

GENERAL INFORMATION

Application closing date: Tuesday 5th of December 2023

Consultancy start and end date: December 2023 - January 2024

Location of Consultancy: Partially remote, with a learning review workshop in person either in Berlin or Iraq

BACKGROUND

Transparency International (TI) is the global civil society organisation leading the fight against corruption, collaborating with nearly 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.

TI-S is seeking a consultant to carry out a learning review of the “Building local civil society capacities to fight corruption project in Iraq” by collating and analysing evidence about the achieved levels of impact the action either generated or contributed to. The learning review should also examine the plan for phase two through meticulously reviewing, analysing, and validating the proposed initiatives.

This project is the first of its kind in Iraq for TI and lays the ground for crucial future work to build the competency and network of Iraqi CSOs with a focus on anti-corruption. It is implemented in the period February 2022-2024 in Iraq and funded by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), aimed at building the anti-corruption and organisational capacities of Iraqi Civil Society Organizations (CSOs), as well as creating context for new and more robust networks of collaborations amongst them, and an interface with the public and private sector with a focus on transparency, integrity, accountability, and good governance. The project also envisaged the production of a comprehensive National Integrity System study, assessing and scoring the state of play of the different components of the Iraqi integrity system and providing a factual base for future advocacy activities. The workshop sets the stage for the planned phase two, which aims to further enhance the capabilities of Iraqi civil society and relevant stakeholders in transparency and anti-corruption efforts. Phase two will build on this foundation, employing targeted strategies and partnerships to drive positive change in governance and accountability in Iraq. This next phase is expected to yield tangible results and impact the country's socio-political landscape.

OBJECTIVES

The primary purpose of this consultancy is:

- To evaluate the project's impact, exploring how it achieved its intended objectives in relation to the targets proposed in line with the project's logical framework.
- To provide an assessment of the project implementation, management, and workflow, identifying weaknesses and strengths of the project set-up.
- To conceptualise, in cooperation with TI-S, and plan and facilitate an in-person learning review workshop to provide an objective assessment of the project's effectiveness and efficiency - and the extent to which the projects and activities funded through the grant have contributed to achieving the desired impact. The workshop will be implemented with TI-S, GIZ and other relevant stakeholders (including three CSOs selected to implement sub-awards, with the possibility of inviting members of MENA national chapters such as Jordan, Lebanon, Tunisia, Palestine, Kuwait, and Bahrain)
- To generate lessons learned, good practices, and recommendations from the project implementation.
- To discuss, analyse, and refine the proposed approach for phase two of the project.

KEY ISSUES TO BE ADDRESSED

The following questions could be addressed during the learning review but are subject to agreement with TI-S. The consultant can further prioritise these questions in the proposal and suggest others if necessary.

- To what extent are the project's objectives adequately defined, realistic and feasible?
- To what extent has the project achieved its intended outcomes in relation to targets and initiatives proposed in line with the project's implementation plan?
- What were the significant factors influencing the achievement or non-achievement of the objectives?
- To what extent was the support to Iraqi civil society and the private sector adequate, and how can it be improved in phase two of the project?
- To what extent did the security situation in Iraq impact the project implementation?
- How far did the funding, personnel, regulatory, administrative, time, and other resources and procedures contribute to or hinder the achievement of objectives?
- To what extent does the intervention deliver results economical and timely?
- Were the risks adequately identified and well managed?
- What was challenging about the project?
- How could phase two of the project be managed differently to make it more successful, efficient, and cost-effective?
- In phase two, how can TI-S interact with local CSOs? How to go about organised networking based on (possible) missed opportunities in phase one? What topics to focus on more (cultivate the relationship with group X instead of Y and using training instead of round tables, etc....)?
- What are the areas of work to which TI-S is the best place to add value?
- What potential areas should be addressed by the phase two of the project?

METHODOLOGY

The consultant is ultimately responsible for the overall methodological approach and design of the learning review and is expected to propose methods that they consider most appropriate to achieve the aims. However, the consultant should use a participatory and gender-responsive approach, engaging relevant staff at TI-S and implementing partners, beneficiaries, and relevant stakeholders through structured methods. Both quantitative and qualitative data should be utilised to inform the review. The learning review can include but not necessarily be limited to the following data collection methods, which should be discussed with the consultant at the beginning of the assignment:

- Desk review of relevant documents.
- Individual and/or group interviews/Focus Group Discussions with relevant stakeholders.
- Survey questionnaires to relevant stakeholders.
- A workshop to engage relevant stakeholders on the learning review findings and strengthen the recommendations.

The consultant should be guided by the Transparency International Impact Monitoring Approach (www.transparency.org/whoweare/accountability/impact_monitoring/4). TI-S will provide support and templates in this regard.

The consultant is expected to refine the scope and methodology of this assignment during the inception phase in cooperation with TI-S and provide a detailed plan. The consultant should present a detailed statement of the proposed review methods in the technical proposal.

Expected Deliverables

The consultant is expected to deliver:

- A short concept note outlining the methodology of the learning review, timeframe, and partners/stakeholders to engage and a detailed agenda for the workshop to be approved by TI-S.

- A one-day long workshop in an interactive and inclusive manner, ensuring active participation from all stakeholders. The consultant will develop the day's outline, with guiding questions for the attendees to answer in preparation and facilitate the event, ensuring that participants' insights are shared and adequately captured.
- A draft report for review and comments by TI-S, including annexes.
- A final report based on the interviews and workshop discussions. It should include findings, conclusions, recommendations, best practices, and lessons learnt. While considering the comments on the draft, the expert shall use their independent and impartial judgment to prepare the final report.

Guidance and quality insurance:

- The findings should be referenced.
- The research should abide by ethical protocols, including participant confidentiality and privacy, if they require that.

The final report should be at most 15 pages, excluding the annexes and the executive summary. All deliverables are to be submitted in English, in electronic form, following the agreed deadlines.

The consultant is responsible for the quality of the final product, including editing and quality control of language.

SELECTION CRITERIA

Core competencies

People's skills: The consultant should be able to mediate the different expectations of the various internal stakeholders to produce a solid independent assessment that will genuinely serve the learning purposes set out in this ToR.

Work style: The consultant should be well-planned and organised even within a fluid working environment and have a capacity for initiative with competent analytical and problem-solving skills. The consultant should maintain a strong level and flow of communication with reporting stakeholders.

Language: The consultant can converse and facilitate in English and Arabic (full working knowledge of written and spoken Arabic is not mandatory but an asset).

Technical Competencies

- A university degree in social sciences or a related area. A post-graduate degree in project management and/or related fields would be an advantage.
- Substantial experience in conducting evaluations, including in the anti-corruption field.
- At least five years of proven relevant professional experience in an international development environment, of which at least three years should be in monitoring and evaluating multiple country projects and programmes.
- Track record in facilitating complex multistakeholder events, including note-taking and moderation.
- Knowledge of CSOs' operational contexts in the MENA region (specific knowledge of Iraq as an asset).
- Expertise in areas of governance, anti-corruption, civil society, and advocacy is desirable.
- Previous experience with the evaluation of GIZ-funded projects would be desirable but not necessary.
- Firm understanding of capacity-building programs and their impact assessments.
- Able to travel to Iraq and/or Berlin.
- High motivation and commitment to the values of transparency and integrity.

LOGISTICS AND SPECIFICATIONS

The learning review workshop is planned to take place in Iraq; however, TI-S is diligently monitoring the security situation in the region. In the event of any deterioration, contingency plans are in place, and the workshop will be relocated to Berlin.

REMUNERATION AND COSTS

TI-S will cover the days of effective work, including preparation, delivery, and reporting. The consultant can bill TI-S for the days of travel, which will be covered separately. The estimated gross budget for this task is around 15.000 euros.

The consultant should provide their estimated total fee as a lump sum or standard daily rates before any VAT or other charges.

For consultants based in the EU, EEA and Switzerland

Transparency International e.V. (Secretariat) (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. To determine the Value Added Tax (VAT) implications of this tender, we kindly request that the consultant fill out the VAT Form for Tenders/Vendor Form (instructions inside the form) and submit the completed and duly signed form along with their email application.

Individual consultants based in Germany and do not charge German VAT must confirm their small entrepreneur status.

The link to the VAT Form for Tenders/Vendor: <https://files.transparencycdn.org/images/TendersVendor-Form.docx>

SUBMISSION OF APPLICATIONS

Interested applicants should submit the following documents in English to the account meliraq@transparency.org by the **5th of December, 2023**. Please indicate "Iraq –Learning Review" in the subject line of your email application.

- A draft work plan to complete the assignment with methodology and approach, **including a budget and tentative timeline**.
- A **letter of motivation**, focusing on concrete examples relating to the necessary skills and experience requested in this Terms of Reference.
- **Curriculum Vitae** with a complete description of the applicant's profile and experience.
- Contact details for at least **two independent references** with in-depth and proven knowledge of the applicant's/team's expertise and relevant work experience.
- A **sample evaluation/learning review**, as the first author, published in the last three years.
- A completed VAT form for Tenders/Vendor Form (for EU only).

Please note that only **short-listed candidates will be contacted** and that it is unfortunately not possible to provide individual feedback on applications.

TI retains the right to reject any or all the applications and/or to enter additional negotiations with one or more of the tendering parties.

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 a 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 data protection questions, please reach out to dataprotection@transparency.org.

Guidelines for handling overhead and travel expense

Overhead

Regular overhead expenses associated with the consultant 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 travel costs. TI shall not issue travel advances to the consultant. For accommodation or travel by air, rail, or coach, they will instead have to contact TI-S, which 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 the best value for money up to a 4-star category. Consultants shall be entitled to invoice TI-S only for local transportation and visa costs (if applicable). Subsistence allowance (per diems) and expenses for individual meals cannot be claimed. These are part of the consultant's business expenses.

