

Terms of Reference

Technical assistance to Age-friendly City capacity building workshop in Japan

Period: 1 September – 10 December 2017
(35 working days within the above period)

1. Background

The WHO Centre for Health Development (also known as the “WHO Kobe Centre – WKC”) conducts research on the consequences of social, economic, and environmental change and its implications for health policies and public health. It focuses on supporting technological, social, and systems innovations for ageing populations and to advance planning for sustainable universal health coverage (UHC) in countries. The Centre, established in 1995, supports technical cooperation, capacity building, and the exchange of information on science and best practices with a focus on urbanization, population ageing, environment, and technological innovation as key drivers of health outcomes.

A key platform to promote local government initiatives on healthy ageing, with a focus on the social and built environment, is the WHO Global Network for Age-friendly Cities and Communities (GNAFCC), established in 2010. It currently includes 500 cities and communities in 37 countries, covering over 155 million people worldwide. Cities and communities join the Global Network with a commitment to becoming more age-friendly and to share their experiences, achievements and lessons learnt with others.

Good practices and insights from Japan would make a valuable contribution to the global community through the Global Network. In turn, local governments in Japan could benefit from connecting to the Global Network and tapping into its wealth of knowledge, experiences and resources, as well as gaining global recognition for their achievements. Yet, to date, only two municipalities from Japan have joined the Global Network – Akita City in 2011 and Takarazuka City in 2016.

In order to facilitate the participation of Japanese municipalities into the Global Network and to promote domestic knowledge exchange, it would be ideal to establish a National Network of Age-friendly Cities and Communities in Japan. The WHO Kobe Centre, in response to expressed interests from Japanese local governments, plans to conduct a one-day capacity-building workshop in Kobe in November 2017 (tentative) with the following objectives:

- To build the capacity of prefectural government officials to provide technical and administrative support to local municipalities for participating in the Global Network.
- To lay the groundwork for establishing a National Network of Age-friendly Cities and Communities in Japan.

2. Description of Tasks

Working under the supervision of the responsible Technical Officer, and in good collaboration with the Director and External Relations Officer, the contractual partner will focus on the following tasks:

- 1) Assist the development of the workshop programme.
- 2) Review relevant WHO documents and prepare materials for distribution at the workshop.
- 3) Assist the development of WHO presentations for the workshop.
- 4) Coordinate the preparation of invited speakers' presentations.
- 5) Assist the English-to-Japanese/Japanese-to-English translations of workshop materials and presentations.
- 6) Assist WKC's communication with invited speakers and workshop participants.
- 7) Provide on-site assistance for the implementation of the one-day workshop.
- 8) Prepare a meeting summary, including results of a participant evaluation.

The work will be performed remotely, except for the on-site assistance for the workshop implementation. Regular communication will be maintained through e-mails and telephone/video conferences. Direct communication with external parties will be carried out only under the direction and supervision of WKC staff (e.g. for coordination with invited speakers).

3. Expected outputs

Followings are expected outputs:

- Draft workshop programme
- Materials for presentation and distribution at the workshop
- Contribution to the implementation of the one-day workshop
- Meeting summary

4. Payment terms

Daily rate for the technical fee will be determined according to qualifications and experiences of the successful candidate. Total contractual amount will consist of (i) technical fee (daily rate × 35 working days) and (ii) travel cost to organize a one-day Workshop in Kobe. Please note the selected contractual partner will be responsible for travel arrangements, related insurance and local accommodation as well as transportation.

The proposed payment schedule will be as follows:

- 1) No initial payment against receipt of countersigned contract.
- 2) Forty percent (40%) of the total contract amount to be paid by 30 October 2017 against receipt of draft workshop programme and draft materials for presentation and distribution at the workshop.
- 3) Sixty percent (60%) of the total contract amount to be paid by 10 December 2017 on satisfactory completion of work.

6. Required qualifications

Education

(Required)

A Bachelor's degree in public health, public policy, urban planning, or other social sciences.

(Preferred)

A Master's degree in public health, public policy, urban planning, or other social sciences.

Languages

(Required)

Proficiency in Japanese and English.

Skills & Experience

(Required)

Ability to work autonomously.

Ability to produce concrete outcomes.

Excellent time management skills.

Strong communication skills.

(Preferred)

Experience planning workshops and meetings.

Experience working with local government officials in Japan.

English and Japanese translation skills.

7. How to apply

Please send a CV and cover letter in English as attachments to an email using the subject line “**AFC Japan Workshop**” addressed to:

Megumi Rosenberg (kanom@who.int)

Technical Officer

WHO Centre for Health Development

Submission deadline is Wednesday, 16 August, 2017, 18:00 JST.