

GENERAL INFORMATION

Title of Consultancy: Gender-mainstreaming in Advocacy and Legal Advice Centers (ALACs)

Application Closing Date: 28 May 2023.

Consultancy Start and End Date: Up to 23 days over June – November 2023

Location of Consultancy: Remote (preferably based in a CET time zone), with travel to sub-Saharan Africa region

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 2003, TI has been encouraging individuals and organisations to report corruption they have witnessed or experienced to our Advocacy and Legal Advice Centers (ALACs), and assisting them to seek redress for their corruption-related grievances. The advice provided by ALACs is free, confidential and open to all. It enables people to know their rights, empowers them to speak up and assert their rights, and is also helping address issues of impunity through case resolution and related advocacy. As well as helping people to pursue their corruption-related cases, the complaints received by the ALACs help identify systemic weaknesses, or hotspots, which then become the subject of concerted advocacy by TI for changes in public policy and practice. TI's global ALAC Network comprises over 100 ALACs across 64 countries, covering all regions.

Through ALACs, TI seeks to ensure that citizens, including marginalised communities and vulnerable groups, have an increased capacity to safely report, seek redress, and mobilise against corruption. There are many examples of TI Chapters applying an inclusive approach in their ALAC activities by seeking to include women, girls and groups at risk of discrimination on the basis of their gender, sexual orientation, race, ethnicity, religion, economic status. However, looking at trends in reporting to ALACs, the majority of complaints come from males and an even higher proportion of complaints that are resolved are from male complainants.

The Transparency International Secretariat (TI-S) in Berlin is seeking a consultant who specialises in gender and inclusion to develop an internal guide / toolkit to support TI National Chapters to mainstream gender and inclusion into their ALAC work. It will include targeted guidance on gender-sensitive ALAC approaches and casework, such as gender-sensitive corruption reporting mechanisms and tips for working with vulnerable clients (including on sexual corruption casework); and provide guidance for integrating gender and inclusion in their ALAC work. It will also provide a simple assessment tool to support TI Chapters to see where best to focus their efforts to mainstream gender and inclusion across their ALAC activities. It will build on experiences within the TI Movement and externally (for example, learnings from women's organisations working with survivors of gender-based violence; and organisations working with groups that suffer from discrimination), to draw together good practices and recommend strategies and tactics to address common challenges.

As part of developing the ALAC Gender and Inclusion Guide and working closely with TI-Secretariat's ALAC Program Lead, the consultant will design and facilitate a 1-day workshop focused on gender-sensitive ALAC approaches (as part of a 3-day ALAC workshop) for nine

TI Chapters in the sub-Saharan Africa region, planned for mid-2023. The consultant will also develop a questionnaire to gather experiences and good practices from the global ALAC Network (planned for September 2023).

OBJECTIVES

1. Document a range of gender-sensitive and inclusive approaches applicable to ALAC work, that can be used for mainstreaming gender and inclusion into ALAC activities. This would include gender-sensitive outreach approaches, reporting mechanisms and casework approaches, such as tips for working with vulnerable clients.
2. Document case studies where gender-sensitive and inclusive approaches have been successfully used by TI Chapters' ALACs and other organisations working on comparable cases/topics (eg women's organisations working with survivors of gender-based violence; human rights organisations working with groups that suffer from discrimination)
3. Develop a framework / toolkit to support TI National Chapters to improve their ALAC work using gender-sensitive and inclusive approaches. This should include a simple assessment tool to support TI Chapters to see where best to focus their efforts to mainstream gender and inclusion across their ALAC activities. The framework/toolkit should be applicable to work in a number of different cultural, political and legal contexts, different sectors (with a primary focus on public service delivery, in particular health and education sectors), and different levels (ranging from sub-national to national).
4. Develop guidance to support ALAC case managers to integrate a strong gender and inclusion lens into their casework / case management processes. This should include working on sensitive cases and with vulnerable clients, such as victims of sexual corruption.
5. Draft an ALAC Gender and Inclusion Guide, which is a guide/toolkit for TI National Chapters (incorporating points 1-4). The Guide should include training materials (eg checklists, templates) to support self-learning and self-application of the framework/toolkit by TI National Chapters. It should also refer to additional resources helpful for gender-sensitive approaches applicable to ALAC work (ie a short literature review).
6. Working with TI-Secretariat's ALAC Program Lead, design and facilitate a 1-day workshop for nine TI Chapters in the sub-Saharan Africa region (planned for July 2023), focused on gender-sensitive ALAC approaches. This should also include a focus on intersectionality and consideration of the multi-layered factors that have an impact on the way certain groups of women experience corruption. This will be a primary input into the ALAC Gender and Inclusion Guide.
7. Working with TI-Secretariat's ALAC Program Lead, design and analyse the results of a questionnaire to gather experiences and good practices from the global ALAC Network (planned for September 2023). This will also be a primary input into the ALAC Gender and Inclusion Guide.
8. Attend a 3-day ALAC workshop (including point 6), to contribute a gender-sensitive and inclusive perspective and hold 1-on-1 meetings with TI Chapters attending.

EXPECTED DELIVERABLES AND TIMELINE

The expected level of effort is 23 days extending over 6 months following the rough timeline outlined below:

Mid-June	Inception Report not exceeding 10 pages, including overview of proposed approach for developing the guide, guide structure and gender-sensitive and inclusive approaches that apply to ALACs (including a short literature review). (2 days)
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Early-July	Develop agenda for ALAC workshop, including incorporating TI-S feedback. Prepare workshop materials. (4 days)
Late-July	Lead a 1-day in-person workshop with nine TI Chapters focused on gender-sensitive ALAC approaches. (This is planned as part of a 3-day ALAC workshop, to be held in Sub-Saharan Africa) Attend the remaining 2 days of the ALAC workshop, to contribute a gender-sensitive perspective and hold 1-on-1 meetings with TI Chapters attending. (3 days)
September	Draft survey for the global ALAC Network, not exceeding 30 questions. Analyse survey results to incorporate into guide. Follow up with Chapters, if needed to clarify their responses (2 days)
Mid-October	Draft Guide not exceeding 50 pages (8 days)
Mid-November	Finalisation of Guide, including incorporating TI Chapters' and TI-S feedback (3 days)
Late-November	Lead a webinar with TI National Chapters to share the Guide, and demonstrate how to apply the Guide to their work. Note: the same webinar will be held twice, to cover all timezones. (1 day)

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:

- 5+ years of relevant professional work experience in gender (or gender and inclusion), with a track-record of effectively mainstreaming gender and inclusion into advocacy and/or casework activities
- Professional experience working within the fields of anti-corruption, good governance, human rights and social justice
- Knowledge and experience in design and development of gender-mainstreaming and inclusivity tools and methodologies
- Knowledge and experience in designing/leading workshops
- Experience working in more than one region an advantage
- Solid writing, editing and communication skills
- Professional language proficiency in English required; professional language proficiency in French and Spanish an advantage
- Access to reliable internet and willingness to travel
- Ability to operate effectively and sensitively in a cross-cultural environment.
- Ability to operate under strict deadlines and to adhere to high professional standards to ensure quality.
- Proven commitment to social justice issues and the values of Transparency International

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.

HOW TO APPLY

The application should include the following documents in English:

- Business proposal with quotes (in euros)
- Motivation letter and Curriculum Vitae
- One sample of relevant previous work (confidentiality guaranteed).
- Completed VAT Form for Tenders (**Only for Consultants based in the EU, EEA, UK, and Switzerland**)

Please indicate "ALAC Gender Consultancy" in the subject line of your email application. Applications should be sent in English by email to Alison Matthews at alac-advocacy@transparency.org by close of business of **28 May**.

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

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.