

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:	14 November 2022
Duration of Contract:	until 13 January 2023 (with the possibility of extension)

**Background:**

7 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 SDG Impact and the Japan SDGs Innovation Challenge for UNDP Accelerator Labs (JSIC). SDG Impact is a flagship initiative of UNDP established to accelerate private sector investment and contribution toward achieving the SDGs. As per a strong interest from the Japanese private sector, SDG Impact Standards for Enterprises, embedding sustainability at the core of business strategy, was translated into Japanese, and the training course in Japanese was launched this summer. JSIC, run in partnership with UNDP Accelerator Labs and Japan Innovation Network (JIN), aims to identify solutions to local development issues with the participation of the Japanese private sector. 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 in broad areas of SDG implementation in business.

Private Sector Partnership Consultant is responsible for overall advocacy, outreach, resource mobilization and partnership development with the private sector and other partners, and identification of potential private sector donors, 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 Japanese private companies and foundations.
- Accelerate SDG Impact, UNDP’s corporate initiative. Promote the SDG Impact Standards for Enterprises the training course on the Standards to a wider range of corporations.
- Provide support for the implementation of the “Japan SDGs Innovation Challenge for UNDP Accelerator Labs.” Support SHIP’s activities, respond to inquiries, and provide consultation services.
- Communicate UNDP’s private sector partnerships through UNDP website, social media, publications, events, and other communications channels. Regularly update UNDP website, SNS & publications on partnership matters.
- 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 2023 drafted	Upon completion of the deliverables by no later than 13 January 2023
SDG Impact work plan for 2023 drafted	

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 corporate sustainability and private sector partnerships in development.
- Knowledge of impact measurement and management (IMM), Impact Investment, ESG and/or impact finance is an asset.
- 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 once upon completion of the deliverables 1) and 2).

Milestone		Payment
1) Private Sector Partnerships Japan work plan for 2023 drafted	Upon completion of the deliverables by no later than 13 January 2023	100 % of the contract amount upon satisfactory completion of the deliverable.
2) SDG Impact work plan for 2023 drafted		

### **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
<b>Technical</b>	<b>70</b>	<b>70</b>
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 report in a clear and concise manner	10	10
Fluency in written and spoken English and Japanese	10	10
<b><i>Financial</i></b>	<b><i>30</i></b>	<b><i>30</i></b>
<b><i>Total</i></b>	<b><i>100</i></b>	<b><i>100</i></b>