

APPENDIX B

SPECIFIC TASKS AND DELIVERABLES

EU-YEP Tourism and Creative Industries — Design and Product Enhancement Training for Craft MSMEs

Covering Lots 1 through 10

Reference Number:	RFQ 2200342444 - Appendix B
Parent Document:	Annex A — Terms of Reference (ToR)
Programme:	Design and Product Enhancement Training for Craft MSMEs in Gambia
Geographic Focus:	Greater Banjul Area, West Coast Region & Provinces, Republic of The Gambia

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1. Overview of Lots

This appendix sets out the specific scope of work, expected deliverables, training modules and key performance indicators for each craft-focused lot under the EU-YEP Tourism and Creative Industries. Bidders shall apply for a maximum of two (2) lots.

Lot	Scope	Target	Type
LOT 1	Advanced Techniques and Product Enhancement Training for Beading & Accessories	20 Artisans	Training
LOT 2	Innovative Fiber Fusion & Structural Design Training for Basketry	20 Artisans	Training
LOT 3	Precision Carving, Surface Finishing & Functional Art Training for Wood Carving	20 Artisans	Training
LOT 4	Ceramic design, Glazing & Production Training for Pottery	20 Artisans	Training
LOT 5	Precision Pattern Making, Edge Finishing & Durable Construction Training for Leather Work	20 Artisans	Training
LOT 6	Advanced Silversmithing & Jewelry Fabrication Training	20 Artisans	Training
LOT 7	Upskilling Fashion, Design and Tailoring	20 Fashion Designers	Training
LOT 8	Upskilling training in event management	20 Event Managers	Training
LOT 9	Upskilling Salon & Hairdressing	20 MSMEs	Training
LOT 10	Upskilling Health and Beauty: Cosmetics	20 MSMEs	Training

2. Detailed Lot Specifications

Each lot below presents (i) the full scope of work expected from the Contractor, (ii) the deliverables to be produced and submitted to ITC, and (iii) the training modules to be covered.

2.1 LOT 1 — Advanced Techniques and Product Enhancement Training for Beading & Accessories

LOT 1

Advanced Techniques and Product Enhancement Training for Beading & Accessories **Target:** 20 Artisans — GBA & WCR | **Timeline:** October 2026

Scope of Work	Expected Deliverables	Training Modules
1. Provide a 10-day design and product enhancement training programme to 20 participants using a recognised international training methodology with a minimum of 8 hours of contact time per day. 2. Each training cohort shall not exceed 20 participants. 3. The list of participants will be provided by ITC. 4. Training shall include hands-on practical sessions, design development, and quality control. 5. Provide all necessary materials and tools for training delivery. Support participants in 6. developing market-ready prototypes. 7. Conduct pre- and post-training assessments to measure skill improvement	• Submission of one consolidated training report covering all training cohorts. • Attendance lists and training documentation. • Samples of products developed during training	• Introduction to Beading & Accessory Design: Principles of design (colour theory, pattern creation, balance, texture) and market trends. • Material Sourcing & Preparation: Identification and selection of quality beads, threads, and findings; sustainable sourcing. Understanding and selecting appropriate materials (e.g., fabric, beads, leather, recycled materials) for specific accessory types. • Off-Loom Beading Techniques: Peyote stitch, brick stitch, right-angle weave, herringbone. Developing and cutting patterns for bags, hats, belts, and other accessories. • Loom Beading: Warping, pattern reading, and weaving on a loom. Hand and machine sewing techniques for accessory construction. • Wire-Wrapping and Jewellery Assembly: Creating clasps, ear wires, and finished jewellery pieces. • Material Integration: Incorporating craft elements (beadwork, embroidery, weaving) into accessory design.

Scope of Work	Expected Deliverables	Training Modules
		• Design & Product Development: Creating original design sketches, developing prototypes, and adapting traditional designs for modern markets. • Quality Control & Finishing: Ensuring durability, proper fastenings, clean finishes, and professional presentation. • Product Photography & Branding: Simple techniques for taking high-quality product photos and developing a brand identity. • Entrepreneurship & Business Skills: Pricing products, cost calculation, packaging, and marketing for local and export markets.

2.2 LOT 2 — Innovative Fiber Fusion & Structural Design

Training for Basketry

LOT 2

Innovative Fiber Fusion & Structural Design Training for Basketry

Target: 20 Artisans — GBA & WCR | Timeline: October 2026

Scope of Work	Expected Deliverables	Training Modules
1. Provide a 10-day design and product enhancement training programme to 20 participants using a recognised international training methodology with a minimum of 8 hours of contact time per day. 2. Each training cohort shall not exceed 20 participants. 3. The list of participants will be provided by ITC. 4. Training shall include hands-on practical sessions, design innovation, and product diversification. 5. Provide all necessary materials and tools for training delivery. 6. Support participants in developing market-diversified prototypes. 7. Conduct pre- and post-training assessments to measure skill improvement.	• Submission of one consolidated training report covering all training cohorts. • Attendance lists and training documentation. • Samples of products developed during training.	• Introduction to Basketry Design: Principles of design, form, and function. Analysis of local and international market demands. • Material Sourcing & Preparation: Sustainable harvesting, preparation, and storage of natural fibres (e.g., grasses, reeds, palm leaves). • Advanced Weaving Techniques: Coiling, plaiting, twining, and wickerwork. • Material Integration: Combining natural fibres with other materials (e.g., leather, fabric, beads) for enhanced product appeal. • Design & Product Development: Creating innovative basketry items (e.g., bags, lampshades, furniture, decorative pieces) beyond traditional forms. • Decoration & Finishing: Techniques for colouring, dyeing, using complementary objects, wrapping, trimming, and sealing to create a professional finish. • Quality Control: Ensuring structural integrity, symmetry, and durability. • Entrepreneurship & Business Skills: Marketing strategies, branding, and identifying market linkages.

2.3 LOT 3 — Precision Carving, Surface Finishing & Functional Art Training for Wood Carving

LOT 3

Precision Carving, Surface Finishing & Functional Art Training for Wood Carving Target: 20 Artisans — GBA & WCR | Timeline: October 2026

Scope of Work	Expected Deliverables	Training Modules
1. Provide a 10-day design and product enhancement training programme to 20 participants using a recognised international training methodology with a minimum of 8 hours of contact time per day. 2. Training cohort shall not exceed 20 participants. 3. The list of participants will be provided by ITC. 4. Training shall include hands-on practical sessions, tool safety, and finishing techniques. 5. Provide all necessary materials and tools for training delivery. 6. Support participants in developing market-ready prototypes. 7. Conduct pre- and post-training assessments to measure skill improvement.	• Submission of one consolidated training report covering all training cohorts. • Attendance lists and training documentation. • Samples of products developed during training.	• Introduction to Wood Design & Aesthetics: Understanding form, proportion, and design principles specific to wood. • Material Selection & Preparation: Identification of suitable wood types, seasoning, and preparation techniques. • Advanced Carving Techniques: Relief carving, chip carving, woodturning, and sculptural carving. • Tool Use & Safety: Effective and safe use of power and hand tools. • Design & Product Development: Creating original designs, from conceptual sketches to 3D models. Focus on product diversification (e.g., kitchenware, sculptures, furniture, ornamental pieces). • Decoration & Finishing: Techniques for staining, polishing, varnishing, and using traditional motifs. • Quality Control: Ensuring smoothness, structural integrity, and high-quality finish. • Entrepreneurship & Business Skills: Product costing, pricing, and marketing strategies for different markets.

2.4 LOT 4 — Ceramic design, Glazing & Production Training

for Pottery

LOT 4

Ceramic design, Glazing & Production Training for Pottery Target: 20
Artisans — GBA & WCR | Timeline: October 2026

Scope of Work	Expected Deliverables	Training Modules
1. Provide a 10-day design and product enhancement training programme to 20 participants using a recognized international training methodology with a minimum of 8 hours of contact time per day. 2. Training cohort shall not exceed 20 participants. 3. The list of participants will be provided by ITC. 4. Training shall include hands-on practical sessions, wheel throwing (where equipment permits), and kiln firing. 5. Provide all necessary materials, tools, and access to firing facilities for training delivery. 6. Support participants in developing a cohesive product line. 7. Conduct pre- and post-training assessments to measure skill improvement.	• Submission of one consolidated training report covering all training cohorts. • Attendance lists and training documentation. • Samples of products developed during training.	• Introduction to Ceramic Design: Principles of form, function, and aesthetics in pottery. • Material Preparation: Clay preparation, wedging, and recycling of materials. • Advanced Hand-Building: Coil, slab, and pinch techniques. • Throwing on the Potter's Wheel: Centring, pulling, and shaping (where applicable). • Surface Decoration: Slip, sgraffito, applique, and carving techniques. • Glaze & Firing: Understanding glaze chemistry, application techniques (dipping, pouring, spraying), and kiln operation (bisque and glaze firing). • Design & Product Development: Developing a cohesive product line for various markets (e.g., tableware, vases, sculptures). • Quality Control: Preventing common defects (cracks, warping, glaze defects). • Entrepreneurship & Business Skills: Costing, pricing, and marketing strategies for ceramic products.

2.5 LOT 5— Precision Pattern Making, Edge Finishing & Durable Construction Training for Leather Work

LOT 5

Precision Pattern Making, Edge Finishing & Durable Construction Training for Leather Work Target: 20 Artisans — GBA & WCR |
Timeline: October 2026

Scope of Work	Expected Deliverables	Training Modules
1. Provide a 10-day design and product enhancement training programme to 20 participants using a recognised international training methodology with a minimum of 8 hours of contact time per day. 2. Training cohort shall not exceed 20 participants. 3. The list of participants will be provided by ITC. 4. Training shall include hands-on practical 5. sessions, tooling, stitching, and finishing. 6. Provide all necessary materials and tools for training delivery. 7. Support participants in developing original leather products. 8. Conduct pre- and post-training assessments to measure skill improvement.	• Submission of one consolidated training report covering all training cohorts. • Attendance lists and training documentation. • Samples of products developed during training.	• Introduction to Leather Design: Understanding material properties, design principles, and product functionality. • Material Sourcing & Preparation: Selecting quality leather (types, grades, tanning), cutting, and preparing hides. • Tooling and Stamping: Floral, geometric, and western designs. • Edge Finishing: Techniques for burnishing, painting, and sealing edges. • Stitching and Assembly: Hand and machine stitching techniques, and product assembly. • Dyeing and Colouring: Techniques for dyeing, antiquing, and applying finishes. • Design & Product Development: Creating original products (e.g., bags, belts, wallets, sandals, traditional craft items). • Quality Control: Ensuring product durability, strength, and aesthetic appeal. • Entrepreneurship & Business Skills: Calculating production costs, pricing strategies, and identifying market opportunities.

2.6 LOT 6 — Advanced Silversmithing & Jewelry Fabrication

Training

LOT 6

Advanced Silversmithing & Jewelry Fabrication Training Target: 20
Artisans — GBA & WCR | Timeline: October 2026

Scope of Work	Expected Deliverables	Training Modules
1. Provide a 10-day design and product enhancement training programme to 1 participants using a recognized international training methodology with a minimum of 8 hours of contact time per day. 2. Each training cohort shall not exceed 15 participants (due to specialized nature and equipment). 3. The list of participants will be provided by ITC. 4. Training shall include hands-on practical sessions, soldering, forming, and stone setting. 5. Provide all necessary materials, tools, and equipment (including torches) for training delivery. 6. Support participants in developing original jewelry and small metal objects. 7. Conduct pre- and post-training assessments to measure skill improvement.	• Submission of one consolidated training report covering all training cohorts. • Attendance lists and training documentation. • Samples of products developed during training.	• Introduction to Silversmithing & Jewelry Design: Principles of design, metal properties, and studio safety. • Material Sourcing: Sourcing silver, copper, brass, and gemstones. Understanding material costs. • Sawing, Piercing, Filing, and Soldering: Foundational techniques for metalwork. • Forming: Hammering, doming, and forging techniques. • Stone Setting: Bezel, prong, and flush setting techniques. • Surface Embellishment: Engraving, texturing, chasing, and repoussé. • Design & Product Development: Creating original jewelry and small silversmithing objects (e.g., rings, pendants, belt buckles, craft items). • Finishing: Polishing, patination, and applying protective coatings. • Quality Control: Ensuring structural integrity and high-quality finish. • Entrepreneurship & Business Skills: Pricing, branding, and marketing of handmade silver products.

2.7 LOT 7 — Upskilling Fashion, Design and Tailoring Training

LOT 7

Upskilling Fashion, Design and Tailoring Training 20 Fashion
Designers — GBA & WCR | **Timeline:** October 2026

Scope of Work	Expected Deliverables	Training Modules
1. Provide a 5-day upskilling training programme to 20 participants in event planning and management using a nationally recognized curriculum and international best practices. 2. Each training cohort shall not exceed 25 participants. 3. The list of participants will be provided by ITC. 4. Training shall include practical exercises in event planning, logistics management, and protocol. 5. Provide all necessary materials and training resources. 6. Support participants in developing a full event plan/proposal. 7. Conduct pre- and post-training assessments to measure skill improvement.	• Submission of one consolidated training report covering all training cohorts. • Attendance lists and training documentation. • Samples of garments/products developed during training.	• Introduction to Fashion Design & Garment Construction: Principles of design, color theory, fashion trends, and understanding garment anatomy and silhouettes. • Body Measurement Techniques: Taking accurate body measurements for different garment types, Understanding ease allowance, fit, and proportion. Size charts and standardization for local and export markets. • Pattern Making and Drafting: Drafting basic blocks (bodice, skirt, trouser, sleeve), Manipulating patterns (darts, gathers, pleats, flares), Grading patterns for different sizes, Creating patterns from existing garments (copying/duplicating). • Garment Design and Development: Translating design sketches into patterns and samples, Developing a cohesive collection or product line, Adapting designs for different market segments (local, tourist, export), Incorporating traditional/creative elements and embellishments. • Cutting Techniques: Fabric layout, grain line, and cutting efficiency, Marking, and cutting techniques for accuracy, Cutting

		different fabric types (woven, knit, delicate fabrics). • Sewing and Assembly Techniques: Machine operation and maintenance (industrial and domestic), Seams, darts, gathers, pleats, and zippers, Linings, interfacings, and underlining. Advanced sewing techniques (tailored jackets, collars, cuffs, pockets). • Finishing Techniques: Pressing, steaming, and ironing for professional finish. Hand finishing (hemming, blind stitches, buttonholes). Quality control standards. Identifying and correcting garment defects. • Fabric Knowledge and Material Sourcing: Understanding fabric properties, draping, and behavior, Selecting appropriate materials and trims, Sustainable sourcing, and waste reduction. • Branding, Pricing & Business Skills: Product costing and pricing for profitability, Branding, labelling, and packaging, Quality assurance for market readiness, Export readiness and understanding buyer quality requirements.
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2.8 LOT 8 — Upskilling Event Management Training

LOT 8

Upskilling Event Management Training: 20 Event Managers — GBA & WCR | **Timeline:** October 2026

Scope of Work	Expected Deliverables	Training Modules
1. Provide a 5-day upskilling training programme to 20 participants in fashion design and tailoring using a recognised international training methodology with a minimum of 8 hours of contact time per day. 2. Each training cohort shall not exceed 20 participants (due to specialised nature and equipment). 3. The list of participants will be provided by ITC. 4. Training shall include hands-on practical sessions in garment construction, finishing, and quality control. 5. Provide all necessary materials, tools, and access to sewing equipment for training delivery. 6. Support participants in developing market-ready garment prototypes. 7. Conduct pre- and post-training assessments to measure skill improvement.	• Submission of one consolidated training report covering all training cohorts. • Attendance lists and training documentation. • Samples of products developed during training.	• Introduction to Event Planning: Key concepts, purpose of event planning, types of events, and roles of an event planner. • Event Concept Development: Generating creative ideas, defining objectives, and developing an event proposal. • Event Logistics Planning: Venue selection, transportation, décor, PA systems, tents, and other accessories. • Budgeting and Financial Management: Cost estimation, resource allocation, and financial tracking for events. • Event Promotion and Marketing: Branding, audience engagement, and marketing strategies for events. • Event Protocol and Guest Management: Seating arrangements, ticketing, guest classification, and ushering. • Event Set-Up and Decoration: Types of set-ups (classroom, theatre, etc.), theme implementation, signage, and safety inspection. • Risk Management and Crisis Handling: Event safety, troubleshooting, and managing unforeseen challenges • Effective Integration into Event Planning Team: Time management, communication skills, ethics, and codes of conduct • Entrepreneurship & Business Skills: Building an event management business, client acquisition, and contract management.

2.9 LOT 9 — Upskilling Beauty & Hairdressing Training

LOT 9

Upskilling Beauty & Hairdressing Training: 20 MSMEs — GBA & WCR
| **Timeline:** October 2026

Scope of Work	Expected Deliverables	Training Modules
1. Provide a 5-day upskilling training programme to 20 participants in fashion design and tailoring using a recognised international training methodology with a minimum of 8 hours of contact time per day. 2. Each training cohort shall not exceed 20 participants (due to specialised nature and equipment). 3. The list of participants will be provided by ITC. 4. Training shall include hands-on practical sessions in garment construction, finishing, and quality control. 5. Provide all necessary materials, tools, and access to sewing equipment for training delivery. 6. Support participants in developing market-ready garment prototypes. 7. Conduct pre- and post-training assessments to measure skill improvement.	• Submission of one consolidated training report covering all training cohorts. • Attendance lists and training documentation. • Samples of services/products developed during training. • Improved Salon Operations & Business Management	• Introduction to Beauty & Hairdressing Services: Industry overview, professional standards, and career opportunities in the beauty and wellness sector. • Salon Operations & Professional Standards: Salon reception duties, appointment scheduling, and client record keeping. Health, safety, and hygiene practices (sterilisation, disinfection, waste disposal). Grooming, salon etiquette, and professional image • Beauty Therapy Services: Facial treatments: skin analysis, cleansing, exfoliation, masks, and massage techniques . • Waxing and hair removal: hot wax, cold wax, and threading techniques . • Manicure and pedicure services: nail care, shaping, polish application, and hand/foot massage. • Eyebrow and eyelash treatments: shaping, tinting, and artificial lash application . Makeup artistry: day, evening, bridal, and corrective makeup techniques . • Nail enhancement: tips, gel, and acrylic nail application . • Hairdressing Services: Traditional and Conventional hairdressing

2.10 LOT 10 Upskilling Health and Beauty: Cosmetics

LOT 10

Upskilling Upskilling Health and Beauty Training: Cosmetics 20
MSMEs — GBA & WCR | **Timeline:** October 2026

Scope of Work	Expected Deliverables	Training Modules
1. Provide a 5-day upskilling training programme to 40 participants in cosmetics, detergents, and health product production using a recognised international training methodology with a minimum of 8 hours of contact time per day. 2. Each training cohort shall not exceed 20 participants (due to the practical nature and formulation requirements). 3. The list of participants will be provided by ITC. 4. Training shall include intensive hands-on practical sessions in formulation, production, quality control, and packaging. 5. Provide all necessary materials, equipment, and access to production facilities for training delivery. 6. Support participants in developing market-ready product prototypes. 7. Conduct pre- and post-training assessments to measure skill improvement.	• Submission of one consolidated training report covering all training cohorts. • Attendance lists and training documentation. • Samples of products developed during training. • Quality Control & Regulatory Compliance: • Packaging, Branding & Market Readiness: • Entrepreneurship & Business Skills:	• Introduction to Cosmetics & Health Product Manufacturing: Industry overview, product categories, and market opportunities • Classification and properties of raw materials (surfactants, emollients, preservatives, fragrances, natural extracts). Sourcing of raw materials and sustainable practices. • Product Formulation and Manufacturing: -Cosmetics: formulating creams, lotions, shampoos, conditioners, hair colorants, and skincare products . -Detergents & Cleaning Agents: formulating soaps, liquid detergents, disinfectants, and sanitizers. • Preservative systems: understanding microbiology, preservative selection, and efficacy testing. • Formulation techniques: emulsification, blending, heating, cooling, and mixing. Product stability and compatibility testing. Quality control standards: pH, viscosity, stability, and safety testing. • Regulatory requirements: labelling, claims, and safety assessments • Selection of appropriate packaging and containers. Product labelling requirements (ingredients, claims, expiry). Branding, packaging design, and product presentation. • Conducting market research and pricing strategies. Product costing and pricing for profitability.

— END OF APPENDIX B —

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