

TERMS OF REFERENCE FOR SHORT-TERM PROFESSIONAL CONTRACT

JOB TITLE:	Partnerships Officer
TYPE OF CONTRACT:	Short-term Professional (Equivalent to P3)
UNIT/DIVISION:	TOK Japan Relations Office
DUTY STATION (City, Country):	Tokyo, Japan
DURATION:	February – December 2021

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

Under the direct supervision of Government Team Leader of WFP Japan Relations Office, the incumbent will operate in an assigned area and work independently, using technical knowledge and experience, to analyze data and identify solutions for partnerships activities. He/she will further drive WFP's effective positioning with public sector partners to attract policy support, resources, technical assistance and innovative solutions to advance the work of WFP, while emphasizing WFP's contributions in the achievement of the SDGs and Zero Hunger.

ACCOUNTABILITIES/RESPONSIBILITIES:

1. Lead the implementation of a work plan for an assigned area to enable WFP to identify, develop and strengthen quality partnerships in support of WFP strategic objectives.
2. Coordinate with activities of WFP Parliamentary League of Japan to ensure political back-up on WFP operations; support TOK Director in engaging in political dialogues with parliamentarians and the other high-rank diplomats.
3. Engage with other functional units, RBs and COs on WFP's thematic, regional and country-specific offerings, developing content and language that speak to individual audiences and align with ongoing policy dialogue in national and global fora; support alignment of partner engagement across the organization.
4. Proactively study, research and analyze a wide range of aspects of Japan partnerships portfolio, including partner profiling, policy and data/trends analysis, to maximize resources and leverage policy and technical support from Japan for WFP's operational needs; ensure partner visibility and that partner conditions are met.
5. Facilitate corporate dialogue with partners through preparation of quality briefing materials; proactively highlight strategic opportunities and issues to senior management and propose options for the best course of action to nurture trust and interest in the work of WFP.
6. In the context of Japan-led policy and development fora such as Nutrition for Growth Summit, ensure WFP's effective engagement with the aim of strengthening partnerships with Japanese public entities, including the Government of Japan and civil society organizations, and advance WFP's priorities and policies, based on a good understanding of Japanese partners' dynamics and interests.
7. Coordinate with other units in the office, key advocacy/visibility events, including WFP's high-level missions to Japan public events, and career seminars in Japan.
8. Support in developing Japan partnership strategies; extend support to partnerships/contribution management, in line with corporate norms, processes and legal agreements, to ensure quality proposals and reports by consulting with other WFP divisions and external stakeholders.
9. Support in the preparation of partnership proposals, strategic agreements, joint strategies and/or MOU, taking into account corporate norms, processes and external regulations;

ensure quality and compliance through consultations with relevant functional units, RBs and COs.

10. Foster partnership growth, by exploring opportunities to expand existing partnerships and scope of new partners, including relevant Ministries and agencies; present recommendations to TOK management and ensure follow-up.
11. Support in reviewing and providing guidance to COs in the process of donor project proposals development; ensure implementation of projects funded by Japan.
12. Gather and share Japan intelligence (including forecasting), using key information systems (e.g. WINGS, Salesforce, WFPgo), and assess results. Use socio-political insights to support WFP's effective positioning vis-à-vis the government as well as institutions with the aim to influence the policy agenda. Compile a brief or an update for TOK management as required/requested.
13. Take responsibility for incorporating gender perspectives in all areas of work to ensure equal participation of women and men.
14. Contribute to preparedness actions, providing technical recommendations and guidance; monitor defined risks and make recommendations on how to manage these risks effectively; consolidate and review draft TOK Government Team's performance plan and risk register.
15. Perform any other duty as required by the WFP Japan Relations Office.

DELIVERABLES AT THE END OF THE CONTRACT:

- Donor visibility and WFP profile increased in Japan;
- WFP missions and the other key advocacy/visibility events ensured;
- Fund-raising and funds management of the TOK Government Team ensured;
- Donor intelligence shared with WFP colleagues; and briefs and reports prepared for high-level dialogues between Japan and WFP management;
- New funding opportunities for WFP projects in partnerships with non-traditional partners are identified and accessed; and
- The TOK Government Team and the other cross-team tasks supported when needed.

QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: Advanced University degree in Political Science, International Development, Development Economics, International Relations, Law, Marketing, Communications or other relevant field, or First University degree with additional years of related work experience and/or trainings/courses.

Experience: At least five years of professional experience in the areas of humanitarian assistance, official development assistance, fund-raising, advocacy, partnership-building or other related fields. Working experience in Japan public sector is an asset.

Knowledge & Skills: Knowledge in humanitarian and development assistance, WFP operations, partnerships strategy towards SDG, analytical skills and comprehension of Japan ODA policies and the political landscape; good communication skills and information analysis and management skills are also required.

Languages: International Professional: Fluency (level C) in both English and Japanese language.

This position is a locally recruited Short-term Professional thus based locally (i.e. there will be no travel or related allowance for the duty station).