



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 November 2016

**Country:** Japan

**Description of the assignment:** SDGs Holistic Innovation Platform (SHIP) and Innovative Resource Mobilization Consultant

**Project name:** Organizational Effectiveness

**Period of assignment/services (if applicable):** One year from January 2017 to December 2017

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](mailto:undptokyo.hr@undp.org) no later than 10:00 am, 12 December 2016 (Monday, Japanese Time).

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

### 1. BACKGROUND

Launched in 2016, the SDGs Holistic Innovation Platform (SHIP) is one of the most innovative initiatives of resource mobilization from private sector for UNDP, implementing in partnership with Japan Innovation Network. It aims to accelerate progress towards the Sustainable Development Goals through challenging companies to develop inclusive business models that offer the potential for both commercial success and development impact.

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). Due to the activities, numbers of Japanese companies have already engaged in the UNDP's private sector development by making commitments to improve the lives and livelihoods of millions through commercially-viable business ventures that engage low-income people as consumers, producers, suppliers, and distributors of goods and services. After the launching announcement, now they are showing interest to SHIP.

SHIP Consultant stationed at UNDP Tokyo is responsible for overall advocacy, outreach and partnership development for engagement of private sector in SDGs achievement including expansion of SHIP in Japan. S/he will take responsibility for knowledge sharing and management, training, seminars and public events to promote SHIP to all stakeholders including the government, private sector and civil society. It is expected that a growing number of Japanese stakeholders express their interests in and/or participation in SHIP, contributing to achievement of the SDGs globally.

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

### Specific Duties and Responsibilities:

Under the overall supervision of Deputy Director, UNDP Tokyo, and the day-to-day supervision of Public Affairs Specialist, the consultant is expected to perform the following duties:

- 1) Promote SHIP and UNDP-led private sector partnerships through direct communication, UNDP website, social media, publications and communications materials including presentations, speeches and fast facts; visual promotion material consisting of video interviews with Japanese companies.
- 2) Find partners including potential participants to SHIP, respond to their inquiries, and provide advisory services. Identify and secure a pipeline that will apply for SHIP and support their participation process as necessary.
- 3) Promote and manage one to one collaboration and resource mobilization activities with the Japanese private companies and civil society organizations other than SHIP.
- 4) Support initiating and developing new modality of UNDP's programme and resource mobilization activities related to SDGs achievement.
- 5) Support private sector related activities under initiatives of diverse bureaus and country offices in UNDP.
- 6) Manage necessary internal procedures on private sector partnerships, such as approval for diverse agreements, finding commitments and due diligences.
- 7) Make appointments, draft briefing notes and provide any other logistic supports for private sector development, on the occasion of senior official mission from Headquarters and country offices.
- 8) Provide logistics support to the events, meetings or engagement opportunities with the private sector.
- 9) As a member of Public Affairs unit, support any other external relations activities as well as public relations relevant to UNDP, including communication through mass and social media, publication, procurement and collaboration with academia.
- 10) Submit a final report on the assignment at the end of the contract.

### Expected deliverables:

- 1) Final report.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **Competencies**

- Ability to produce quality output in a timely manner
- Good knowledge of UNDP programming modalities
- Strong client relationships orientation
- Deep knowledge in one or more areas (process and/or substantive knowledge); ability to apply existing knowledge to work
- Policy advice and report writing at the international level
- Excellent organization, communication and presentation skills
- Motivated and responsive to the needs and interest of peers; willing to take initiatives, excellent team player
- Consistently approaches work with energy and a positive and constructive attitude
- Ability to lead effectively, mentoring, supervisory as well as conflict resolution skills
- Proven networking, team-building, organizational and communication skills

#### **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
- Experience in working with Japanese companies or public organizations is an asset.
- Knowledge of the Japanese private sector.
- Demonstrated excellent presentation and communications skills.

#### **Language**

- Fluency in English and Japanese.

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

Interested individual consultants must submit the following documents/information:

1. Cover letter (A4size 1page, in English and Japanese)
2. Financial proposal (in English)
3. CV and UNDP P-11 form (in English)

#### 5. FINANCIAL PROPOSAL

##### **Contracts based on daily fee**

The financial proposal shall specify the daily fee (inclusive of commuting costs for visits to UNDP Tokyo Representation Office). The Individual Consultant's fee is based on the number of days worked.

#### 6. EVALUATION

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

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

Criteria	Weight
<u>Technical</u>	70%
• Professional experience and knowledge of new business development	40%
• Knowledge of management and coordination of UN agencies' programming	30%
<u>Financial</u>	30%

#### **ANNEX**

##### **ANNEX 1- Terms of Reference (TOR)**

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