

Terms of Reference

Post Title: SDG Advocacy Consultant

Post Level: *Individual Contract*

Duty Station: Tokyo, Japan

Organizational Unit: UNDP Representation Office in Tokyo

Bureau: Bureau for External Relations and Advocacy

Duration of assignment: *end May – mid August 2019*

Background:

The UN SDG Action Campaign is a special inter-agency initiative of the UN Secretary-General mandated to scale up, broaden and sustain the global movement of action for the SDGs. The UN SDG Action Campaign is administered by UNDP and works under the assumption that the SDGs will only be achieved if everyone takes action and engages with SDG planning and review processes.

As part of its outreach effort and given the growing traction for the SDGs in Japan, the UN SDG Action Campaign is planning to hold an SDG Action consultation meeting in Tokyo, 30 July 2019. The objective of the meeting is to support multi-stakeholder collaboration, insight sharing and coalition building through the identification of synergies for cross-sectoral activations in line with national and international milestones across 2019 – 2020. Key initiatives of the SDG Action Campaign will also be shared.

Based at the UNDP Representation Office in Tokyo, the consultant will support the SDG Action Campaign -in close cooperation with Japanese partners- the organization of the consultation meeting scheduled for 30 July 2019. The consultant will act as the event lead in Tokyo, supporting the SDG Action Campaign in developing the concept, programme, talking points and messaging of the event while taking responsibility for the budgeting, preparation and management of logistical issues and arrangements related to hosting the meeting. The scope of the role will bridge substantive input, partnership and relationship building as well as project management and oversight of logistical and practical requirements of hosting the meeting, including areas such as conference service provision, procurement, travel, accommodation and transportation arrangements. The role requires end-to-end delivery of a one day event with support, oversight, mentoring and advice provided by the UN SDG Action Campaign.

Specific Duties and Responsibilities:

Under the overall supervision of Global Events Manager, UN SDG Action Campaign and the day-to-day supervision of UNDP Representation Office in Tokyo, the consultant is expected to perform the following duties:

1. Conceptual and programme development

- Act as the event lead in Tokyo. With the support of the UN SDG Action Campaign s/he will be positioned to;
- Conduct a mapping exercise of the SDG landscape in Japan. Develop the conference programme and identify key partners and their activities to invite as speakers and

- resource people for the consultation;
- Prepare agenda drafts and documentation to be shared with invitees.

2. Partnership building

- Outreach to potential SDG partners in Japan as advised by the UN SDG Action Campaign and UNDP Tokyo Office to ensure their participation and inputs;
- Establish with UN SDG Action Campaign team and UNDP Tokyo the list of participants;
- Act as the focal contact to liaise with partners, speakers and invitees;
- Support SDG Action Campaign to build and maintain partnership with Japanese partners.

3. Logistical preparation and management of the conference:

- Budget for the meeting and monitor the budget;
- Negotiate terms and conditions and appoint sub-contractors;
- Send out invitations to participants, speakers and facilitators. Follow-up and prepare registration list;
- Identify and secure accommodation block booking for overseas participants;
- Facilitate travel arrangements for participants (including visas) as needed, and send out travel notes;
- Ensure all meeting rooms, audiovisual equipment, service maintenance, and light catering are ready. Arrange simultaneous interpretation;
- Prepare and distribute communications materials;
- Record and take minutes;
- Perform other functions as may be assigned by the Office consistent with qualifications and experience.

Expected deliverables:

- 1) Successful organization of the meeting;
- 2) Final report on the assignment at the end of the contract.

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

- At least 1 year experience in organizing international and/or national meetings and conferences for a wide range of partners (corporate, UN, NGOs);
- Excellent planning/organisation skills and a solution-oriented attitude;
- A strong sense of client orientation and a strong drive for results;
- Demonstrated ability to work well both independently and within a multicultural team;
- Excellent verbal and communication skills;
- Excellent computer skills;
- Experience in partnering with Japanese companies or public organizations is an asset.

Language

- Fluency in written and spoken English and Japanese

Proposal Requirements

The application must contain the following:

- Cover letter explaining the key assets that makes the candidate a perfect match for this assignment (in English and Japanese, A4size 1 page each)
- Personal CV indicating all experience from similar projects, as well as the contact details (email and telephone number).
- Financial proposal (follow the template provided) - The financial proposal shall specify the all-inclusive daily fee including daily transportation costs and telecommunication fees (domestic phone calls and the internet connection. The Office will not provide a smartphone). The Individual Consultant's fees are 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:

- a) Responsive/compliant/acceptable, and
- b) 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:

Proposal Submission

Proposal should be submitted at the following address: by email to undptokyo.hr@undp.org no later than 10:00 am, 15 May 2019 (Japan Time).

Criteria	Weight (%)	Max. Points
<i>Technical</i>	<i>70</i>	<i>70</i>

Relevant experience in organizing international and national meetings and conferences	20	20
Proven experience in handling partnerships with various stakeholders such as government, private sector, academia and civil society	20	20
Demonstrated ability to develop and materialize concepts and programmes	20	20
Fluency in written and spoken English	10	10
<i>Financial -Lowest Price</i>	<i>30</i>	<i>30</i>
<i>Total</i>	<i>100</i>	<i>100</i>