



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8 February 2013

Country: Japan

Description of the assignment: TICAD Liaison Officer

Project name: Tokyo International Conference on African Development (TICAD)

Period of assignment/services (if applicable): 1 March 2013 – 31 July 2013 (9:30-17:30, 7 hours work and 1 hour lunch time per day)

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 no later than 17:00, 22 February 2013 (Japan 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.

1. BACKGROUND

Tokyo International Conference on African Development (TICAD) is a summit meeting on African development co-organized by the Government of Japan, UN-Office of Special Adviser for Africa (OSAA), World Bank, UNDP and African Union Commission. It was organized every 5 years since 1993 and the next conference, TICAD V, will take place in Yokohama from 1 to 3 June, 2013

As a co-organizer since 1993, UNDP has taken leadership to promote and make TICAD successful with the Government of Japan and other co-organizers. As TICAD V is approaching, it is planning to intensify communications efforts to promote TICAD both at national and international level.

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

Under the overall supervision of Deputy Director and the day-to-day supervision of Public Affairs Officer, TICAD Liaison Officer will be responsible for overall communications activities and related logistics arrangements. S/he is expected to perform the following duties.

1. Advocacy and Communications
 - Develop and implement UNDP's overall advocacy and communication strategy for TICAD V in Japan with key TICAD Unit, Regional Bureau for Africa (RBA), other bureaus and external stakeholders, contributing to overall promotion of TICAD V as a co-organizer.
 - Develop partnerships with key stakeholders (i.e. NGOs, academia, private sector, media etc.) to raise awareness on TICAD V and UNDP's activities in Africa.
 - Develop, prepare and/or edit advocacy materials (i.e. website, leaflets, brochures, posters, press releases and video clip) to promote TICAD V and UNDP's activities in Africa.
 - Plan, organize and/or support publicity events in conjunction with stakeholders in Japan to raise public awareness on TICAD V, including UNDP's contributions to the TICAD process.
 - Promote quality media coverage on TICAD V and UNDP in Africa.
 - Draft press briefing materials on TICAD and UNDP in Africa
 - Organize press briefing sessions on development issues in Africa. Disseminate UNDP publications and materials to stakeholders.
2. Logistics and Coordination
 - Support UNDP's preparation and contribution for TICAD V in Japan in close coordination with TICAD Unit, RBA and other bureaus, including the facilitation of procurement and payments related to TICAD V in compliance with UNDP rules and regulations.
 - Support UNDP's preparation for and participation in TICAD V by making logistical arrangements in a timely manner including venues/equipment, shipment/delivery, communications, transportations, support for UNDP delegation and other necessary arrangements.
 - Monitor delivery of TICAD V related funds under supervision of the fund manager.
3. Reporting and Documentation Management
 - Attend TICAD-related meetings and events in Japan on behalf of UNDP and prepare written reports.
 - Document and compile internal records as well as official conference materials of TICAD V.
 - Prepare a final report on the activities related to the TICAD V with financial details.
 - Perform other assignments as may be delegated by the Deputy Director of UNDP Representation Office in Tokyo.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Knowledge/Skills

- Master degree in development studies, public administration, journalism or other related field

Experience

- Minimum 3 years of relevant experience in international development areas. Working experience in UNDP or in Africa is an advantage.
- Strong knowledge and experience on advocacy, communication and public relations, preferably in international development area. Knowledge of the Japanese media, civil society organizations and NGOs is an advantage.
- Extensive knowledge of development in Africa.

Language

- Fluency in written and spoken English and Japanese languages. Fluency in French is an advantage.

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)
2. Financial proposal (in English)
3. Personal CV (in English and Japanese)

5. FINANCIAL PROPOSAL

● **Contracts based on daily fee**

The financial proposal shall specify the daily fee. 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.

| Criteria | Weight |
|---|---------------|
| <u>Technical</u> | 80% |
| • Experience of development assistance | 50% |
| • Experience of administrative work (i.e. conference) | 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