

## **GENERAL INFORMATION**

**Title of Consultancy:** Climate Advocacy Consultant – TI's Climate Governance Integrity Programme

**Application Closing Date:** 25/02/2021

**Start and End Date:** 15/03/2021 – 15/12/2021

**Location of Consultancy:** Remote

## **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.

Since 2011 TI's [Climate Governance Integrity Programme](#) (CGIP) 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 14 countries: Bangladesh, Brazil, Cameroon, Costa Rica, Democratic Republic of the Congo, Dominican Republic, 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 in joining the programmes efforts.

Advocacy is key to ensuring that the climate action agenda and determination to reduce the effect of corruption on climate finance is kept high up on the national, regional and global agendas. Failure to stop corruption in climate governance poses the risk of losing billions of dollars meant to reach those most vulnerable to the effects of climate change. As such the Transparency International Secretariat (TI-S) in Berlin is seeking a consultant to build up and strengthen the advocacy efforts and base of TI's CGIP

## **OBJECTIVES**

The objective of the consultancy is to amplify the work of CGIP to relevant stakeholders and ensure that key policies, legislations, and standards relating to climate action include aspects which address anti-corruption measures.

The consultant will lead CGIP's policy engagement at the global level and potentially regional level with relevant institutions and spaces such as the UN, global climate funds, IMF etc., in coordination with TI-S colleagues, TI national chapters and partners.

The consultant will also increase the programme's network and partnerships via identification of advocacy moments, strategic targeting of stakeholders, and building and executing a strategic advocacy plan.

## EXPECTED DELIVERABLES AND TIMELINE

The anticipated length of the consultancy is 9 months, with an estimated allocation of 30 days – with potential extension. Key deliverables and anticipated dates of delivery shall be agreed upon with the consultant:

1. A report with strategic advocacy action steps and respective anticipated timeline by the end of the first month.
2. A mapping of prioritized target organizations and stakeholders (a list of approximately 20 and 30 respectively) by end of second month.
3. Develop and publish 4 climate and corruption short policy related papers by end of fourth month.
4. Lead at least one global advocacy campaign together with a coalition of CSOs and stakeholders.
5. Identification of, preparation, and participation in 5 events in which the CGIP participates and presents its national and global activities.
6. Conceptualize and execute at least 2 international and/or regional events hosted by CGIP such as webinars, seminars, training, and/or panel discussions.

Tasks undertaken will include but are not limited to:

- Devise advocacy priorities and strategies, identify advocacy opportunities, and implement advocacy actions directed at influencing governments, intergovernmental organisations, climate funds, and experts;
- Develop and strengthen partnerships that can build a climate governance integrity constituency that will create a public push for political leaders to make decisions that support anti-corruption measures in climate governance;
- Facilitate a multi-stakeholder approach that brings together international, regional, national and local civil society organisations and activists through formal and informal coalitions;
- Develop and promote TI advocacy priorities in relevant forums by communicating CGIP's positions and messaging to external and internal audiences;
- Contribute to communications activities, including through social media, blog posts, emails, and media statements and facilitation of interviews with CGIP members;
- Engage in ongoing strategic, action-oriented analysis of climate media debates;
- Ongoing support to the CGIP team in preparing communication and advocacy campaigns including but not limited to creation and dissemination of newsletters, press releases, and speeches;

The consultant will work in close cooperation with the CGIP Lead and Project Manager.

All communication to externals is to be approved by the CGIP team in advance, with a member of the CGIP team in CC wherever possible. All contacts developed within the scope of this assignment should be documented and subsequently shared with the CGIP team with comments on the status of the relationship.

All content is to be submitted in English, unless specified otherwise 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:

- At least 7+ years of professional work experience in the fields of climate policy and advocacy or related, with a demonstrated capacity to build and maintain relationships with a large network;
- Proven track record and expertise in advocacy and/or strategic policy communications in the climate sector for international non-profit organisations;
- Track record of creating and implementing international advocacy campaigns;
- Experience in designing, coordinating and facilitating panels, workshops and events to further strategic goals;
- Experience in providing concise, strategic advocacy and policy briefings;
- Strong digital skills to plan and execute online campaigns, and advise on content creation such as blogs or social media channels;
- Strong, creative communicator with excellent spoken and written English; Spanish and French language skills are an advantage;
- Excellent interpersonal skills and demonstrable success in relationship building and stakeholder management.
- The candidate should be familiar with the climate debate at an international level and be in a position to develop global networks in the climate community.

## **REMUNERATION AND COSTS**

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**.

### **For Consultants based in the EU, EEA, United Kingdom, and Switzerland**

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. In order to determine the Value Added Tax (VAT) implications of this tender (e.g. EU Reverse Charge Mechanism), we kindly request that Consultants fill out the **VAT Form for Tenders/Vendor Form** (instructions inside the form) and submit the completed and duly signed form along with their email application.

The link to the VAT Form for Tenders/Vendor Form is available below on the Careers page.

## **CONTACT INFORMATION**

The application should include the following documents in English:

- A short outline of the strategy proposed to complete this project, together with some initial ideas and suggestions;
- Curriculum Vitae with a full description of the applicant's profile and experience;

- Track record of advocacy support for non-profit organisations or relevant entity;
- Proposed number of days leading to each deliverable and associated fees;
- A note regarding availability during the assignment period and ability to meet deadlines;
- Completed [VAT form for tenders](#)

\*Please note that this position is remote based.

\*\*The consultant is not expected to travel during the initial stages of the assignment, but travel may be possible during the second half of the year depending on the travel restrictions relating to COVID-19.

Please indicate "Climate Advocacy Consultant" in the subject line of your email application. Applications should be sent in English by email to [climate@transparency.org](mailto:climate@transparency.org) by close of business of 25/02/2021.

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 based on 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](mailto:dataprotection@transparency.org)*

### **Guidelines for handling overhead.**

#### 1. 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.

2. Travel

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 Consultants shall be entitled to invoice TI-S **only** for local transportation and visa cost (if applicable).
- 2.5 Subsistence allowance (per diems) and expenses for individual meals cannot be claimed. These are part of Consultant's business expenses.