

## GENERAL INFORMATION

**Title of Consultancy:** Masterclass Producer and Facilitator

**Application Closing Date:** 27/03/2024

**Consultancy Start and End Date:** 08/04/2024 until 07/07/2024

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

## 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 producing, broadcasting and/or moderating experience to support with coordinating the inaugural series of **Fighting Corruption Masterclasses** that will take place within the Fighting Corruption Festival during the International Anti-Corruption Conference (IACC) that will be held in Vilnius, Lithuania from 18-21 June 2024. The Masterclasses are part of a series of engagement activities with art, film and music that focus on anti-corruption, tackling global threats and holding power to account - all of which will take place during the Conference over four days in Vilnius. Each Masterclass will be led by an individual with an outstanding career and of great reputation.

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 [www.iaccseries.org](http://www.iaccseries.org) and to learn about the thematic focus of the upcoming IACC in Vilnius read the 'thematic tracks' at <https://iaccseries.org/lithuania-theme/>

## OBJECTIVES

- Work with the IACC team to produce and facilitate up to 8 **Masterclasses** taking place during the Conference in Vilnius in June 2024
- Advance the shortlist of cutting edge topics for masterclasses focusing on the designed agenda tracks called "Global Threats"
- Prepare briefing documents for the high level guest delivering the masterclass
- Brief and train the high level experts conducting the master classes
- Conduct preparation sessions with the guests to produce the masterclasses
- Provide input into the masterclasses programme
- Work directly with our local partners to ensure appropriate setup regards equipment, logistics, stage lighting and cue management
- Be the host of the masterclasses on the spot (moderating/anchor experience is an advantage)

## EXPECTED DELIVERABLES AND TIMELINE

- Advance the current Masterclass concept
- Agree on a timeline of activities with the IACC team to ensure the success of the Masterclasses
- Create a concept for each Masterclass

- Provide write-ups for each masterclass to be included in the Conference programme
- Conduct prep meetings and deliver run of show plans with the guest speakers (online)
- Coordinate handling of guests around the event
- Coordinate handling with the venue
- Track engagement and audience targets ahead of the event
- Create a post event report capturing lessons learned and recommendations for building on future masterclasses

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 broadcast experience with hosting or moderating events for targeted and general publics
- Experience in handling high level experts & leaders
- 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 competence regard PRs, outreach and communications
- Experience with organising and facilitating trainings and workshops
- Experience in moderating high level experts & leaders
- Think creatively when solving problems and ability to work under a restricted budget
- Fluency in written and spoken English

## 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**. Our team is open to different scenarios regards costs.

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 budget
- Motivation letter for the masterclasses producing role and Curriculum Vitae
- Three samples of relevant previous work (confidentiality guaranteed).

Please indicate “Masterclass Producer” in the subject line of your email application. Applications should be sent in English by email to IACC team at [iacc-av@transparency.org](mailto:iacc-av@transparency.org) by close of business 27/03/2024.

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](mailto: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.