

## GENERAL INFORMATION

**Title of Consultancy:** Films for Transparency Festival Partner

**Application Closing Date:** 24/01/2024

**Consultancy Start and End Date:** 30/01/2024 until 30/10/2024

**Location of Consultancy:** remote, with travel to IACC host country

## 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 an experienced partner to support with the Films for Transparency festival that will take place around the International Anti-Corruption Conference (IACC) that will be held in Vilnius, Lithuania from 18-21 June 2024. To learn more about past 'F4T' festivals, please see previous editions at <https://iaccseries.org/iacc-initiatives/films-for-transparency/>

The International Anti-Corruption Conference (IACC) is the world's premier global forum for bringing together heads of state, civil society, the private sector and more to tackle the increasingly sophisticated challenges posed by corruption. The IACC takes place every two years in a different region of the world, and hosts from up to 2000 people from over 135 countries worldwide. To learn more about the IACC, visit [www.iaccseries.org](http://www.iaccseries.org)

## OBJECTIVES

- Work with the IACC team to build and implement a strategy for implementing the film festival to take place at the IACC taking place in Vilnius in June 2024
- Suggest a shortlist of cutting edge film and documentaries focusing on public accountability, corruption and holding power to account, upon guidance from the IACC team build partnerships with the shortlist
- Build partnerships to support the festival worldwide and locally
- Build and implement a communications plan for local engagement in the festival related events
- Work with local partners for delivering all related equipment and logistical setups
- Track successful outreach and identify engagement gaps ahead of the festival
- Organise round tables, debates and communicate the documentary's related impact goals

## EXPECTED DELIVERABLES AND TIMELINE

- Agree on a timeline of activities indicating engagement of partners to contribute to the success of the festival
- Prepare visually appealing outreach material targeting artists and the general public (video, brochure, web features, press releases, outreach promotional materials, poster campaigns for local audiences)
- Agree on a communications and outreach plan with the IACC team
- Onboarding and planning meeting in Vilnius, Berlin or other
- Manage the film and producer relations and in country handling around the event
- Coordinate with local partners for film festival concept and set up (the venue may be in Lit Expo, or cost appropriate alternative for local screenings)
- Coordinate handing with the venue
- Coordinate with related volunteers

- Track engagement and audience targets ahead of the event
- Create a post events narrative report with lessons learned and related impact /success stories yielded by participating in the festival
- Support the IACC team with sharing details about each film involved in the festival and relevant promotional material
- Support with engagement around the IACC agenda and other related anti-corruption initiatives around the Conference

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:

- Proven experience with hosting events for the general public
- Proven interest in anti-corruption and work in the not for profit sector
- Ability to work in a multicultural environment
- Proven ability to stay on time, on budget, and experience with international financial reporting standards (tracking receipts, documenting necessary costs)
- Excellent competence regard PR, outreach and communications
- Experience in handling artists and related troubleshooting
- Experience with organising trainings, bootcamps and workshops
- Think creatively when solving problems
- Fluency in written and spoken English

## 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**. Our team is open to different scenarios regards costs.

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

## CONTACT INFORMATION

The application should include the following documents in English:

- Business proposal with quotes
- Motivation letter and Curriculum Vitae
- Three samples of relevant previous work (confidentiality guaranteed).

Please indicate “Films for Transparency Festival Partner” in the subject line of your email application. Applications should be sent in English by email to IACC team at [iacc-av@transparency.org](mailto:iacc-av@transparency.org) by close of business 24/01/2024.

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 on the basis of 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.