

Terms of Reference (ToR)

Job Title: IWA Japan Coordinator

Location: Tokyo, Japan

Contract type: Part-time consultant paid by hourly rate

Application deadline: Friday, Feb 18th 2022, 23:00 JST

Contract start: Early to mid-March 2022

Position Summary

The IWA Japan Coordinator will 1) support engagements with Japanese companies who will pilot IWA's product impact development for low-middle income consumer/ global health related projects and 2) support outlining "Principals of social impact for products (TBD)" through a multistakeholder leaders' consultation process. In this position, the Coordinator will working closely with HBS IWA initiative, KKS Advisors, the Bill and Melinda Gates Foundation, and its various partners in Japan.

Core Responsibilities

Corporate engagement support (40%):

- Support engagement and communication with Japanese companies, piloting IWA's product impact development for low-middle income consumer/ global health related projects, under the direction of KKS and HBS IWA initiative
- Support inquiries from companies and facilitate smooth communication across key stakeholders for the project
- Support the product impact pilot's documentation, data collection and analysis

Consultation process support (40%):

- Support the member selection process and project manage the multistakeholder leaders' consultation process for "Principals of social impact for products (TBD)"
- Support all communication, meeting materials, agenda setting with the members of the multistakeholder leaders' consultation
- Under the direction of KKS Advisors, support the facilitation and agenda setting
- Support the "Principals of social impact for products (TBD)" documentation, data collection and analysis as required
- Support logistical and administrative tasks required

IWA Japan secretariat work (20%):

- Support the IWA Japan as its contact point and secretariat function
- Support initial communication between HBS and Japanese companies interested in engagement
- Support other related projects to advance IWA Japan work

Key Deliverables

- Successfully deliver and document 3+ pilot projects for IWA's product impact development for global health related projects
- Successfully document "Principals of social impact for products (TBD)" through a multistakeholder leaders' consultation process
- Support a successful strategy for IWA Japan launch aimed for 2023 G7

Core Knowledge & Skills

- 5+ years of working experiences in a global organization managing global projects with strong communication skills both in English and Japanese (oral and writing)
- A strong understanding of the business case for sustainability; the environmental, social, and governance factors that inform it
- Familiarity with key trends and developments in ESG and what they mean for businesses and investors,
- Familiarity with ESG reporting frameworks, standards, data sources, and scoring
- Familiarity with accounting, responsible investment, impact investment, and the latest developments regarding sustainability and ESG in capital market
- Multistakeholder consultation experience is considered a strong asset
- Strong team player and thrive working in a dynamic and complex environment

How to apply: Please send a CV and cover letter explaining why you are interested in and suitable for this role, to David Freiberg (david.freiberg@kksadvisors.com) and Mitsushiro Hirai (mitsushiro.hirai@gatesfoundation.org) with the subject line “*Application: IWA Japan Coordinator*”.