

GENERAL INFORMATION

Title of Consultancy: Project Financial Reporting services

Location: Remote, Flexible within European Union

Application Closing Date: 30 June 2024

Start Date: as soon as possible

End Date: 31 December 2024 (with possibility of extension)

BACKGROUND

Transparency International e.V. (TI-S) operates as a coordinator of complex multi-country programs, involving Transparency International National Chapters as well as other civil society organizations. Multi-country grants are mostly awarded by governmental and multilateral agencies and need therefore to adhere to very high standards of compliance and specific reporting rules.

Over the years, TI-S has built a strong set of processes in the areas of budgeting, accounting and reporting for projects, resulting in a consistently robust finance compliance performance. In response to changes in available technologies and in the job market, TI-S is piloting updates to their processes, which involve outsourcing identified deliverables to external consultants.

OBJECTIVES OF THE CONSULTANCY

TI-S is aiming to recruit an expert in the area of project-financial management to perform a defined set of financial reporting, controlling and budgeting activities within the framework of TI-S's routines.

Key tasks and deliverables:

For an assigned portfolio of projects, perform the following activities:

- Finalize quarterly and final external reporting, including preparation for at least one project audit;
- Consolidate incoming partners' reports and validate compliance reviews performed internally by TI-S;
- Prepare project financial forecasts and financial updates with data collected from internal bookings, stakeholder meetings, sub-grantee reports and activity plans, ensuring the accuracy and completeness.

The project portfolio will be tailored with the consultant, based on competencies. In principle, however, it will initially consist of three multi-country projects with a total yearly budget of €2.0-2.5 million, of which €1.0-1.3 million for sub-granting.

Develop budget proposals for new projects, as assigned and in compliance with TI-S has standard costing policies and processes. Proposals will be prepared based on opportunities, but it can be expected that 8-10 full budgets will be submitted in the relevant period for a total budget of €4-5 million.

Perform accuracy reviews on key organizational deliverables, including quarterly organizational forecasts and the 2025 budget. Accuracy reviews will involve verifying agreement of budgeted amounts with supporting documentation, with controls on the accuracy of time-allocation of staff on different cost-centers being of critical importance.

SELECTION CRITERIA

TI-S is inviting expressions of interest from individual consultants or a team of consultants to carry out the above tasks and deliverables. The consultant(s) should have:

- Qualified Accountant (e.g. ACCA, CIMA or ACA), internal auditor (IIA) or university studies in Accounting, Finance, Economics and/or Business
- 7+ years of relevant professional experience preferably in accounting, audit or financial management
- Expertise in financial management of donor-funded projects, including extensive experience with multilateral and governmental donors.
- Knowledge of MS Office; advanced skills in Excel and MS Business Central
- Strong organisational skills and ability to work against tight deadlines while maintaining attention to detail and accuracy
- Professional language proficiency in English required; additional languages, in particular German, French and/or Spanish, an advantage
- Culturally sensitive and able to handle issues with diplomacy and to cultivate productive working relationships

REMUNERATION AND COSTS

The consultant(s) should provide their estimated total fee as standard daily rates before any VAT or other charge and estimates of the time required for completion of the above mentioned deliverables. Estimates can be expressed as ranges of days, varying based on specified activity drivers.

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 Consultants 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.

Consultants who are based in Germany and do not charge German VAT must confirm their small entrepreneur status.

The link to the VAT Form for Tenders/Vendor Form is available below.

Logistics and specifications

The consultant or team are expected to work within the European Union and comply with relevant data protection legislation. Timelines for each assignment need to be agreed upon at the beginning of each specific assignment.

Submission of applications

Applications must be sent by email to project-fin-expert@transparency.org by **30 June 2024**. Please indicate "Project-Finance Expert" in the subject line of your email application. Applications should contain these documents in English:

- 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 full description of the applicant's profile and experience.
- Contact details for at least two independent referees with in-depth and proven knowledge of the applicant's expertise and relevant work experience.
- A fee proposal, indicating rates and ranges of timeline to completion for every set of deliverables specified above.
- 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 into 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 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.