

GENERAL INFORMATION

Title of Consultancy: Data entry

Application Closing Date: 1st November 2021

Consultancy Start and End Date: 8th November to 30th December 2021

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 a consultant to provide data input into and data cleansing of our IATI platform in line with IATI data standards.

OBJECTIVES

Transparency International Secretariat (TI-S) is compliant with International Aid Transparency Initiative data standards (<https://iatiregistry.org/>) for all significant activities. The overall objective of this consultancy is to update TI-S' current data in IATI by reviewing all major grant contracts coordinated by TI-S.

EXPECTED DELIVERABLES AND TIMELINE

1. Upload key data points into IATI registry, via Aidstream, in line with IATI standards based on review of all major grant contracts, donor reports and financial records for the following key data points:
 - a. Funding Organisations (donors)
 - b. Recipient Regions (project partners)
 - c. Expected and achieved Project Outcomes
 - d. Expected and realised Project Outputs
 - e. Budgeted and actual expenditure
 - f. Key contractual terms (including length of project and project status)

The services will need to be performed by 30 December 2021.

A detailed calendar, including time for review of data points and associated calculations prior to submission onto IATI, will be developed during the inception stage

SELECTION CRITERIA

The Consultant should have the following skills and experience:

- Experience in data collection and analysis
- An understanding of IATI and OECD DAC data standards
- Experience with Aidstream or/and competence in XML code
- Knowledge of results-based management
- Interest in working with international NGOs, preferably in the anti-corruption field
- An analytical mindset and excellent attention to detail

REMUNERATION AND COSTS

The Consultants should provide their estimated total fee as a lump sum or as standard daily or hourly rates. Maximum fee should be 4,200 EUR. This should be net of VAT as charged in the European Union and inclusive of any other local tax.

For 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:

- Motivation letter and Curriculum Vitae

Please indicate "Data entry in the subject line of your email application. Applications should be sent in English by email at fundraising@transparency.org by close of business of 1st November 2021.

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