

## GENERAL INFORMATION

**Title of Consultancy:** Developer for Database on Corruption Cases and NIS Tracking Tool in the Western Balkans and Turkey

**Application Closing Date:** 25 July 2023

**Consultancy Start and End Date:** approximately July 2023 – June 2024

**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.

The Citizen Engagement for Public Integrity (CEPI) project is a European Union (DG NEAR) funded action over three years, from January 2022 to December 2024. It aims at strengthening the rule of law by addressing public integrity deficiencies in Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia, Serbia and Turkey, through evidence-based anti-corruption policy making and implementation and enhanced civic engagement for public integrity, transparency and accountability.

Transparency International Secretariat (TI-S) in Berlin is seeking services for developing:

- An online searchable database with details of corruption cases with social impact. This database will serve as a comprehensive resource, providing structured information to journalists, other civil society organisations (CSOs), and citizens. The aim is to offer detailed insights into cases of corruption and their social consequences, including relevant criminal procedural information, types of offences, breached laws, affected sectors, politically exposed persons, related cases, uncovering methods, social harm, and other pertinent data. Additionally, the database will showcase potential "remedies" or resources, offering solutions and actionable steps for citizens and activists. The information provided in the database will be sourced from original and verified investigative journalist reports. The resulting database should facilitate regional comparability of corruption cases.
- An online tracking mechanism tool to display our research results and track implementation of policy recommendations. The online tracking mechanism will present key findings on 15 pillars of the National Integrity System<sup>1</sup> (NIS) assessments and track implementation of selected recommendations in a simple interactive online form for seven countries. The online tracking mechanism should allow for tracking of changes in the status of implementation of selected key recommendations over time that would allow for targeted advocacy activities on those NIS recommendations.

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\* This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

<sup>1</sup> For NIS methodology, please see here:

[www.transparency.org/files/content/nis/NationalIntegritySystem\\_Background\\_and\\_Methodology.pdf](https://www.transparency.org/files/content/nis/NationalIntegritySystem_Background_and_Methodology.pdf)

## OBJECTIVES

### 1. Database

The objectives of the database development project are:

- **Support watchdogs:** The database should serve as an essential tool for watchdogs working on corruption-related issues, such as media outlets, CSOs and engaged citizens. It should enable the identification of trends, offering valuable insights for advocacy campaigns and providing policymakers with a living tool to monitor the state of corruption.
- **Credibility and comprehensiveness:** While open portals or newspapers can be used as sources for corruption cases, they lack the credibility, comprehensiveness and visualisations required for our advocacy activities towards institutions. The database should address these shortcomings, providing a trustworthy and comprehensive resource that enhances the credibility of TI, national chapters, and partner organisations.
- **Sustainable usage:** The database should be designed for sustainability, ensuring its continued use by interested actors, particularly journalists and CSOs, even after the project's duration.

### Database Scope

- The database aims to publish at least 180 corruption cases with social impact. Each case should be thoroughly documented and presented in a standardised format on the dedicated page on the TI website.
- The databases should also merge cases from an already published high-level corruption database, while updating them with the new developments and information required by the new database and, if possible, retaining all information already published in the existing database.
- The database should incorporate the following template structure. Please refer to [Annex 1](#) for details.

Database Functionality - The database should allow users to:

- Search and retrieve corruption cases based on various criteria such as country, sector, phase of criminal procedures, involved individuals and other criteria.
- Access the complete case details including the description, additional material, publications, related cases and involved people.
- Navigate easily through the database with user-friendly browsing and search functions.
- Follow hyperlinks to external references and evidence.
- Contribute crowd-sourced documents via a designated SharePoint, Dropbox, or similar mechanism.

### 2. Tracking mechanism

The objectives of the tracking mechanism development are:

- **Provide an overview of our research results of the National Integrity System (NIS) Assessments** for 15 pillars for each of the seven participating countries.
- **Monitor Changes in Implementation of NIS Recommendations:** The tracking mechanism's primary objective is to monitor and track changes or updates in the implementation of the recommendations. It will serve as a tool to closely monitor the progress made by institutions in addressing the recommended actions.

- **Raise Awareness and Promote Advocacy Efforts:** Utilising the data and insights collected through the tracking mechanism, the aim is to raise awareness and initiate advocacy campaigns. By highlighting instances of non-action or inadequate implementation of NIS recommendations by authorities, the mechanism will support advocacy efforts to foster accountability and encourage institutions to fulfil their obligations effectively.

**Tracking Mechanism Tool Functionality** - The tracking mechanism tool should encompass the following key functionalities:

- Provide a user-friendly overview of indicators, ensuring a clear and distinct presentation for each country.
- Enable continuous tracking of the status of implementation for selected key recommendations throughout the project's duration.
- Incorporate updates provided by partners.
- Allow users to export data in various formats, such as Excel or PDF

### 3. General requirements for both tools

**General features:**

- **Design and User Interface:** The user interface should be intuitively designed, visually appealing, and optimised for easy navigation. The design should prioritize readability of case details and ensure seamless access to additional materials. We aim for a similar design to the databases found at this link: [www.transparency.org/en/projects/cases-project/data](http://www.transparency.org/en/projects/cases-project/data)
- **Security and Data Protection:** The database and tracking mechanism should implement appropriate security measures to protect the stored data, including user authentication and encryption of sensitive information at rest and in transit. Administration of the database must be protected by modern security standards such as multifactor authentication. The database should be protected against code injection and other common attack vectors which could compromise the integrity of the data.
- **Technical requirements:** The database should be hosted on a dedicated page within the TI website, following a similar style to this example: [www.transparency.org/en/projects/grand-corruption-western-balkans-and-turkey](http://www.transparency.org/en/projects/grand-corruption-western-balkans-and-turkey). The tracking mechanism tool should be hosted also on the Transparency International website and facilitate easy integration or copying onto project partner's websites. This can be achieved through the implementation of an Application Programming Interface or a similar mechanism, allowing for seamless sharing and dissemination across different platforms. Both the database and the tracking mechanism should be developed using a reliable and scalable technology stack, ensuring compatibility with common web browsers and mobile devices.
- **Maintenance and Support:** The developer should offer post-development maintenance and support services, addressing bug fixes and providing updates for an agreed-upon period.

**Additional elements:**

- Introductory tab/page describing the purpose of the database and the tracking mechanism.

- Optional glossary of key terms or criminal proceedings description
- Potentially incorporate visual aids such as charts, graphs, and maps to enhance data understanding and interpretation.

Please include in your proposal how you plan to address these requirements and provide a user-friendly, comprehensive, and sustainable database solution.

## **EXPECTED DELIVERABLES AND TIMELINE**

It is expected that consultant provide following deliverables:

- Database scoping document, based on the inception calls and discovery workshops with TI-S, outlining all elements of functionality for the:
  - Database of corruption cases with social impact, tentatively by 15 July 2023
  - NIS tracking mechanism tool tentatively by 1 August 2023
- Completion of database development tentatively by 15 September 2023
- Completion of NIS tracking mechanism tool development tentatively by 15 October 2023
- Setting up custom events tracking for the database in Google Analytics to ensure post-publication analysis
- Optional training workshop on use and population of database and NIS tracking mechanism, as agreed in writing with TI-S
- Optional population of both database and NIS tracking mechanism with previously prepared material in word document, as agreed in writing with TI-S that may last till end of 2024.

## **SELECTION CRITERIA**

The applicant should have the following qualifications:

- Expertise, experience and technical competence: 5 years of proficiency in database and web platform development, design and management systems, excellent competence in programming languages, in-depth knowledge of modern HTML, CSS, Responsive Web Design, CMS, WordPress and similar, experience with content architecture and display optimisation, proficiency in data visualisation tools, Photoshop and InDesign (or related) to support with optimised visual displays for sites, and familiarity with relevant security protocols.
- Past performance and track record: portfolio or examples of similar completed projects, references, and client testimonials.
- Data security: compliance with data protection regulations, data security measures, encryption protocols and access control.
- Project management approach: ability to drive clarity and meet deadlines, provide regular progress updates, and effectively handle potential risks or challenges.
- Resources to give ongoing and – in the case of problems – rapid support, Analytical and problem-solving mindset with skills in debugging and cross-browser testing.
- Excellent time management and sly. ability to work well under time pressure, to deliver quality outputs with little supervision.
- Fluency in written and spoken English.
- Interest in anti-corruption work.

## REMUNERATION AND COSTS

The Consultants/applicants should provide their estimated total fee as a lump sum, or as standard daily or hourly rates based on estimated effort required for delivery. During inception calls the provider and TI-S may agree to adjust the proposed estimated engagement and total fee.

### **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

Interested parties are requested to submit the following documents in English:

- Two-page proposal outlining their motivation, approach, technical expertise, project timeline, budget, and relevant experience in developing similar databases and online products presenting research or similar findings.
- Curriculum Vitae and/or professional portfolio of providers highlighting relevant examples of past projects. Client references are welcomed.
- Completed VAT Form for Tenders/Vendor Form.

Please indicate “CEPI database” in the subject line of your email application. Applications should be sent in English by email to [CEPI-database@transparency.org](mailto:CEPI-database@transparency.org) by close of business on 25 July 2023.

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 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](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 which 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 the 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 the Consultant's business expenses.