



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 October 2020

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**Country: Japan**

**Description of the assignment: SDG Advocacy Consultant**

**Project name: Organizational Effectiveness**

**Period of assignment/services (if applicable): Early December to late December (with a possibility of extension)**

Proposal should be submitted by email to [undptokyo.hr@undp.org](mailto:undptokyo.hr@undp.org) no later than 10:00 am, 9 November 2020 (Monday, Japan Time).

Any request for clarification must be sent by standard electronic communication to e-mail indicated above. UNDP Representation Office in Tokyo will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. 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.

The UN SDG Action Campaign has held the SDG Global Festival of Action annually since 2017, a ground-breaking event designed by, and for, the international SDG action community. The Global Festival of Action aims to create an inspiring and inclusive space to celebrate, empower, and connect the global community driving action for the SDGs.

The "SDG Global Festival of Action from Japan" (hereafter "Festival") will be held as a part of the SDG Global Festival of Action in late March 2021, connecting Japan and Germany with joint sessions. The Festival will be jointly organized by UNDP and the Japan SDG Action Promotion Council, with Kanagawa Prefecture serving as its secretariat. The event will be entirely held online from studios based in Japan and Germany.

The Festival aims to inspire and accelerate the advocacy, mobilization and campaigning efforts of

multiple stakeholders on the SDGs. It is an opportunity to share a variety of useful knowledge, experience, and best practices on taking action for the SDGs and contributing to accelerate progress on SDG implementation, among SDG actors in and beyond Japan as well as to strengthen strategic collaboration between a wide range of constituencies both internationally and locally.

Based at the UNDP Representation Office in Tokyo, the SDG Advocacy Consultant will support the UNDP Representation Office and the UN SDG Action Campaign -in close cooperation with the UN agencies and Japanese partners- for the organization of the Festival. The SDG Advocacy Consultant will act as the event coordinator in Tokyo, supporting the UN SDG Action Campaign in developing the concept, programme, and messaging of the event while taking responsibility for the budgeting, preparation and management of logistical issues and arrangements related to hosting the online 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 event service provision, online platform, and procurement. The role requires end-to-end delivery of a two days' event with support, oversight, mentoring and advice provided by the UN SDG Action Campaign. The consultant will work at the UNDP Tokyo Reorientation Office in principle, but may be allowed to work from home if necessary. He/she may be required to travel to Yokohama for meetings with stakeholders of the Festival.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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 in close collaboration with the Japan SDGs Action Promotion Council and its secretariat, Kanagawa Prefecture:

### **1. Conceptual and programme development**

- Act as the event coordinator in Tokyo. With the support of the UN SDG Action Campaign s/he will be requested to;
- Develop the overall concept and programme of the Festival;
- Identify key partners and their activities to invite as speakers, facilitators, resource people for the event;
- Prepare agenda drafts and documentation to be shared with invitees.

### **2. Outreach and participant management**

- Outreach to potential SDG partners in Japan and the UN agencies based 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 speakers, facilitators, resource people and invitees;
- Act as the focal contact to liaise with partners, speakers, facilitators, resource people and invitees;

### **3. Logistical preparation and coordination of the conference:**

- Budget planning for the Festival and monitor the budget;
- Perform the preparatory work required to conduct various types of sessions, including 1) the development of concept, themes, contents, and implementation methods of various types of sessions, 2) implementation of procurement and payment procedures, and 3) compilation of documents and materials required for a settlement report;
- Manage schedule for the event secretariat, contracted vendors and partners.

- Coordinate with online event support vendors that build a digital platform, pre-record sessions, edit videos, and broadcast sessions during the event;
- Negotiate terms and conditions and appoint sub-contractors;
- Send out invitations to participants, speakers, facilitators, invitees. Prepare registration list;
- Facilitate travel arrangements for participants as needed;
- Ensure studios, 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.

#### **4. Compilation of Outputs of the Festival**

- Prepare a draft concept and outline of a recommendation report that describe innovative and effective solutions to development issues based on the result of each session;
- Prepare a final report on the assignment at the end of the contract

Expected deliverables:

- 1) Successful preparation for the Festival, including draft concept note and outreach plan;
- 2) Draft concept and outline of a Recommendation report
- 3) Final report on the assignment at the end of the contract

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **Education**

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

#### **Work Experience**

- At least 3-year experience in organizing international and/or national meetings and conferences for a wide range of partners (corporate, UN, NGOs);
- Excellent planning/organization 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;
- Familiarity with the Sustainable Development Goals and the 2030 Agenda is an asset.

#### **Language**

- Fluency in written and spoken English and Japanese

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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 (domesticphonecallsandtheinternetconnection.TheOffice will not provide a smartphone). The Individual Consultant's fees are based onthe number of days worked.

#### 5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

**Travel;**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

## 6. EVALUATION

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](mailto:undptokyo.hr@undp.org) no later than 10:00 am, 9 November 2020 (Japan Time).

Criteria	Weight (%)	Max. Points
Technical	70	70
Relevant experience in organizing international and national meetings and conferences	20	20
Proven experience in handling partnerships with various stakeholders such as UN agencies, government, local municipalities, 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
Financial -Lowest Price	30	30

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3- OFFEROR'S LETTER (FINANCIAL PROPOSAL)**