GENERAL INFORMATION
Title of Consultancy: Legal Services
Application Closing Date: 10 January 2022.
Consultancy Start and End Date: Two years with possibility of extension(s)
Location of Consultancy: Berlin, Germany

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 Works Council of Transparency International Secretariat (hereinafter: Works Council) in Berlin is seeking a legal advisor / attorney-at-law to support the Works Council in their ongoing legal matters, including eventually representation before German Courts as well as Federal and State Agencies.

OBJECTIVES

The consultant will be provided with the power to advise and represent the Works Council in legal matters (excluding wage tax) within the Federal Republic of Germany and will be engaged based on need on tasks including:

- Review of documents relevant to the work of the Works Council;
- Provision of advice concerning any point of law relevant to the rights, obligations and functioning of the Works Council;
- Research on key topics in all matters of law but in particular employment law;
- Communication with German Courts as well as Federal and State agencies;
- Representation before responsible German Courts, Federal and State agencies, conciliation committees and other forms of mediation;
- Filing and withdrawing of appeals and other legally binding declarations with German Courts as well as Federal and State agencies;
- Training for the Works Council;

Specific terms of the engagement will be agreed in writing on a case-by-case basis.

EXPECTED DELIVERABLES AND TIMELINE

Deliverables vary based on the type of engagement. It is expected that any deliverables to be filed with German authorities comply in format and timeline with International, Federal, State and other laws. Formal documents must be written in English and German; training provided in English. The Consultant is responsible for editing and quality control of language. The Works Council retains the sole rights with respect to all distribution, dissemination, and publication of the deliverables.

SELECTION CRITERIA

The Consultant should have the following qualifications:

- Attorney-at-law (Rechtsanwältln) before Berliner Arbeitsgericht and Landesarbeitsgericht Berlin-Brandenburg
- Qualification in employment law an asset
• Mediation experience and / or qualification an asset
• Over five years of relevant experience
• Proven track record of work with non-profits or the third sector more general in Germany
• Proven track record of representing Works Councils in Germany
• Fluent oral and written English communication skills.

REMUNERATION AND COSTS

The Consultants should provide the estimated hourly fee inclusive of VAT for every staff who may be involved in the consultancy, by level of seniority. In case some services are offered as standard package the consultants should provide fixed prices per package.

CONTACT INFORMATION

The application should include the following documents in English:

• Business proposal with quotes
• Curriculum Vitae of the engagement team (incl. partner and associate(s))

Please indicate “Legal Services” in the subject line of your email application. Applications should be sent in English by email to Aram Khaghaghordyan, Chair of the Works Council of Transparency International, at wocolegalservices@transparency.org by close of business of 10 JAN 2022.

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