STANDARD TEMPLATE FOR TENDERS

GENERAL INFORMATION
Title of Consultancy: Call for external contributors to knowledge services
Application Closing Date: 28 February 2023
Consultancy Start and End Date: 1 April 2023 – 31 March 2025
Location of Consultancy: Any

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, 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.

TI's Knowledge Services team equips anti-corruption practitioners with the latest insights into the drivers and consequences of corruption as well as potential mitigation measures.

The team operates the Anti-Corruption Helpdesk service, which provides anti-corruption advocates in over hundred countries with rapid turnaround, bespoke, market-leading research at their fingertips. Building on ten years of experience, the Helpdesk provides practitioners with the evidence they need to promote an informed approach to anti-corruption policymaking, and ultimately drive meaningful and lasting reform.

The team produces a variety of research and knowledge products to cater to a wide range of anti-corruption stakeholders, who can ask any corruption related question and receive a targeted answer within 10 working days. Most requests are answered in the form of concise briefings of 10 to 14 pages that provide a synthesis of the state of research on a particular topic, consider relevant case studies, and analyse lessons learned from different anti-corruption approaches for an audience of practitioners. Helpdesk answers are published on the Anti-Corruption Knowledge Hub.

This knowledge management function underpins TI's evidence-based advocacy approach to anti-corruption. Its demand-driven nature equips practitioners with key information where and when they need it, making it possible to inform and influence decision-making processes at the crucial time when policies are being developed. Our needs-based approach ensures that research output translates into real world change.

The Helpdesk relies on a pool of external contributors and experts to support the service and ensure thematic coverage of key issues as well as geographic coverage.

The Transparency International Secretariat (TI-S) in Berlin is currently seeking external contributors able to support the compilation of knowledge products and anti-corruption briefs (including but not limited to Helpdesk answers) at short notice. This consultancy would involve multiple assignments under a 2-year framework agreement.

OBJECTIVES

External contributors will offer general need-based knowledge and research support to the Helpdesk team, including conducting research and drafting reports to address the knowledge needs of key stakeholders.

They will more specifically (but not exclusively) focus on providing research and drafting assistance to the operations of the TI Anti-Corruption Helpdesk, to service the research needs of various stakeholders including TI national chapters.

Tasks and responsibilities may include:
- Conduct research and analysis on anti-corruption topics to address the knowledge needs of the TI movement and other stakeholders in a timely manner.

- Contribute to or draft papers and material emerging from the anti-corruption debate for internal and external purposes (e.g. reports, publications, policy analysis, background/scoping papers).
- Contribute to the development of new knowledge products (topic guides, scoping papers, investigation of emerging research topics, etc).

EXPECTED DELIVERABLES AND TIMELINE

Selected external contributors will be expected to conduct research and compile Helpdesk answers (or other knowledge products) under the guidance of the Helpdesk team within a short timeframe (typically 10 working days). In practice, this typically involves the following steps:

1. Producing a detailed draft outline for comment.
2. Writing a full draft paper in line with feedback received.
3. Incorporation of any further comments from the team.
4. Consultant being available for calls to discuss the task.

TI-S will be responsible for the preparation of each specific assignment, including a detailed description of the assignment and its purpose, a description of the deliverable and a delivery date for each assignment. External contributors are responsible for editing and quality control of language.

SELECTION CRITERIA

External contributors should have the following qualifications:

- An advanced university degree in a relevant academic field (economics, political science, business or non-profit management or similar field).
- Extensive and documented knowledge of anti-corruption, good governance and development fields, preferably with at least 2 years of experience at a research centre, NGO, think tank, government agency etc.
- Outstanding research skills; knowledge of research methodologies and techniques with a track record of producing operationally and policy relevant research.
- Excellent analytical ability and writing skills.
- Fluency in written and spoken English, ability to communicate in languages other than English is desirable, particularly Arabic, Chinese, French, Russian or Spanish.

REMUNERATION AND COSTS

The external contributor will receive an honorarium remuneration (to be determined on a case by case basis) for the answer produced/their contribution to knowledge services upon satisfactory completion of the task. The compilation of Helpdesk answers and topic guides are typically remunerated by a lump sum of €800-1800 per assignment, depending on the nature and complexity of the assignment.

APPLICATION REQUIREMENTS AND CONTACT INFORMATION

The application should include the following documents in English:

- Motivation letter and Curriculum Vitae.
- One sample of relevant previous work (confidentiality guaranteed).
- A written assignment (see below).

Please indicate "Call for external contributors" in the subject line of your email application. Applications should be sent in English by email to Matthew Jenkins at helpdeskcontributors@transparency.org by close of business on the 28th February 2023.

Please note that only shortlisted applicants will be contacted.

ASSIGNMENT

The Anti-Corruption Helpdesk team receives research requests from anti-corruption campaigners and development practitioners. In response to these queries, the team produces written briefs providing an overview of the topic within a short time frame (5-10 days).

Responding to these requests involves pulling together relevant resources and material at very short notice as well as mapping and synthesising key issues in a user-friendly format to meet the operational needs of the enquirer.

Query

The following query has been sent to the Helpdesk by one of Transparency International's national chapters:

"Please provide an overview of the role played by parliaments in i) restricting and ii) defending civic space, including some country examples (preferably from the Global South). Please assess the implications of shrinking/expanding civic space on corruption."

Purpose

"In the past few years, the government has increased its attacks on civil society organisations (CSOs) in our country, including shutting down operations of some CSOs and physically attacking civil society activists. In addition, the parliament is currently considering legislation that would give the government unrestricted powers to monitor and control operations of CSOs in the country.

We are currently engaging parliamentarians to emphasise their role in defending civic space, including why civic space is important to the fight against corruption in the country. Evidence from the literature, examples from other countries and relevant international standards would help our advocacy efforts."

ASSIGNMENT

We would like to ask you to:

1) Briefly discuss the scope of the question, highlighting the challenges you foresee in answering this query and how you would address them. Please include any clarifications you would request from the enquirer.

2) Provide a list of key resources, datasets, papers, and materials that you judge relevant to answering this query. Kindly explain in two sentences why each resource is particularly pertinent to answer this request.

3) Provide a detailed draft structure with section headings of the answer you would make. Here we are essentially looking for an annotated outline/table of contents.

4) Provide a brief overview of the topic, covering major issues and findings (in about 250-500 words).

INSTRUCTIONS

The exercise should not take you more than 3 hours.

Please send your assignment by 28 February 2023 along with your application to: helpdeskcontributors@transparency.org

We look forward to your contributions!