



United Nations Development Programme
Terms of Reference

Post Title: TICAD Private Sector Consultant

Post Level: Individual Contract

Duty Station: Tokyo, Japan

Organizational Unit: UNDP Tokyo, BERA

Appointment: September – December 2018

Duration of Contract: 3 months

Language Required: Japanese and English

Focal Point: Deputy Director, UNDP Representation Office in Tokyo

Application Deadline: 21 September 2018

Background:

UNDP has been co-organizing the Tokyo International Conference on African Development (TICAD) which was initiated in 1993, with the Government of Japan, and has since then grown into a key high level policy forum for African development. UNDP has consistently supported the successful expansion and evolution of the TICAD process, and provided critical support in substantive, programmatic, technical and operational areas. With 11,000 high level participants including the large number of business representatives from Japan, TICAD VI, held in Africa (Nairobi, Kenya), proved to be the largest and most successful TICAD summit

In the lead up to the TICAD Ministerial Meeting in Tokyo in 2018 and TICAD7 in Yokohama in 2019, UNDP Representation Office in Tokyo strategically plans to accelerate its support to broadening the base of Japanese private sector engaging in African development, given that African and Japanese governments increasingly aspire to promote business intervention. In response to their strong requests for enhanced dialogues and exchange between African and Japanese business sectors, UNDP will organize a large-scale “Japan-Africa Business Dialogue” at the margins of the TICAD Ministerial Meeting in early October, jointly with the Ministry of Foreign Affairs of Japan (MoFA) and JETRO.



In this regard, TICAD Private Sector Consultant stationed at the UNDP Representation Office in Tokyo will perform strategic functions to broaden and deepen UNDP's network and partnerships with the private sector, foremost to contribute to the successful organization of the business side event held during the Ministerial Meeting. S/he will be accountable for mobilizing the private sector and key stakeholders to the event and set up bilateral meetings between key stakeholders where requested, in close liaison with JETRO and MOFA. In addition to the side event during the Ministerial Meeting, the consultant is further expected to support expansion of Japanese business engagement in Africa through vigorous outreach activities in form of communication and several events. While the overall advocacy and communication plan on TICAD and Africa's development has been developed and is being implemented by the TICAD Partnership Specialist in close consultation with MoFA and in collaboration with the other TICAD co-organizers, the TICAD Private Sector Consultant will be responsible mainly for organization of business workshops and increased engagement of private sector in the upcoming advocacy events .

To strategically implement the above activities, the consultant is expected to utilize the network and expertise established through the SDGs Holistic Innovation Platform (SHIP) which UNDP Representation Office launched in 2016 with the Japan Innovation Network (JIN), to promote business engagement for the SDGs. Further, s/he is requested to conduct a periodic research on the latest business cases and models in Africa, to well understand its trends including innovative solutions, to be familiar with UNDP's support in Africa in relation to private sector development, and to proactively approach business entities for their participation and contribution to the planned events, and workshops. Further, s/he will serve as a focal point for direct consultations with individual business entities, connecting them to relevant offices of UNDP in case they are in search for local support in Africa. In addition, s/he is expected to support logistical/operational coordination for the entire TICAD-related events and meetings in liaison with the TICAD Partnership Specialist.

Scope of Work/Expected Output:

- 1) Support expansion of business engagement in Africa by Japanese corporations in**

the lead up to TICAD 7, focusing on achievement of the following results:

- Support organization of the side event “Japan-Africa Business Dialogue” by UNDP during the Ministerial Meeting held on 5th October 2018, especially through local logistic arrangement and engagement of Japanese private sector in close liaison with JETRO
- Follow-up the business side event during the Ministerial Meeting including media contact, updating contact list, drafting a report and financial update
- Organize business workshops targeting business entities in collaboration with key stakeholders such as JETRO and JICA, utilizing SHIP network
- Support engagement of Japanese private sector in AFRI CONVERSE, a monthly dialogue series organized by UNDP to galvanize discussion on Africa’s development
- Promote success stories of business interventions and UNDP’s support for such engagement in Africa, through events, website, social media, and communication materials including brochures, presentations, speeches, and fast facts where applicable
- Conduct periodic research on the latest business cases and models in Africa, and summarize its trends including innovative solutions

2) Promote partnerships between UNDP and Japanese private sector in the context of TICAD, focusing on achievements of the following results:

- Consult with private corporations and key stakeholders in Japan and identify their expectations towards UNDP in developing business in Africa
- Provide timely and appropriate level of advice and networking support where possible and needed, to private corporations, in consultation with the RBA and COs in Africa
- Manage contact list of business entities in Japan, willing to participate in UNDP’s events and workshops, for future usage

3) Provide logistics support to the overall advocacy and communication activities towards TICAD 7 in liaison with the TICAD Partnership Specialist

4) Engage in private sector-related activities in the office, which would bring positive



influence for TICAD

Expected deliverables:

- 1) A final report
- 2) Reports on business workshops, seminars, and events

Resources Provided

A computer, mobile phone, and workstation will be provided by the office.

Supervision/Reporting

The TICAD Private Sector Consultant will report directly to the Deputy Director, UNDP Representation Office in Tokyo and will perform under the day-to-day supervision of Public Affairs Specialist who closely liaises with the TICAD Partnership Specialist.

Required Qualifications and Experience:

Education

- Bachelor's degree in development studies, business administration, international relations or other related field. Master's degree in the same field is preferable.

Work Experience

- Minimum 5 years of relevant experience in international development, private sector development, business administration, communication, resource mobilization or other relevant areas.
- Working experience in UNDP is a strong asset
- Experience in working with Japanese companies

Language

- Fluency in English and Japanese
- Fluency in French, Spanish and/or Portuguese will be considered as an asset

Proposal Requirements

The application must contain the following:

- Cover letter explaining why you are the most suitable candidate for this

consultancy (A4size 1 page, in English and Japanese)

- CV outlining minimum education and professional experience (in English)
- Financial proposal (follow the template provided) - The financial proposal shall specify the daily fee including daily transportation costs. The Individual Consultant's fees is based on the number of days worked.

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract to be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

The consultant will be evaluated against a combination of technical and financial criteria as follows:

Criteria	Weight (%)	Max. Points
<i>Technical</i>	<i>70</i>	<i>70</i>
Experience in international development, private sector development, business administration, communication, resource mobilization or other relevant areas.	30	30
Prior work experience in UNDP	20	20



Experience in working with Japanese companies	20	20
<i>Financial -Lowest Price</i>	<i>30</i>	<i>30</i>
<i>Total</i>	<i>100</i>	<i>100</i>

Proposal Submission

Proposal should be submitted at the following address: by mail to UNDP Representation Office in Tokyo UN House 8F, 5-53-70 Jingumae Shibuya-ku, Tokyo 150-0001 or by email to undptokyo.hr@undp.org no later than 10:00 am, 21 September 2018 (Japanese Time)