

STANDARD TEMPLATE FOR TENDERS

GENERAL INFORMATION

Title of Consultancy: IACC web developer

Application Closing Date: 20/04/2023

Consultancy Start and End Date: 24/04/2023 until 30/12/2024

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 Transparency International Secretariat (TI-S) in Berlin is seeking an experienced web developer and designer to support the International Anti-Corruption Conference (IACC) team with their various websites and graphic designs.

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 1500 in person to an online audience of 10,000 participants from over 135 countries worldwide. The IACC websites are currently built on WordPress, and will remain working with WordPress through 2023/2024.

OBJECTIVES

- Identify, monitor and resolve security risks and security updates for the IACC websites. ((iaccseries.org, films4transparency.org, anticorruptionmusic.org, and j4t.org and any further related websites)
- Conduct security audits and security updates of all IACC related websites related to cookies, GDPR compliance upon guidance from the TI team
- Support the IACC team with the reorganisation of the sites, prioritising certain new content on a weekly basis
- Support with providing and implementing visually appealing solutions in line with TI style guide and IACC visual identity

EXPECTED DELIVERABLES AND TIMELINE

- Be responsive to the needs of the IACC team on a weekly basis to plan content related updates to iaccseries.org, j4t.org and other IACC websites
- Provide hosting solutions for the IACC websites
- Maintenance and further development for important content on the IACC related websites, reorganisation of the menu, functionality and priorities on the homepage and other sections of the site
- Integrate conference registration and data inputting functions with guidance from the IACC Team
- Incorporate public fundraising tools, payment tools or ticket sales for film/concerts
- Integrate existing or new and innovative platforms for sharing audio and video (such as podcasts and content related toolkits), Vimeo, YouTube etc.
- Develop and apply the IACC Newsletter template (using Pardot) and integrate social media channels.
- Monitor and produce reports on the sites traffic including social media traffic and performance.

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 web development and design experience
- Excellent competence with working with WordPress
- Programming skills and in-depth knowledge of modern HTML, CSS, and Responsive Web Design
- Experience with content architecture and display optimisation
- Proficiency in Photoshop and InDesign (or related) to support with optimised visual displays for the sites.
- Think creatively when solving problems, skills in debugging, and cross-browser testing
- Excellent time management, ability to work on multiple projects simultaneously and work well under time pressure, with the ability to deliver quality outputs with little supervision
- Fluency in written and spoken English
- Interest in Anti-Corruption work

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**.

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 "IACC web developer" in the subject line of your email application. Applications should be sent in English by email to IACC team at iacc-av@transparency.org by close of business **of 20/04/2023**.

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 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.