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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>	20/09/2021 - 19/08/2022

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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. Particularly pay focus and leverage the large international agenda event such as the Nutrition for Growth Summit 2021;
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. Support organising events by WFP Japan in related to the engagement scope with Japanese private sector;
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:**

- Education:** Post graduate or university degree
- Experience:** At least three years of professional experience in the areas of private sector partnerships. A few years of experience in corporate's CSV/CSR programme is a great asset. 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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