

# TERMS OF REFERENCE FOR SHORT-TERM/CONSULTANCY CONTRACTS

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<b>JOB TITLE:</b>	Private Sector Partnerships Consultant
<b>TYPE OF CONTRACT:</b>	Regular Consultant
<b>UNIT/DIVISION:</b>	PPF
<b>DUTY STATION (City, Country):</b>	Tokyo/Japan (The incumbent must already live within commuting distance of WFP Japan Office)
<b>DURATION:</b>	16/03/2020 - 15/02/2021

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## **BACKGROUND AND PURPOSE OF THE ASSIGNMENT:**

Under the Private Sector Partnerships Team Leader of WFP Japan Relations Office, the incumbent will undertake the below tasks to execute Private Sector Partnerships and Fundraising activities in Japan.

## **ACCOUNTABILITIES/RESPONSIBILITIES:**

1. Prospect new private sector partners in Japan market and establish partnerships on its technical expertise for bringing value to WFP's operational efficiency and effectiveness;
2. Assist in management of existing relationships with Japanese private sector partners and prospects, streamlining the communication and understanding with WFP Headquarters, and overseeing reporting and delivery of agreed technical expertise;
3. Increase value of partnership with existing private sector partners through provision of supports in convincing their internal and external stakeholders;
4. Facilitate the due diligence process as required;
5. Prepare briefs and other documents as required, explaining private sector partner and prospect's profiles and trends;
6. Ensure that WFP Japan Relations Office Director is regularly updated on matters related to private sector fundraising in Japan;
7. Ensure documents/materials produced by private sector partners i.e. CSR report online and offline, press release, and/or communication materials on WFP partnerships are in line with WFP global policy and messaging;
8. Leverage newly developed partnerships and visibility with Japanese private sector partners in order to secure new funding opportunities from the Government of Japan or international financial institutions;
9. Analyse and understand the appetite of Japanese public sectors, such as MoFA, METI, MAFF and JICA for funding Japan private sector partnership project and assist formulation of new partnership proposals;
10. Perform any other duty as required by the WFP Japan Relations Office.

## **DELIVERABLES AT THE END OF THE CONTRACT:**

- Partnerships with the Japan private sector;
  - Increased funding and/or value to WFP through partnerships;
  - Establishment of intelligence on Japan private sector fundraising market;
  - Donor visibility and WFP profile increased in Japan;
  - The TOK Private Sector Partnerships Team and the other cross-team tasks supported when needed.
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## **QUALIFICATIONS & EXPERIENCE REQUIRED:**



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- Education:** Post graduate or university degree
- Experience:** At least five years of professional experience in the areas of private sector partnerships and/or management of corporate's CSV/CSR programme. Previous experience in fundraising, advocacy, or partnership-building is desirable.
- Knowledge & Skills:** Knowledge in private sector partnerships or fundraising particularly at UN and/or humanitarian/development context as an asset; good communication skills and information analysis and management skills are also required. Good understanding of Japan's national policy priorities is a plus.
- Languages:** English fluency (proficiency/Level C) and native in Japanese
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Certified by Hiring Manager (name/title) & signature):

..... Date: .....

Accepted by Short-term/Consultancy contract holder (name & signature):

..... Date: .....