

United Nations Development Programme
Terms of Reference

Assignment Information	
Description of assignment:	Private Sector Partnership Consultant
Type of contract:	Individual Contract
Duty Station:	UNDP Representation Office in Tokyo, Japan
Focal Point:	Public Affairs Specialist, RO Tokyo
Languages Required:	Fluency in spoken and written Japanese and English
Starting Date:	6 May 2021 (tentative)
Duration of Contract:	until 28 December 2021

Background:

6 years after the adoption of the Sustainable Development Goals (SDGs), the private sector is increasingly recognized as keys to accelerate innovation and progress towards SDGs.

By 2030, the SDGs will be the main global guidance framework for businesses, investors and governments, unlocking private capital and increasing the number of businesses of all sizes that align their strategies and operations with the SDGs.

UNDP Representation Office in Tokyo has been responsible for partnership building with the private sector and relevant programmes in Japan, such as Business Call to Action (BCtA) and the SDGs Holistic Innovation Platform (SHIP). Launched in 2016, SHIP, run in partnership with the Japan Innovation Network (JIN), aims to contribute to the SDGs through development of inclusive and innovative business models that offer the potential for both commercial success and developmental impact. SDG Impact currently being developed by the UNDP Financial Sector Hub is also expected to be leveraged in Japan to unlock finance for the SDGs. Our partnership has also expanded to Japan Business Federation (Keidanren) and the Japan Association of Corporate Executives (KEIZAI DOYUKAI) to work with a network of prominent Japanese corporations on broad areas of SDG implementation in business.

With the world facing the global health, social and economic crisis with the COVID-19 pandemic, the role of private sector is crucial in our path of sustainable and inclusive recovery and development of economic system aligning with the SDGs. In 2020, Tokyo Representation Office started its engagement with the Business and Human Rights initiative, with the publication of

Human Rights Due Diligence and COVID-19: Rapid Self-Assessment for Business.

Private Sector Partnership Consultant is responsible for overall advocacy, outreach, resource mobilization and partnership development with the private sector and other partners, including management of SHIP and identification of potential private sector donors, and thereby leading innovation practices to move the Japanese business communities toward inclusive and sustainable development.

Scope of Work:

The consultant is expected to perform the following duties:

- Promote resource mobilization activities with the Japanese private companies and foundations.
- Further develop SHIP. Find partners including potential participants to SHIP, respond to their inquiries, and provide consultation services. Provide support to the winners of the “Japan SDGs Innovation Challenge for UNDP Accelerator Labs.”
- Support UNDP’s corporate private sector related activities for the SDGs achievement such as SDG Impact, Business and Human Rights, and its COVID-19 response initiatives.
- Communicate UNDP’s private sector partnerships through UNDP website, social media, publications, events, and other communications channels. Regularly update UNDP website, individual giving page, SNS & publications on PS Partnerships.
- Manage necessary internal procedures on private sector partnerships, such as approval for diverse agreements and due diligence.
- Make appointments, draft briefing notes and provide any other logistic support for private sector development, on the occasion of senior official missions, events or any other engagement opportunities with the private sector.
- As a member of Public Affairs unit, support any other external relations activities as well as public relations relevant to UNDP, including events, meetings and communication activities.
- Perform other functions as may be assigned by the Office consistent with qualifications and experience.

Key results expected / outputs:

The consultant will report to Public Affairs Specialist of UNDP Representation Office in Tokyo, while under the overall supervision of the Director. The consultant will also work closely with UNDP internal units including the Financial Sector Hub.

The Consultant will be required to ensure the completion of following tasks within the

determined time frame:

Expected deliverables

Deliverable	Term
Private Sector Partnerships Japan work plan for 2021 reviewed and updated	Upon completion of the deliverables by no later than 30 June 2021
SDG Impact: Workplan for the roll-out in Japan drafted, including the needs assessment for standards, and the identification of potential partners for translation and dissemination	Upon completion of the deliverables by no later than 30 Sept 2021
Final report drafted and submitted: Identification, partnership building and resource mobilization with at least 5 potential donors and partners to support UNDP's private sector initiatives at the national and regional levels, including Youth Co:Lab ii) Other related activities	Upon completion of the deliverables by no later than 28 December 2021

The present ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations. UNDP will hold the copyright of the assignment deliverables.

The consultant may be required to attend events relevant to the project in Japan and overseas. Travel expenses, to be covered by the project, shall be agreed prior to travel.

Qualifications

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.
- Extensive knowledge of private sector in development.

- Excellent communication and partnership building skills with the private sector, government, international organizations, academic institutions, civil society organizations, and other relevant institutions.
- Demonstrated capacity to write clear and well-constructed reports and process documents.
- Successful experience in international and/or large-scale events execution and management.
- Demonstrated excellent presentation and communications skills.
- Experience in the usage of computers, office software packages, and social media is required

Language

- Fluency in written and spoken English and Japanese.

Financial Proposal

Consultant must send a financial proposal based on Lump Sum Amount with detailed breakdown. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR.

The contract amount will be fixed regardless of extension of the herein specified duration. Payments will be done three times upon completion of the deliverables 1), 2) and 3).

Milestone		Payment
1) Private Sector Partnerships Japan work plan for 2021 reviewed and updated	Upon completion of the deliverables by no later than 30 June 2021	30 % of the contract amount upon satisfactory completion of the deliverable.
2) SDG Impact: Workplan for the roll-out in Japan drafted, including the needs assessment for standards, and the identification of potential partners for translation and dissemination	Upon completion of the deliverables by no later than 30 Sept 2021	30 % of the contract amount upon satisfactory completion of the deliverable.
3) Final report drafted and submitted: Identification, partnership building and resource mobilization with at least 5 potential donors and	Upon completion of the deliverables by no later than 28 December	40 % of the contract amount upon satisfactory

partners to support UNDP's private sector initiatives at the national and regional levels, including Youth Co:Lab i) ii) Other related activities	2021	completion of the deliverable.
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Documentation Required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- Personal CV in English.
- A cover letter in both English and Japanese (1 page each) indicating brief description of a) why the individual considers him/herself as the most suitable for the assignment; and b) how he/she will approach and complete the assignment.
- Financial proposal for your lump-sum fee in English

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring.

Only candidates obtaining a minimum of 60% of the Technical Evaluation would be considered for the Financial Evaluation.

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>
Relevant work experience in private sector partnerships or resource mobilization	20	20
Proven experience in handling partnerships with various stakeholders (private sector in particular)	20	20
Successful experience in communications and event management	10	10
Demonstrated ability to develop a strategic plan and to	10	10

report in a clear and concise manner		
Fluency in written and spoken English and Japanese	10	10
<i>Financial</i>	<i>30</i>	<i>30</i>
<i>Total</i>	<i>100</i>	<i>100</i>