

GENERAL INFORMATION

Title of Consultancy: Call for copywriters, editors and proofreaders (English)

Application Closing Date: 28 July 2024

Consultancy Start and End Date: Framework agreement from August 2024 to August 2026

Location of Consultancy: N/A

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 experienced copywriters/editors/proofreaders of English to create and finalise content for print and online publication.

OBJECTIVES

Working on an ad-hoc basis, copywriters/editors/proofreaders ensure that TI's content meets the following criteria:

- Writing is fluent, engaging and grammatically flawless.
- Writing complies in full with TI house style.
- Texts use consistent and appropriate terminology throughout, and tone is correctly tailored to the audience.
- Information and data within documents have been cross-checked to ensure accuracy and consistency.

Documents are formatted according to TI's house style.

EXPECTED DELIVERABLES AND TIMELINE

Consultants will work on projects on an ad-hoc basis, and specific deliverables will vary according to the project/profile of the consultant. However, tasks would typically include:

- Writing engaging, immaculate texts ranging from articles to publications.
- Proofreading texts to ensure fluency and accuracy of expression, accuracy and consistency of information and data, and compliance with house style.
- Editing texts to ensure the above.
- Formatting documents in Microsoft Word according to house style, including in TI's publications templates.

All presentations and reports should be submitted in electronic form, in accordance with the deadlines stipulated above. 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:

- A higher level degree in communications, literature or related field, or equivalent experience.
- Fluent oral and written English communication skills and a meticulous eye for detail.
- At least 3 years of professional experience drafting and editing text for external audiences, including experience of writing/editing according to house style.
- Experience working to deadline, with the ability to react quickly to short project turnaround times.
- Ability to guarantee complete confidentiality.

In addition, the following knowledge/skills are highly desirable.

- Experience in communicating the work of non-profit organisations to the public, in particular those working in the fields of corruption and good governance.
- Experience in Microsoft Word formatting.

REMUNERATION AND COSTS

Candidates should provide standard hourly rates in euro, as **gross inclusive of taxes and other charges**, for each of the following tasks:

- Drafting original copy according to brief
- Substantive editing of written texts
- Proofreading/line editing
- Formatting word documents according to house style

Please note that remuneration will be limited to these standard rates. No additional payment will be given for other costs incurred (for example travel, accommodation, materials).

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
- Contact details of referees
- One sample of published writing
- List of standard remuneration rates (see above)

Please indicate “Copywriter/Editor English” in the subject line of your email application. Applications should be sent in English by email to communicationsconsultancy@transparency.org by close of business of 28/07/2024.

Please note that only shortlisted applicants will be contacted.

The Transparency International Secretariat is committed to creating an inclusive work environment where diversity is valued and where there is equality of opportunity. We actively seek a diverse applicant pool and therefore welcome applications from qualified candidates of all regions, countries, cultures, and backgrounds.

Selection of candidates is made on a competitive basis and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender

identity and expression or sexual orientation, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.

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

Overhead

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

Travel

Travel and accommodation expenses will as far as possible, and where applicable, be recovered from the institutions and companies hosting events or using the outputs provided by the Consultant.

Where such cost recovery is not possible, all travel is subject to prior approval by TI-S staff responsible for the financial management of the Project or TI Budget Line that will support the costs of travel. TI shall not issue travel advances to the Consultants. For accommodation or travel by air, rail, or coach, they will instead have to contact TI-S that will make travel arrangements on the Consultant's behalf.

All travel booked by TI-S will include **travel health and accident insurance** with worldwide coverage and Economy class only; accommodation will aim to achieve best value for money up to a 4-star category.

Consultants shall be entitled to invoice TI-S **only** for local transportation and visa cost (if applicable).

Subsistence allowance (per diems) and expenses for individual meals cannot be claimed. These are part of Consultant's business expenses.