

GENERAL INFORMATION

Title of Tender: Grant Prospecting Service

Application Closing Date: 30/05/2024

Service Provision Start and End Date: 01/06/2024 until 31/05/2024 mid-term evaluation to confirm whether the full period will be completed

Location of Service: Can be provided from anywhere

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 provide Grant/Contracting Prospect Research Services that identify and track grant opportunities, grant calls, contracts, and tender opportunities from various sources, including the European Commission (EC), the United States Government agencies, as well as an identifiable list of other donor countries. The selected supplier will be responsible for providing the service for up to a one-year period (mid-term review is to be completed ahead of confirmation of second six-month period) supplying comprehensive and timely information to support our organization's funding strategies and project development efforts.

OBJECTIVES

Identification of Opportunities: The supplier will monitor and identify grant opportunities, grant calls, contracts, and tender opportunities suitable for Transparency International Secretariat globally from the following sources:

- European Commission (EC) and related funding Agencies
- United States Government and their related funding Agencies
- Other Donor Countries and their related funding Agencies
- Comprehensive Coverage of relevant themes: The supplier will ensure all relevant opportunities are captured across the various thematic points of interest of Transparency International's Strategic Foci Areas

Analysis and Evaluation: The supplier will conduct analysis and evaluation of each opportunity to determine its relevance, eligibility criteria, application requirements, deadlines, and potential funding amount. The supplier and TI will agree the analysis and evaluation model expected.

Database Management: The supplier will maintain a centralized database of all identified opportunities, including relevant details such as funding agency, program title, funding amount, eligibility criteria, deadlines, and contact information. As well as opportunity relevancy to TI.

Timely Reporting: Provide regular updates and reports on newly identified opportunities, upcoming deadlines.

Process Development: Establish a clear process for tracking, analysing and reporting on opportunities in a coherent and timely manner so that TI is aware of new funding opportunities that match our organization's priorities and interests at the earliest opportunity.

Coordination: Coordinate with the Fundraising Team especially the Head of Fundraising and Institutional Fundraisers to assess alignment of funding opportunities with organizational priorities and project objectives

EXPECTED DELIVERABLES AND TIMELINE

Regular reports summarizing newly identified opportunities.

Updated database with detailed information on all identified opportunities.

Ad-hoc reports or analysis as requested by the organization.

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

Detail and relevance of the business proposal to the objectives

Comprehensive of coverage

Reporting quality/frequency

Delivery and timeframe

Supplier flexibility

Value for money

REMUNERATION AND COSTS

The Consultants should provide their estimated total fee as a lump sum or as standard daily or hourly rates.

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:

- Business proposal (Pitch, Process, Timeline)
- Indicative budget
- Examples of completed work

Please indicate “Grant Prospecting Service” in the subject line of your email application. Applications should be sent in English by email to fundraising@transparency.org by close of business 30/05/2024.

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.

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.