

GENERAL INFORMATION

Title of Consultancy: Journalism Fellows Consultant & Technical Equipment

Application Closing Date: 08/05/2024

Consultancy Start and End Date: 28/05/2024 until 24/06/2024

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

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 and highly skilled professional with leadership qualities, experience working with media and young people to coordinate the crew of selected young journalists that are on scholarship by TI to report on the sessions during the International Anti-Corruption Conference (IACC) that will be held in Vilnius, Lithuania from 18-21 June 2024. For more details on the Journalism Fellows/IACC Young Journalists Initiative and to view past work visit [here](#). It is envisaged that a reporting team of 15-20 from around the world will join the upcoming IACC. This role calls for experts to provide technical support in terms of related equipment and handle the crew during the Conference days.

The International Anti-Corruption Conference (IACC) is the world's premier global forum for bringing together heads of state, global leaders, young people, journalists, 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 145 countries worldwide. To learn more about the IACC, visit [here](#), and to learn about the thematic focus of the upcoming IACC in Vilnius read the 'thematic tracks' and over 80 workshops [here](#).

OBJECTIVES

- Work with the IACC team and TI Communications team to define the scope and activities related to the Young Journalists Programme for the upcoming International Anti-Corruption Conference in Vilnius in June 2024
- Be ready to enhance the IACC experience for all involved in Journalism Fellows in Vilnius
- Agree on assignments with the reporting team and newsroom production processes
- Participate in 2 online preparation meetings with the IACC team in May or early June
- Host one internal Journalism Fellows meet and greet session ahead of traveling to Vilnius for the teams to get to know one another
- Travel to Vilnius for the Conference days arrive 16 June, leave 22 June 2024
- Host a prep workshop in Vilnius (17 June)
- Conduct a needs assessment for the necessary equipment such as cameras, video, spots for interview, mic equipment of the team of young journalists travelling to Vilnius. (Note Journalists most likely bring their own equipment, securing extra equipment would depend on needs and should be presented in an additional quote based on proof of costs in agreement with the IACC team)
- Arrange for pick up and return of the equipment and related insurances
- Together with the IACC team, choose experts from the IACC workshops or other to give 3-5 trainings during the event

EXPECTED DELIVERABLES AND TIMELINE

- Advance the current Young Journalists Concept and consider past lessons learned shared by the IACC team
- Ensure the necessary equipment is available (or rented with proof of costs)
- Work in tandem with the editorial role during the conference
- Oversee the content flow and delivery of the IACC daily newsletter (with the designated TI colleague)
- Coordinate handling of the reporting crew around the event and related logistics
- Coordinate handling with the venue
- Post Conference handover of related files to the IACC team

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 working in or with media
- Service orientated approach to helping colleagues, logistics and overall problem solving in a busy working environment
- The ability to meet deadlines and facilitate outcomes
- Proven interest in topics related to the [IACC thematic tracks](#) and work in the not-for-profit sector
- Ability to work in a multicultural environment
- Excellent organisational skills
- Experience with organising and facilitating trainings and workshops is an advantage
- Experience handling technical equipment such as cameras, editing stations etc.

REMUNERATION AND COSTS

The Consultant should provide their estimated total fee as a standard daily rate **gross inclusive of taxes and other charges**. Please provide an example how you would rent the necessary equipment.

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 that indicates daily rate
- Motivation letter for this role and Curriculum Vitae
- Three samples or links to relevant previous work (confidentiality guaranteed).

Please indicate "Consultant Journalism Fellows" 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 08/05/2024.

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.