

GENERAL INFORMATION

Title of Consultancy: Review and finalisation of a toolkit on mainstreaming gender and inclusion in Transparency International's Advocacy and Legal Advice Centres (ALAC) operations

Application Closing Date: 30 August 2024

Consultancy Start and End Date: September – November 2024

Location of Consultancy: Remote

BACKGROUND

For over 20 years, Transparency International's Advocacy and Legal Advice Centres (ALACs) have been encouraging individuals, communities and organisations to report corruption they have witnessed or experienced and assisting them to seek redress and justice. The advice provided by ALACs is free, confidential and open to all. It enables people to know their rights, empowers them to speak up and assert their rights, and also helps address issues of impunity through case resolution and related advocacy.

There are nearly 90 ALACs in over 60 countries which, since 2003, have been contacted by over 350,000 people and worked on more than 85,000 corruption-related cases. The diversity of cases and people who use the centres – from the most vulnerable and marginalized to entrepreneurs and well-positioned whistleblowers – demonstrates the pervasive nature of corruption, and that people will get involved in the fight against corruption when they are provided with a safe, robust mechanism to do so. TI (Transparency International) is committed to being inclusive and intersectional in everything that we do and ensuring that our work and actions address differences of gender, sexual orientation, race, ethnicity, religion, economic status, etc. This is especially relevant for our ALAC operations. Through ALACs, TI seeks to ensure that citizens, in particular marginalised individuals and groups, have an increased capacity to safely report, seek redress, and mobilise against corruption. There are many examples of TI Chapters applying an inclusive approach in their ALAC activities by seeking to include women, girls and groups at risk of discrimination on the basis of their gender, sexual orientation, race, ethnicity, religion, and economic status. However, looking at trends in reporting to ALACs, the majority of complaints come from males and an even higher proportion of complaints that are resolved are from male complainants.

As part of the Inclusive Service Delivery in Africa (ISDA) project, TI Secretariat (TI-S) is developing a toolkit to support TI National Chapters to mainstream Gender, Equality and Social Inclusion (GESI) in ALACs and support chapters in integrating GESI as a key pillar of their ALAC operations, casework and client support. The toolkit includes targeted guidance on gender-sensitive ALAC approaches and casework, such as gender-sensitive corruption reporting mechanisms and tips for working with marginalised clients (including on sexual corruption casework); and simple assessment tools to support TI Chapters to mainstream gender and inclusion across their ALAC activities.

A draft version of the toolkit has been developed; however, it requires an in-depth review and expert advice for strengthening the GESI dimension of the toolkit and converting the draft into a user-friendly document that is suitable for TI National Chapters.

OBJECTIVE

The purpose of this consultancy is to review, edit and finalise an engaging, effective and relevant toolkit for mainstreaming GESI in ALAC operations. In close collaboration with TI-S's

gender team (in particular the ISDA Gender and Inclusion Coordinator), the consultant will thoroughly review the existing draft of the toolkit, provide detailed feedback, identify areas for improvement, and suggest enhancements to ensure the toolkit effectively promotes the implementation of GESI within chapters' ALACs. The consultant will also thoroughly edit the draft toolkit to ensure editorial clarity, logical flow, accuracy, and alignment with best practices related to gender equality and social inclusion.

DELIVERABLES AND TIMELINE

The main deliverable is the finalised toolkit, covering the full cycle of ALAC operations. The final version of the toolkit should be submitted by 29th November 2024, and a draft should be sent for feedback by 30th October 2024.

- Upon commencement: onboarding call with TI-S
- By 20th September 2024: an in-depth review of the draft toolkit, identification of areas for improvement and submission of a proposal/inception report to strengthen the GESI component of the toolkit, structure and present the toolkit effectively;
- By 27th September 2024, agreement with the TI-S staff on an outline for the toolkit and presentation of the tools;
- By 30th October 2024: editing and drafting of the toolkit, in close collaboration with TI-S counterparts
- 29th November 2024: finalisation of toolkit based on TI-S feedback

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:

- University degree in a relevant academic field (political science, social sciences, economics, law or similar)
- Substantive knowledge of gender and social inclusion, expertise in anti-corruption an advantage
- Excellent research and analysis skills
- Excellent writing/editorial skills
- Experience of working with clients in civil society, particularly advocacy-oriented NGOs
- Fluency in English (written and spoken)

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. Consultants 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:

- Proposal with quotes
- Motivation letter and Curriculum Vitae

- One sample of relevant previous work (confidentiality guaranteed)

Please indicate “Toolkit for mainstreaming GESI in ALAC” in the subject line of your email application. Applications should be sent in English to inclusiveservicedeliverytender@transparency.org by the close of business on 30th August 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 equality of opportunity is guaranteed. We actively seek a diverse applicant pool and therefore welcome applications from qualified candidates of all regions, countries, cultures, and backgrounds.

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.