

GENERAL INFORMATION

Title of Consultancy: Support in publishing corruption cases in the Western Balkans and Turkey

Application Closing Date: 25 September 2023

Consultancy Start and End Date: September 2023 – December 2024

Location of Consultancy: remote/home-based

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 Citizen Engagement for Public Integrity (CEPI)¹ project is a European Union (DG NEAR) funded project over three years, from January 2022 to December 2024. It aims at strengthening the rule of law by addressing public integrity deficiencies in Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia, Serbia and Turkey, through increased evidence-based anti-corruption policy making and implementation and enhanced civic engagement for public integrity, transparency and accountability.

Transparency International Secretariat (TI-S) in Berlin is seeking to establish a roster of consultants to provide services in **coordinating the workflow**, as well as in conducting **research, writing, editing and/or fact-checking**. These services will support TI-S, TI national chapters and partner organisations in delivering corruption cases with social impact/harm, that will be published in an online database as part of the CEPI project in the Western Balkans and Turkey.

OBJECTIVES

This roster of consultants supports Transparency International's activities in preparing for the publication of at least 180 corruption cases with social impact in the CEPI online searchable database. The database is developed collaboratively between the TI Secretariat and TI chapters/partners from the region. The database material consists of descriptions of corruption cases identified and prepared by TI chapters/partners, all structured according to an established template. The template not only includes narratives of corruption cases but also contains crucial metadata, such as relevant case dates, the affected sector, current legal status, phases of criminal procedures, types of corruption offences, discovery methods, social consequences, individuals involved, supplementary information, and other relevant details.

¹ www.transparency.org/en/projects/western-balkans-turkey

* This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

The roster of consultants is expected to contribute and deliver one or more of the following tasks. Please specify in your application which tasks you are interested in:

- **Coordinating the workflow:** Ensuring a smooth and efficient workflow, facilitating communication and approval processes in the delivery of the assignments among all involved stakeholders (TI Secretariat, TI chapters/partners, other consultants, researchers, editors, fact-checkers).
- **Research, writing and editing:** Enhancing the quality and content of already identified corruption cases with social impact/harm. This involves researching the cases and providing additional information, writing, editing and improving the narrative of corruption cases, preferably using storytelling techniques, and ensuring that texts are of high quality, clear, concise, engaging and ready for publication in accordance with the provided guidelines.
- **Fact-checking:** Conducting rigorous independent quality control to verify the accuracy and reliability of evidence, statements and facts in the material for publication. This process will adhere to the high standards expected of investigative journalists when reporting on criminal activities. All evidence should be cross-referenced and verified with supporting sources. If necessary, additional sources strengthening the evidence should be identified. Fact-checking will be conducted primarily in English, but verification of sources may extend to the local languages of Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia and Turkey.

Database Description:

- The database of corruption cases with social impact encompasses data sourced from the Western Balkans and Turkey.
- The database may include any relevant case that leads to substantial social harm and has potential utility in pursuing the advocacy goals of the CEPI project. These may include cases involving high-level politicians, intricate schemes, substantial gain and social harm. Furthermore, it may comprise cases that highlight shortcomings within the judicial system or other situations indicative of state capture, where private interests influence public decision-making.
- The database is collaboratively developed by the TI Secretariat and TI chapters/partners, featuring material consisting of descriptions of corruption cases prepared by non-native English speakers.
- Each mentioned piece of evidence and its corresponding sources will undergo thorough verification, accompanied by documentation of sources and hyperlinked in the material where applicable.
- The information published in the database will contain publicly available information and relevant privacy and data protection regulations should be taken into account
- All content will be presented in English and may additionally be available in the respective local languages as needed.
- Each corruption case narrative should be short yet informative, aiming for a length of approximately 300 to 1000 words.

Database Objectives:

- **Accessibility:** The primary goal is to make information regarding corruption cases with social impact easily accessible to the general public.
- **Citizen Engagement:** The database seeks to engage citizens and specific groups (media, civil society organisations, academics, lawyers, officials, etc.) in advocacy and

outreach activities and to spark their interest in how corruption affects politics, economy and society, and how the judiciary in their countries deals with corruption cases, with the ultimate purpose of fostering the bottom-up citizen engagement and demand for anti-corruption measures and political integrity.

- **Contextual Understanding:** The database strives to provide the context and bigger picture of the corruption cases by highlighting the involvement of high-level politicians or complex schemes, identifying signs of state capture and shortcomings in the judiciary, and emphasising the social impact of corruption. Thus, the database serves as a platform for advocacy activities and encourages active engagement in addressing corruption.

EXPECTED DELIVERABLES AND TIMELINE

The expected final deliverables from this roster of consultancies are at least 180 cases of corruption with social impact/harm, ready for publication in the database. These cases should be well-researched, engagingly written and/or edited, with robust and referenced evidence and thoroughly fact-checked. For this purpose, we are soliciting the services of consultants to undertake the following tasks elaborated above: coordinating the workflow; conducting research, writing and editing; and/or fact-checking corruption cases with social impact for publication in the CEPI database.

The consultants in this roster may be engaged for one or more of these tasks throughout the CEPI project's remaining duration until December 2024. Precise deliverables and associated deadlines for each assignment under this consultancy will be determined in writing before the commencement of each assignment. TI-S may distribute assignments among several selected consultants from the roster encompassing all or specific tasks, including coordination, research, writing, editing, and/or fact-checking.

The estimated level of effort may vary among selected consultants and could typically span between 5 to 20 working days. Please note that this is a general estimate, and the actual duration may vary depending on factors such as the agreed scope of work and the level of required collaboration.

Guidance and quality assurance:

All deliverables should be submitted in English, in electronic form, in accordance with the deadlines agreed in writing with TI-S. 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:

Core competencies

- People skills: excellent interpersonal skills and demonstrable success in relationship building and stakeholder management.

- Work style: is well planned and organised even within a fluid working environment and has a capacity for initiative with competent analytical and problem-solving skills. Maintains a strong level and flow of communication with reporting stakeholders.
- Language: excellent command of English (written and spoken). Any of the languages spoken in the Western Balkans and Turkey are a clear advantage.

Technical competencies

- University degree in political or social sciences, journalism, law, economics, public administration, or another related field is required;
- At least 5+ years of professional experience in areas such as research, fact-checking, project management, journalism, legal affairs, or similar is essential;
- Previous experience working in academia, media, international non-profit organisations, or other similar organisations is highly desirable; experience with civil society organisations in the Western Balkans and Turkey region is an asset;
- Demonstrable excellent written and analytical skills; including a track record of published work. Familiarity with storytelling is an added value.
- A solid understanding and interest in regional anti-corruption efforts, political integrity, rule of law, good governance, democratisation and related topics; Familiarity with advocacy and citizen engagement practices is an advantage.
- Proven experience in effective task management and coordination of multistakeholder projects;
- Ability to operate under strict time constraints while upholding high production and technical standards to maintain a high level of professionalism.
- Strong communication, teamwork and intercultural competencies, along with diplomacy and political sensitivity, particularly in remote communication settings.

REMUNERATION AND COSTS

Consultants are required to clearly state their standard daily rate in Euros for the particular task area(s) they are applying for, along with their relevant experience for each, to enable a consistent and competitive value-for-money assessment of proposed services across all applicants.

For candidates based in the EU, EEA, UK, and Switzerland

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. EU reverse charge applies. Service providers should issue invoices with zero VAT.

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

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

HOW TO APPLY

Applications should be sent in English to cepi-database@transparency.org by close of business on **25 September 2023**. Please indicate “CEPI corruption cases consultancy” in the subject line of your email application.

The application should include the following documents in English, preferably compiled into a single PDF file:

- A Motivation Letter: In the motivation letter, clearly highlight qualifications for the assignment and explain suitability for the consultancy. Explicitly specify which services you are prepared to undertake (coordination; research, writing, editing; and/or fact-checking). Provide a cost estimate for the above-mentioned services and deliverables, using standard daily or hourly rates in euros; We welcome samples of your published work, such as research, articles, or blogs.
- Curriculum Vitae: Include CV(s) of key personnel who will be involved in carrying out the assignment.
- VAT Form (for EU applicants only): If you are an EU applicant, please submit a completed VAT for Tenders/Vendor Form.

Please note that only shortlisted applicants will be contacted.

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.

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 based on 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 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