STANDARD TEMPLATE FOR TENDERS

GENERAL INFORMATION
Title of Consultancy: Resource mobilisation 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 and/or build upon new and existing strategic relationships with prospective donors worldwide and will collaborate 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. Review and revise existing list of global new realistic prospects, including analysis and rationale on each prospect's strategic alignment and potential for the CGIP – by the end of the first month.
2. A report with fundraising action steps including recommendations on how to refine recent or current approaches to donors – by the end of the first month.
3. Review and revise the existing 2020/21 fundraising roadmap including assessing ongoing fundraising marketing tactics – by the end of the first month.
4. Conceptualize and organize with the support of CGIP and TI-S fundraising team 1 – 2 events (in person where possible) in order to build or strengthen new or existing relationships with donors – by the end of the fourth month.
5. Support the CGIP team in fundraising actions (around 10), including initiating or sustaining already established contacts and setting meetings – over the entire period but especially during the second and third month.

Tasks undertaken will likely include:
• Engaging in conversations with donors, key stakeholders, TI-S’ Climate Governance Integrity team and national chapters to seek information and advice;
• Finding new or existing connections to prospective donors and defining the approach on advancing relationships;
• Providing recommendations on donor alliances, conferences, and trends;
• Leveraging conference participation and setting up meetings;
• Organising and facilitating donor meetings or conference calls;
• Drafting briefings for donor meetings, including key messaging points and approach recommendations;
• Developing a set of strategic fundraising marketing tactics (communications, personal contacts, etc.) and starting their implementation.
• Continuing the cultivation and growth of CGIP's Ambassador Group.

All presentations and reports 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;
• Track record of building strategic relationships with national and international donors;
• Extensive knowledge and experience in raising funds from the public and private sector;
• Expertise in building grantees’ fundraising capacity and conceiving strategic initiatives;
• Exceptionally convincing and persuasive communication 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 10 days.

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:
• A short outline of the strategy proposed to complete this project;
• 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 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.