/P006355001>).

As part of WIT implementation strategy, TFO Canada aims to create or increase awareness among TSIs/TPOs/BSOs and SMEs regarding environmental impacts and opportunities in the specific sectors targeted by the project, to provide tools to assess the impact of SMEs on the environment and develop mitigation plans as key components of SME Export Strategies. Using a “do no harm” approach, the project aims to ensure that the SMEs involved in the project have taken into consideration possible impacts on the environment, their contribution to climate change and have mitigation strategies in place. The awareness-raising will also highlight new opportunities such as green-tech to contribute positively to reducing climate change impacts. The project will work with TSIs to increase their capacity to support SMEs in these areas.

The strategy is grounded in local market research (which is ongoing) to identify for each country and target sectors, the applicable environmental risks and opportunities as well as relevant environment agencies and laws. In terms of potentially negative environmental impacts, the research will present the impacts and the corresponding mitigation measures, such as:

- 1) Agrofood (fresh and processed): Use of water, use of pesticides and other chemical inputs, including how SMEs source fruits and vegetables, how they support local environment friendly agricultural practices
- 2) Specialty apparel, cosmetics, fashion accessories: Use of water, effects of cotton production and textile bleaching and sustainability of textile production-disposal, accumulation, disposable fashion, contribution to waste generation, use and disposal of dyes, impact of leather processing and dyeing on the environment
- 3) Home décor: Environmentally sustainable home décor items, whether/how they might contribute to generation of plastic waste.
- 4) Services – recycling programs of old and unused devices and equipment – keeping reusable material out of the landfill

In terms of opportunities, the research will describe local environmental regulations and initiatives and provide best practices, for example:

- a. Green procurement
- b. Environmentally conscious business practices e.g. replanting of trees if wood used for handicrafts inputs
- c. Life-cycle environmental assessment of goods/services
- d. Supporting SMEs that focus of pesticide-free, chemical-free, petroleum-free and other environmentally sustainable measures
- e. Reuse of waste materials e.g. recycling of end pieces of textiles for making bags, rugs, etc. and reusing smaller leather pieces for accessories
- f. How lower mechanization, e.g. handloom, may be less harmful to the environment
- g. Recycling programs for electronic devices

TFO Canada will also assess E&CC training material and tools that TSIs may have in place already.

TFO Canada has engaged an international E&CC expert who is updating TFO Canada’s Market Information Paper (MIP) *Environmental Management for Exporters (2014)*. Once completed this MIP will be available on the TFO Canada website as part of the resources available for SME exporters to consult when preparing to export. The international expert has also developed E&CC training module with powerpoint deck and instructions for trainers on how to use the training material, which includes the following:

- (i) E&CC impact self-assessment and mitigation strategy tool for SMEs;
- (ii) 1 pager E&CC tip sheet for SMEs for 4 identified sectors;
- (iii) TFO Canada’s export strategy canvas updated to include E&CC;
- (iv) Relevant sections of TFO Canada’s Export Plan template updated to include E&CC
- (v) SME E&CC assessment tool for TSI/TPO/BSO and TFO Canada; This tool will be used to assess level of awareness and uptake of E&CC compliance, which is one of the criteria for SMEs to be selected for in-depth technical assistance through the WIT project, e.g. trade missions, B2Bs, Lead Buyer Program.

Description

Based on the above, TFO Canada is seeking a local Environment and Climate Change (E&CC) for each country, based in [Bangladesh, Indonesia, Jordan, Vietnam and Cambodia] to:

- 1) Review local market research reports prepared for sectors identified in each country
- 2) Review the training materials for SMEs provided by TSIS in each country (if applicable)
- 3) Attend orientation session conducted by TFO Canada’s international E&CC expert
- 4) Review the training material, and tools and customize (where necessary) them according to:
 - a. Target country and prioritized sector(s)
 - b. Target audience (TSIs and SMEs)
 - c. Sector by country

Country	Bangladesh	Indonesia	Jordan	Vietnam	Cambodia
Sectors	1) Jute diversified products and 2) Processed food sectors	1) Processed food and 2) Information & communication technology sectors in Indonesia	1) Processed food and 2) Specialized cosmetics sectors	1) Organic food Including Processed food and 2) Apparel sector	1) Processed food and 2) Specialty apparel sectors

Training will include information on programs available in [target country], related to natural disasters/climate change, government support mechanisms or insurance schemes.

- 5) Conduct SME training () as per agreed schedule with TFO Canada and TSI in [Bangladesh, Indonesia, Jordan, Vietnam and Cambodia]. The training will raise awareness about how the prioritized sectors contribute to and are affected by climate change in [target country], what steps can be taken to mitigate negative environmental effects, and to adapt to climate change.
- 6) Conduct pre and post training assessments and prepare training reports
- 7) Develop a report covering, but not limited to, the following areas: an analysis of the pre and post training assessment capturing lessons learnt on methodology and how SMEs apply the training. Reporting format will be provided by TFO Canada Regional Project Managers
- 8) Support selected SME training participants in
 - a. Completing SME E&CC self-assessment form
 - b. Completing export strategy canvas form (where applicable)
 - c. Completing impact assessment and mitigation strategy sections of the export plan

SCHEDULE AND DELIVERABLES:

1. Submit CV and cover letter (email) by **July 31, 2021**
2. Contract signed with Consultant by **August 4, 2021**
3. Attend briefing session **2/3rd September 2021**
4. Submit draft customised SME training material by **6/7th September 2021**
5. Submit final customised SME training material by **12/13th September 2021**
6. Facilitate SME trainings as per the following schedule: **3rd week of September 2021**
 - 1) Pre-training assessment by **1st and 2nd Week of October and as per schedule training for each batch**
 - 2) Post-training assessment by **1st and 2nd Week of October and as per schedule training for each batch**
 - 3) Training report (including filled in E&CC self-assessment form, export plan and export strategy canvas) **by After completion of each training batches as per schedule**
7. Provide “lessons learnt” report by **Januray 2021**

Applications:

Applications including a cover letter (email) and a current C.V. should be made in writing by e-mail no later than **July 31st 2021** to:

Mahmud Hossain

Email: mahmud.hossain@tfoCanada.ca with cc to fatima.zahra.idrissi@tfoCanada.ca

Mentioning in the Subject: LOCAL ENVIRONMENT & CLIMATE CHANGE (E&CC) EXPERT