

## GENERAL INFORMATION

**Title of Consultancy:** Consultant for the organisation of the STEP EU final project event in November 2025

**Application Closing Date:** 30 May 2025

**Consultancy Start and End Date:** 10 June 2025 – 15 December 2025

**Location of Consultancy:** Brussels

## 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 a consultant to organise the final 2-day event for “STEP EU – Strengthened enforcement capacities of public authorities”, a two-year project aimed at significantly stepping up the EU-wide fight against cross-border corruption. TI-S, TI EU have come together with national chapters in France, Germany, Ireland, Italy, Latvia, Lithuania, Portugal, Slovenia and Spain to implement the STEP EU project.

The key objectives of the project are:

- Improve the understanding of available data and identify any gaps, including its use, for the prevention and early detection of corruption and other financial crimes.
- Strengthen EU member states’ capacities to detect, investigate and prosecute cross-border corruption.
- Enhance cooperation between competent authorities to facilitate a consolidated EU approach to reducing cross-border corruption.

The final event marks a critical milestone in the project to provide the opportunity for key stakeholders such as EU officials and project partners to share policy recommendations, best practices and challenges encountered.

The following outcomes are foreseen:

- Showcase the research findings and resulting policy recommendations
- Enhance knowledge of key stakeholders, including national and EU authorities, on best practices
- Explore opportunities for future cooperation between competent authorities to strengthen cross-border cooperation prevention across the EU

The tender is funded through DG JUST. All external communications materials must abide by the European visual guidelines for EU-funded projects.

## OBJECTIVES

1. Design, plan and manage a 2 day, in person event, split into three sessions:
  - a. **18 November (morning) – Internal TI meeting:** The first half day will kick-off the internal meeting of approximately 25 TI participants. The consultant would only be responsible for booking the venue and catering for this portion of the event.
  - b. **18 November (afternoon) – External event:** The afternoon will be an external event of roughly 3 hours, including an opening speaker, two panel discussions, coffee break, a closing speaker, and a potential reception (budget permitting). This would be a public event of approximately 40 - 70 attendees, including the TI participants, as well as representatives from EU institutions, national authorities, the public and private sector, civil society, journalists, and academics. Most deliverables would pertain to this portion of the event.

- c. **19 November (all day) – Continuation of internal TI meeting:** The TI internal meeting will continue, following up on the external event the previous day. Again, the consultant would only be responsible for booking the venue and catering for this portion of the event.

## EXPECTED DELIVERABLES AND TIMELINE

Below are an indicative timeline and expected deliverables for the performance of the contract:

### June – July 2025

- Event's logistical concept note and planning in June
- Selection and booking of in-person venue in Brussels by July
- Distribution of invitations to speakers by July
- Support the finalisation and updating of the invitation list in coordination with TI EU and TI-S
- Secure a moderator to guide through the external event on 18 November

### September – October 2025

- Launch of an online registration form
- Dissemination of invitations to target audience (list to be provided by TI-S).
- Selection and booking of catering

### October – November 2025

- Organisation of pre-event briefings with speakers and moderator.
- Ensure smooth running including logistical set-up of the 0.5 day external event on 18 November
- Post event report, accompanied by relevant documentation (attendees' number, speakers' interventions etc.).

All presentations and reports should be submitted in English, 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:

1. Proven track record in organising high-level events.
2. Relevant experience in developing innovative communications materials, including social media campaigns and policy-focused communication.
3. Fluent oral and written English communication skills essential.
4. Knowledge of EU institutions and EU regional policy desirable.

## REMUNERATION AND COSTS

The Consultants should provide their estimated total fee as a lump sum or as standard daily or hourly rates. We estimate that this assignment will not require more than 30 working days in total. **The budget for this consultancy is up to 15,000 EUR (excluding VAT).**

### For candidates based in the EU, EEA, UK, and Switzerland

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. EU reverse charge applies. Service providers should issue invoices with zero VAT.

Candidates who are based in Germany and do not charge German VAT must confirm their small entrepreneur status.

## HOW TO APPLY

The application should include the following documents in English, saved as one pdf:

- Business proposal with quotes.
- Curriculum Vitae of personnel involved.
- One sample of relevant previous event organised.

Please indicate "STEP EU event" in the subject line of your email application. Applications should be sent in English by email to [STEPEU@transparency.org](mailto:STEPEU@transparency.org) by close of business of 30 May 2025.

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 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.