



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**TERMS OF REFERENCE / INDIVIDUAL CONTRACT (IC)**

**ANNEX – I**

**I. JOB INFORMATION**

|                                      |  |
|--------------------------------------|--|
| Job Title:                           | Curriculum and Training Materials Development Specialist on Fashion Technology                     |
| Project Title/Department:            | Inclusive Growth Cluster/Adapting population skills to the post-pandemic economy in Fergana Valley |
| Duration of the assignment:          | 3 months (72 work days): February 10 - May 15, 2022  |
| Work status (full time / part time): | Part-time  |
| Duty station:                        | Tashkent   |
| Expected places of travel:           | Fergana valley (Namangan, Ferghana, Andijan)   |
| Reports To:                          | Project manager  |

**II. BACKGROUND**

The “Adapting population skills to the post-pandemic economy in Fergana Valley” project is a joint initiative of the Ministry of Employment and Labor Relations (MELR) of the Republic of Uzbekistan and UNDP. The proposed project will contribute to poverty reduction through increased employment and entrepreneurship opportunities of the population, especially the youth of Fergana Valley by building entrepreneurship and future skills among students and job-seekers.

This project aims at forging a new pathway for the future of work based on continuous skills attainment, digital leapfrogging and a new balance between life and work. The development objective of the project is reskilling and upskilling of the workforce to deliver new business models in the post-pandemic era. It will target college and university graduates, young women and men in informal employment, returning migrants and other vulnerable groups and help Uzbekistan Government and private sector to craft policies and talent strategy that develop employees’ critical digital and cognitive capabilities, their technical and socio-emotional skills, and their adaptability and resilience.

With the aim of development of short-term courses at the Centers for Professional Development (CPDs) and Monocenters “Ishga Marhamat” in each region of Fergana Valley (selected districts of Andijan, Fergana and Namangan regions), the Project has planned to hire an international consultant who will develop curriculum and training materials on fashion technology. The International Consultant is expected to develop training programmes and manuals, as well as deliver training in fashion technology for the population of the Fergana Valley. This will consist of training for the vulnerable groups in selected monocenters and ToTs for the teaching staff of CPDs.

The International Consultant is expected to conduct an analysis of the available training materials for compliance with the best international training standards on the basics of fashion design, technical drawing, cutting, sewing, and finishing techniques, etc. taking into account the needs of the local private sector and in line with the international standards..

Based on the analysis, The International Consultant will carry out work on updating, adapting and, if necessary, developing curricula and manuals, as well as conduct trainings and master classes on fashion technology for students and teachers of the Center for Professional Education and the Monocenter “Ishga Marhamat”.

### **III. KEY TASKS AND RESPONSIBILITIES::**

Under the direct supervision and guidance of the Project Manager, the International Consultant on fashion technology provides operational and thematic training services a) in monocenters and b) in selected CPDs ensuring high quality, accuracy, and consistency of work. The training services will be delivered on a ToT basis and aim at enhancing the skills of the unemployed youth, women and returning labor migrants and their family members.

The International Consultant works in close collaboration with MELR, Monocenter “Ishga Marhamat” in Tashkent, Institute of Pedagogic Innovations under the Ministry of Higher and Secondary Specialized Education, private sector and the Project team to exchange information and ensure consistent service delivery, undertake day-to-day responsibility for operational and thematic support services for the satisfactory achievement of the assigned tasks:

- develop an inventory and conduct an analysis of available training materials, modules and test programs for the compliance with the latest international practices in the field of clothing design, which includes the technical drawing, cutting, sewing, and finishing techniques;
- develop and/or enhance curriculum, trainers and learners’ guides, assessment guides (in conjunction with the Monocenter “Ishga Marhamat”, the Institute for Innovative Development) for the short-term courses and professional training programs on clothing production management (studying trends, selection of materials/fabrics, cutting and finishing techniques, computer-aided development, clothing design, modeling, processing technology for various knots and details of clothing: collars, plackets, sleeves, pockets, finishing of clothing, promotion, etc.).
- organize inputs/ensure validation to the curriculum from industry, students and other beneficiaries for development of high-tech curricula.
- adapt the course content to the Monocenters and CPDs participants needs (basic and advanced level) in accordance with their needs:

Content for the basic level must cover below indicated specific topics (but not limited to):

- the range/types of fabrics and materials, their characteristics, use cases
- usage of the various types of industrial equipment, such as sewing machines (automatic, semi-automatic modes), irons, and a fusing press
- production from easy-to-process materials on machines and manually in accordance with state and industry standards, technical specifications
- processing technology for knots and details of women's clothing
- types of pockets (patch and welt pockets), fasteners, collars, sleeves, etc. and methods of their processing. Methods of joining clothing parts.
- processing of the bottom and finishing of the product. Final damp heat treatment of garments.

The International consultant must refer to the WorldSkills standards in the course development process. Specifically, sections 5, 6 & 7 of the Fashion Technology occupational standard.

Content for the advanced level must cover below indicated general directions in addition to the basic level (but not limited to):

- work organization and management (preparing and maintaining a safe, tidy, and efficient work area, scheduling the work to maximize efficiency and minimize disruption, etc)
- communication and interpersonal skills (communicate in the workshop by oral, written, and electronic means using standard formats with clarity, effectiveness, and efficiency; use a standard range of communications technology and respond to customers' needs appropriately, etc.)
- prepare and share with the Project and the MELR the training program, trainers and learners' guides, assessment guides, and presentations in electronic format;
- conduct thematic trainings and practical exercises in Fergana Valley for the vulnerable groups at monocenters and ToTs (training for trainers) for the teaching staff of CPDs;
- design clear and comprehensive skills assessment framework of trainings' participants to identify the need for the further capacity development;
- prepare and submit the report encompassing evaluation of trainings and the full scope of activities that can be used in the training manual for the further use for vocational trainings;
- other activities related to successful accomplishment of the assignment.

The content of the courses must be developed primarily based on the level (experience and knowledge) and interest/request of the audience. Above indicated topics serve as a reference for comprehension of the work scope.

The International Consultant is expected to stay in Tashkent and in selected regions of the Fergana Valley of Uzbekistan (Andijan, Namangan and Ferghana regions) to deliver offline trainings at monocenters and CPDs (if there are no travel restrictions).

#### **IV. OUTPUTS AND DEADLINES:**

##### **REMUNERATION SCHEME:**

The International Consultant receives a fixed remuneration for the tasks performed based on the submitted progress report, assessed and approved by the project manager and accepted / approved by the Program Specialist.

The consultant will be paid based on the produced outputs as follows:

| # | Deliverables/Outputs   | Dealines      | Instalments |
|---|--|---------------|-------------|
| 1 | <b>Output No. 1</b><br>A short-term course/training programmes manuals, trainers and learners' guides and presentations, developed and adapted to the needs of monocenters and CPDs. | March 1, 2022 | 40%         |
| 2 | <b>Output No. 2</b><br>1. Thematic training and practical exercises conducted for the students and teaching staff of the monocenters and CPDs in Fergana Valley.                     | May 10, 2022  | 60%         |

|  |  |      |  |
|--|--|------|--|
|  | <p>The training should cover at least 30 participants from each of 7 CPDs and 3 Monocenters in Fergana Valley (whereas, at least 50% of participants are women).</p> <p>2. Assessment tests of the participants of the training conducted.</p> <p>3. Final report evaluating the overall quality and effectiveness of the training submitted.</p>                          |      |  |
| <p><b>Important: The USD lump sum amount will be transferred through bank payment to the bank account provided by the incumbent.</b></p> |  |      |  |
| <p><b>V. QUALIFICATIONS REQUIREMENTS</b></p>   |  |      |  |
| Education:   | <p>Bachelor's degree in the following areas: education, fashion design/fashion technology, clothing production management and/or related fields;<br/>Minimum: Specialized secondary education.</p>   |      |  |
| Experience:  | <p>At least 5 years of sustainable experience in the clothing industry and related fields. Three (3) years plus in development of training materials<br/>Five (5) plus sessions in delivery of fashion technology<br/>Two (2) or more training booklets/ manuals produced<br/>Experience in developing countries in relevant thematic areas would be a valuable asset;</p> |      |  |
| Language Requirements:   | <p>Fluency in English is a requirement. Knowledge of Russian is an advantage;</p>  |      |  |
| Required skills and competencies:  | <p>Keen understanding of international experience in the spheres of design and manufacturing of clothings;</p> <p>Extensive and proven experience in conducting trainings and seminars on advanced technologies of creating models and producing clothes for the international market;</p> <p>Strong training and teaching skills;</p>                                     |      |  |
| Desired additional skills and competencies:  | <p>Strong consultancy and communication skills, client-orientation, ability to work in a team;</p> <p>Initiative, analytical judgment, ability to work under pressure, ethics and honesty;</p> <p>Ability to use information and communication technology as a tool and resources.</p>   |      |  |
| <p><b>VI. SIGNATURES- POST DESCRIPTION CERTIFICATION</b></p>   |  |      |  |
| Incumbent (if applicable)  | Signature  | Date |  |

Supervisor

Mr. Bakhodir Bekov  
Programme Manager on Inclusive Employment

DocuSigned by:  
Signature *Bakhodir Bekov* Date 05-январь-2022  
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Ms. Diyora Kabulova  
Cluster Leader on Inclusive Growth

DocuSigned by:  
Signature *Diyora Kabulova* Date 05-Jan-2022  
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