



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 November 2011

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**Country:** Japan

**Description of the assignment:** Consultant

**Project name:** Consolidating UNDP's Attempt to Engage Japanese Companies in the Growing Sustainable Business (GSB) Initiative in Asia and Africa

**Period of assignment/services (if applicable):** 8 Dec 2011–13 Jan 2012 (25 working days in total)

Proposal should be submitted at the following address by email to [toshiya.nishigori@undp.org](mailto:toshiya.nishigori@undp.org) no later than 2 December 2011.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Representative Office in Japan 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.

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### 1. BACKGROUND

UNDP recognizes that achieving the Millennium Development Goals (MDGs) depends on vibrant economic growth driven by markets and private enterprises that create jobs, provide goods and services for the poor and generate tax revenues to finance essential social and economic infrastructure. To facilitate inclusive market development, UNDP focuses on connecting and integrating local producers with domestic and global markets.

To realize pro-poor investments by Japanese companies in Asia and Africa, UNDP Representative Office in Japan (ROJ), in collaboration with the Private Sector Division, has implemented the Growing Sustainable Business (GSB)-Japan project from 2009 to 2011 with funding from the Government of Japan. The project supported several key activities related to the identification, facilitation and implementation of potential pro-poor investment projects in Asia and Africa.

As the project is being completed, UNDP ROJ is planning to analyze the experiences of Japanese companies in the UNDP GSB initiative to provide specific recommendations for future engagement with similar multinational companies in contributing to inclusive, sustainable businesses.

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

The consultant will analyze the experiences of Japanese companies in the UNDP GSB initiative to provide specific recommendations for future engagement with similar multinational companies in contributing to inclusive, sustainable businesses. The consultant is also expected to provide some lessons learnt. Specifically, the following areas of analysis are to be adhered to:

1. At least 2 in depth case studies of Japanese business engagement with the project.
2. Interviews with Japanese companies to determine their challenges, benefits, lessons learnt and recommendations on future engagement with similar companies.
3. Interviews with host developing country businesses to determine their challenges, benefits, lessons learnt and recommendations on future engagement with similar companies.
4. Interviews with internal UNDP staff (HQ and country office staff) to determine impact of programme, successes and improvement areas of engagement framework.
5. Structured and actionable recommendations for future UNDP engagement with Japanese companies in terms of facilitating and increasing the impact of such engagement.

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

- Master's degree (or its equivalent) in a relevant area including international development, international relations, business administration, public administration, economics, political science, or sociology.
- At least 3 years of working experience in development programme, private sector development, or other relevant areas.
- Full working knowledge of English and Japanese, including excellent writing skills.
- Ability to prioritize and complete the tasks in a very limited time span under pressure.
- Experience in working with Japanese companies or public organizations are an asset.
- Knowledge on UN/UNDP is preferred.

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

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

1. Proposal: (in English, A4 size, 1 page)
  - (i) Explaining why they are the most suitable for the work
  - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Financial proposal (in English)
3. Personal CV (in Japanese) and UN P-11 form (in English)

## 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.

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

\* 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%
<ul style="list-style-type: none"><li>• Relevant working experience in developing countries</li></ul>	50%
<ul style="list-style-type: none"><li>• Knowledge of private sector in Japan</li></ul>	30%
<ul style="list-style-type: none"><li>• Working experience in UNDP and/or international development organization</li></ul>	20%
<u>Financial</u>	30%

## ANNEX

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

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