GENERAL INFORMATION

Title of Consultancy: Data entry of Transparency International Secretariat projects in the International Aid Transparency Initiative Registry
Application Closing Date: 06 December 2024
Consultancy Start and End Date: January-April 2025
Location of Consultancy: remote/home-based

BACKGROUND

Transparency International (TI) is the global civil society organisation leading the fight against corruption. In collaboration with 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) wishes to hire a consultant to update project data for the International Aid Transparency Initiative (IATI), an initiative aiming to record and consolidate the flow of development and humanitarian resources across the globe. Governments, multilateral institutions, and private sector and civil society organisations publishing their data through IATI commit to transparency and openness of their activities to improve coordination, accountability, and effectiveness of development resources and maximise impacts.

TI-S is seeking the services of a consultant to update data in the IATI registry to reflect all past and current projects since the last data entry. Knowledge of the IATI Registry, IATI data standards, Aidstream, and the d-portal are required.

OBJECTIVES OF THE CONTRACT

The objective of this contract is to maintain TI-S compliance with IATI data standards by updating TI-S data in the IATI Registry with details of all major grant contracts that TI-S coordinated since the last data entry in the Registry.

KEY ISSUES TO BE ADDRESSED

The consultant must create separate activity entries in the IATI Registry for each major grant. Details under each activity will be determined together with the consultant, but key data points will include the following:

- Identification (IATI identifier, reporting organisation)
- Basic activity information (title, description, activity status, activity date)
- Participating organisations
- Geopolitical information (recipient countries or regions)
- Classification (sector, policy marker)
- Budget

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[1] National chapters are independent civil society organisations registered in their own countries and internationally affiliated with TI.

METHODOLOGY

- The consultant is expected to input TI-S activity data into the IATI Registry using Aidstream, a tool that converts web entry and completed Excel template information into IATI XML formatted data.
- TI-S will provide the consultant with all relevant major grant information necessary for the data entry.

EXPECTED DELIVERABLES AND TIMELINE

1. Review all major grants and other relevant records to translate the following information, via Aidstream, into key data points for the IATI Registry:

a. Funding organisations and funding amounts
b. Project partners
c. Recipient countries and regions
d. Expected and achieved project outcomes
e. Expected and realised project outputs
f. Key contractual terms (including the length of project and project status)

The services will need to be performed by 1 April 2025.

A detailed timeline will be established collaboratively at the start of the assignment.

SELECTION CRITERIA

TI-S is inviting expressions of interest from individual consultants to review TI-S major grants and input key data into the IATI Registry:

Core competencies

Work style: independent, organised, and capable of effectively filtering through large amounts of information.

Language: excellent command of English.

Technical competencies

Applicants should have the following skills and experience:

- Experience with IATI data standards, the IATI Registry, and the d-portal
- Experience using Aidstream as a data entry tool
- General understanding of Transparency International's work programme
- General understanding of development funding, monitoring, and reporting

REMUNERATION AND COSTS

The consultant should provide their estimated total fee as a lump sum or as standard daily rates before any VAT or other charges.

For Consultants based in the EU, EEA and Switzerland

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. To determine the Value Added Tax (VAT) implications of this tender, we kindly request that the 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.

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

The link to the VAT Form for Tenders/Vendor Form is available on TI's Career Opportunities page under Further Information.

LOGISTICS AND SPECIFICATION

The consultant is expected to complete the assignment before April 1, 2025. A detailed timeline will be established collaboratively at the start of the assignment, taking into account the average duration and key milestones of previous similar projects.

SUBMISSION OF APPLICATIONS

Applications must be sent by email to fundraising@transparency.org by **06 December 2024**. Please indicate "IATA Data Entry" in the subject line of your email application. Applications should contain the following documents in English:

- A brief proposal of how the assignment will be approached, including a budget and tentative timeline.
- A letter of motivation, focusing on concrete examples relating to the necessary skills and experience requested in this Terms of Reference.
- Curriculum Vitae with a full description of the applicant's profile and experience.
- Contact details for at least two independent referees with in-depth and proven knowledge of the applicant's expertise and relevant work experience.
- A completed VAT Form for Tenders/Vendor Form (for EU only).

Please note that **only short-listed candidates will be contacted** and that it is unfortunately not possible to provide individual feedback on applications.

TI retains the right to reject any or all the applications and/or to enter into additional negotiations with one or more of the tendering parties.

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 a 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 data protection questions, please reach out to dataprotection@transparency.org.