STANDARD TEMPLATE FOR TENDERS

GENERAL INFORMATION
Title of Consultancy: Resource mobilisation proposal writing consultant – TI’s Climate Governance Integrity Programme
Application Closing Date: 10/09/2021
Consultancy Start and End Date: 01/10/2021 – 31/03/2022
Location of Consultancy: Remote position

BACKGROUND
Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 100 chapters worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business and civil society to develop and implement effective measures to tackle it.

The Transparency International Secretariat (TI-S) in Berlin is seeking a consultant to strengthen the resources and sustainability of TI’s Climate Governance Integrity Programme (CGIP).

Since 2011 TI’s Climate Governance Integrity Programme has been working to safeguard climate change funding against abuse, mismanagement, and waste by demanding maximum transparency, accountability and integrity in climate finance and action from the global to the local level. Currently, the Climate Governance Integrity team is working on the ground in 15 countries: Bangladesh, Brazil, Cameroon, Costa Rica, Democratic Republic of Congo, Kenya, Maldives, Mexico, Nepal, Peru, Republic of the Congo, Rwanda, and South Korea. More countries have been included in the past and others have also shown interest recently.

OBJECTIVES
The objective of the consultancy is to secure annual funding after 2021 to an amount of EUR 2 million for TI’s CGIP. The consultant will help sustain actions in current project countries and scale-up TI’s national level engagement in additional countries.

The consultant will support the CGIP team in conducting targeted ongoing and new fundraising actions. The consultant will identify relevant calls for proposals and oversee the development and formation of project proposals. The consultant will closely collaborate with the CGIP team as well as with the TI-S fundraising team where relevant.

EXPECTED DELIVERABLES AND TIMELINE
The anticipated length of the consultancy is approximately 4 months with the possibility of extension should there be a need and further funds are available. Main deliverables and anticipated dates of delivery shall be agreed upon with the consultant but are expected to be along the lines of:

1. Perform regular prospecting for upcoming calls for proposals relevant to the CGIPs work.
2. Support the CGIP team in submitting funding proposals (2 proposals).

Tasks undertaken will likely include:

- Engaging in conversations with TI-S’ Climate Governance Integrity team, TI-S internal experts and national chapters to seek information and suggest prospective donors and calls for proposals.
- Lead the coordination and development and drafting of 2 donor project proposals.

All documents are to be submitted in English, in electronic form, in accordance with the deadlines stipulated above. The Consultant is responsible for editing and quality control of language. The TI Secretariat retains the sole rights with respect to all distribution, dissemination and publication of the deliverables.
SELECTION CRITERIA

The Consultant should have the following qualifications:

- Proven track record and expertise in resource mobilisation for international non-profit organisations;
- Extensive knowledge and experience in raising funds from the public and private sector;
- Experience in proposal writing;
- Exceptionally convincing and persuasive writing skills with the ability to present and convey complex ideas and issues clearly and coherently;
- Excellent spoken and written English; French and Spanish an advantage;
- Culturally sensitive approach.

REMUNERATION AND COSTS

The envisaged level of effort for this assignment is approximately 8-10 days and should not exceed EUR 4,000 in total.

The Consultants should provide their estimated total fee as a lump sum or as standard daily or hourly rates as **gross inclusive of taxes and other charges**.

Consultants who are based in Germany and do not charge German VAT must confirm their small entrepreneur status.

CONTACT INFORMATION

The application should include the following documents in English:

- Curriculum Vitae with a full description of the applicant’s profile and experience;
- Track record of fundraising support for non-profit organisations;
- Proposed number of days leading to each deliverable and associated fees;
- A note regarding availability during the assignment period and ability to meet deadlines; and

Please indicate “Resource mobilisation proposal writing consultant” in the subject line of your email application. Applications should be sent in English by email to climate@transparency.org by close of business of 10/09/2021.

Please note that only shortlisted applicants will be contacted.

Data protection

*When you respond to this tender and submit your application, you provide consent that Transparency International e. V. keeps your application materials for the period of ten years according to German legal requirements. Afterwards Transparency International will delete your application and any personal data included in it. If you have any questions please reach out to dataprotection@transparency.org*
Guidelines for handling overhead and travel expenses

1. **Overhead**

Regular overhead expenses associated with the Consultants maintaining their place of business, such as rent, telephone, utilities or stationary, are included in the Consultant’s professional fee, except where explicitly agreed otherwise in the contract.