GENERAL INFORMATION

Title of Consultancy: Call for external contributors to knowledge services
Application Closing Date: 12 February 2025
Consultancy Start and End Date: 10 March 2025 – 10 March 2027
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 Anti-Corruption Helpdesk service provides anti-corruption advocates in over hundred countries with rapid turnaround, bespoke research at their fingertips. The 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 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 15 to 20 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.

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 could 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 service users.

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 around 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:

- Applicants at the time of application must be enrolled in, or have completed, an advanced university degree in a relevant academic field (economics, political science, business, non-profit management or a 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 €1000-2000 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 Caitlin Maslen at helpdeskcontributors@transparency.org by close of business on the 12th of February 2025.

ASSIGNMENT

BACKGROUND

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 (around 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 (fictional) query has been sent to the Helpdesk by one of Transparency International's national chapters:

In what ways – if at all - does resource scarcity act as a driver of corruption in the education sector in Zimbabwe? How significant is it compared to other drivers of corruption in the sector in the country? Which forms of corruption are most closely associated with resource scarcity? What are potential policy responses to the challenge? What particular role can anti-corruption activists and practitioners play in tackling the problem?

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 (up to 600 words).

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

INSTRUCTIONS

The exercise should not take you more than 2 hours.

Please send your assignment by 12th of February 2025 along with your application to: helpdeskcontributors@transparency.org.

We look forward to your contributions!

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

<u>Overhead</u>

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.

<u>Travel</u>

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.