

General Information

Title of Consultancy:	Renewed Theory of Change, TI Asia Pacific Programme Design
Application Closing Date:	31 May
Consultancy Start and End Date:	1 June – 31 October
Location of Consultancy:	Remote, with travel to Bangkok in mid-June

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 TI Secretariat (TI-S), together with 13 TI chapters in the region, is currently implementing TI Indo Pacific STRONGG, a regional programme aiming to contribute to reduced corruption in the Indo-Pacific region by empowering a strong and independent civil society voice and network that can mobilise action in support of increased accountability of public and private institutions nationally and regionally.

The TI Indo-Pacific STRONGG Programme currently runs until December 2023. On the basis of a positive external mid-term review of the programme finalised in 2023, and early discussions with the programme funders, the Asia Pacific Team at TI-S is now developing the next phase of its work in the Asia Pacific region to begin (subject to funding) in January 2024.

Objectives

This scope of work will support the process of preparing for the next phase of the programme and to seek continued funding support. The Asia Pacific team at TI S is seeking a consultant to help facilitate the design of the next phase of the programme from 2024 - 2027.

The design of the new programme should consider the findings of the 2023 mid-term review and recent stakeholder feedback, the current context of TI, TI's global and regional priorities, as well as current opportunities in the region, and update the theory of change and related results framework behind the programme. The objective is to ensure that the new programme is as relevant, effective, and impactful as possible, thereby increasing the probability that it continues to receive support from stakeholders, including relevant donors.

To do this, the consultant will work with the TI-S Asia Pacific team to facilitate a number of stakeholder consultations and advise on the design of the new programme through:

1. Initial consultation with TI-S teams involved in the TI IPP STRONGG to develop an understanding of the programme and the current plans for the way forward.
2. Development and co-facilitation of a series of programme design meetings with different stakeholders. This should include the preparation of pre-meeting consultations and documentation with both the Asia Pacific and other teams at TI-S and TI National Chapters, and co-facilitation plans for a three-day programme design workshop with the TI-S Asia Pacific Team, planned for 20-23 June in Bangkok, Thailand.
3. Development and co-facilitation of an engagement process with external stakeholders in the Asia Pacific region, to validate/test the proposed programme approach. This could build upon stakeholder engagement undertaken during the mid-term review process.

At the end of the process, the consultant/team of consultants are expected to produce an updated description and illustration of the programme's updated theory of change, results framework, and related documents such as the gender action plan.

Methodology

The consultant/team of consultants is ultimately responsible for the overall methodological approach and design of the theory of change process and is expected to propose methods that they consider most appropriate to achieve the aims. However, the consultant/team of consultants should use a participatory and gender-responsive approach, engaging relevant staff at TI-S and implementing partners, beneficiaries and external stakeholders through structured methods.

The consultant's approach should be guided by the Transparency International Impact Monitoring Approach (<https://www.transparency.org/en/the-organisation/impact-monitoring>) .

The consultant/team of consultants 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.

Expected Deliverables and Timeline

Tentative Dates	Deliverable/ Milestone
5 June	Consultancy Begins
10 June	Draft Inception Report/ Facilitation Plan (Pre-meeting consultations and workshop) delivered
10-15 June	Pre-meeting stakeholder consultations; pre-workshop documents sent to chapters ahead of the meeting
20-23 June	Programme Design Workshop Bangkok, Thailand
1 July	Initial short report on key highlights from the facilitator's point of view and suggestions to consider for the programme design, including recommended adjustments to the Theory of Change, results framework and related documents such as the gender action plan
1 July	Overall approach for external stakeholder engagement developed to incorporate external input/validation of the proposed approach going forward, both in Asia and the Pacific, with a particular focus on how to engage Pacific stakeholders beyond Melanesia, where TI currently has a presence
5-15 July	Prepare, facilitate, and analyse this external stakeholder engagement with the TI-S Asia Pacific Team
20 July	Final Theory of Change and elaboration of aligned High-Level Results
August - October	Advice/ Input on incorporating feedback received from donors

All submissions are required in English, in electronic form, in accordance with the deadlines agreed. The Consultant is responsible for editing and quality control of language. TI-S retains the sole rights with respect to all distribution, dissemination and publication of the deliverables.

Selection Criteria

- Demonstrated experience and expertise in programme planning/strategic planning, and facilitation of diverse groups;
- Demonstrated experience and expertise in programme design; design of advocacy programmes around transparency, accountability and good governance;
- Demonstrated experience in planning, monitoring, evaluation and learning, and particularly, on programme results frameworks and theories of change;
- Experience working with the Asia Pacific region and the Pacific region in particular;
- Experience working with civil society, particularly advocacy-oriented NGOs;
- Relevant experience and understanding of gender and inclusion mainstreaming an advantage;
- Strong verbal and writing skills in English.
- Highly motivated and committed to the values of transparency and integrity.
- Availability in June/ July 2023.

The following qualifications would be an advantage:

- Experience working in multicultural environments, with a profound belief in the value of diversity
- Familiarity with the activities of TI.

Remuneration and Cost

The breakdown of days noted above is an estimate and open for discussion.

The Consultant should provide a detailed breakdown, before any VAT or other charges, of all their estimated costs, including but not limited to: total fee as a lump sum or standard daily or hourly rates, (if applicable) international travel, local transport, accommodation, work materials.

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. In order 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.

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

Expressions of Interest

Expressions of Interest should be submitted to <FacilitationAPPD@transparency.org>, in English and by close of business on 31 May 2023, with “AP Programme Design Facilitation” in the subject line.

Please include:

- Letter describing your motivation and relevant previous experience for the assignment;
- Curriculum vitae;
- A brief outline of the approach, process and any frameworks you would use to undertake the task;
- A cost estimate of the above-mentioned services and outputs;
- Completed vendor form and VAT questions;
- Nominate any period where you would be available between 10:00am-2:00pm (Berlin time) on 1 or 2 June for a short conversation should we need to follow-up.

Please note that only shortlisted applicants will be contacted.

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.