



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 1 February 2013

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**Country:** Japan

**Description of the assignment:** PR Contractor

**Project name:** Organizational Effectiveness

**Period of assignment/services (if applicable):** 25 March 2013 – 24 March 2014 (with possibility of extension)/15 hours per week (10:00-16:00, 5 hours work and 1 hour lunch time per day, 3 days per week)

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 10:00 am, 25 February 2013 (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 contractors.

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### 1. BACKGROUND

UNDP Representation Office in Tokyo is responsible for partnership building with Japanese partners and resource mobilization for development assistance.

The Public Affairs (PR) Unit is in charge of communications and advocacy activities including media relations, public events, publications and website, and works to promote UNDP key messages and raise public awareness to UNDP.

The PR Contractor will be assigned to the PR Unit and provide administrative and clerical support to the Unit on a part-time basis for the timely and efficient implementation of communications activities.

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

The main duty of the post is to provide administrative support to public relations and communications activities of UNDP Representation Office in Tokyo. He or she will work under immediate supervision by the Public Affairs Assistant of PR Unit, and overall guidance by the Public Affairs and Civil Society Liaison Officer. In particular, the incumbent is expected to assist PR Unit in following work including:

- 1) Manage and maintain UNDP reference materials including video library;
- 2) Create, maintain and update the contact database and the list of media;
- 3) Record media coverage and file news clipping;
- 4) Monitor and update list of inventory of UNDP information materials;
- 5) Arrange distribution of UNDP communications materials as required;
- 6) Arrange dispatch of reports on PR activities in Japan to other UNDP offices and HQ;
- 7) Maintain filing system of PR unit;
- 8) Backstop and/or support public events organized by PR unit; and
- 9) Other duties as required by UNDP Representation Office in Tokyo.

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

<u>Knowledge/Skills</u>	Completion in junior college education; ability to work as a team member; communication skills and basic IT skills; ability to maintain filing system; knowledge of Microsoft Word, Excel, Power Point, Adobe Acrobat are must.
<u>Experience</u>	At least 3 years of experience in administrative work and related fields.
<u>Language</u>	Fluency in Japanese. Basic English is necessary.

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

Interested individual consultants must submit the following documents/information:

1. Cover letter (A4size 1page, Japanese) including available days for work (e.g. Monday, Wednesday and Friday) and PC skill.
2. Financial proposal (in Japanese)
3. Personal CV (in Japanese)

#### 5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal shall specify the daily fee (5 hours work and 1 hour lunch time per day). The Individual Consultant's fee is based on the number of days worked.

\*Transportation should be included in the daily fee.

## 6. EVALUATION

\* Technical Criteria weight; 80%

\* Financial Criteria weight; 20%

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

<b>Criteria</b>	<b>Weight</b>
<u>Technical</u>	80%
• Experience of administrative work	50%
• PC skills	15%
• Interpersonal, communication and team work skills	15%
<u>Financial</u>	20%

## **ANNEX**

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

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