

STANDARD TEMPLATE FOR TENDERS

Title of Consultancy: Advocacy & Political Integrity Expert

Application Closing Date: 24 August 2022, 11:59 PM CEST

Consultancy Start and End Date: 29 August 2022 – 15 November 2022 (minimum of 7 days in total)

Location of Consultancy: home-based, one trip to Warsaw

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.

Since 2019, TI has held a Political Integrity Bootcamp with national chapters from across the TI Movement in the Europe and Central Asian region. The objective of the Political Integrity Bootcamps is to support strengthening capacities in using hand-on prevention tools to prevent political corruption and advocate for democratic reform in OSCE countries.

The 2022 Bootcamp 'Lobbying Transparency: Protecting Democratic Politics Against New Forms of Undue Influence' will focus on effective advocacy for transparent regulations on lobbying and undue influence in decision making. The Bootcamp will focus on three key areas:

- (i) An overview of new challenges of undue influence and the enforcement of lobbying regulations
- (ii) Exchange with oversight and regulatory agencies on best practices and lessons learnt
- (iii) Support national chapters in developing and discussing messaging to effectively call on governments to introduce transparent and effective regulations on lobbying

The Transparency International Secretariat (TI-S) in Berlin is seeking an advocacy specialist with a background in political integrity, to design and facilitate a one-day in-person (Warsaw) workshop with national chapters from the TI Movement. The workshop should focus on practical planning for advocating and designing key messaging for transparent lobbying regulations to combat undue influence at the national and regional level.

Based on the needs of the participants, the session should be interactive, and the candidate should bring innovative ideas to ensure the session is engaging and relevant to the participants who are experienced advocates, including facilitating the group to work collaboratively. The workshop should include preparatory guidance to participants and focus on a participatory discussion on analysing channels of influence, challenges, and key messaging.

OBJECTIVES

- Design and facilitate a 1-day workshop to lead and support TI national chapters transfer lobbying regulations into their national advocacy
- Facilitate 0.5-day session exchanging on lobbying regulations and regional threats with country experts, oversight agencies and national chapters (prior to the 1-day workshop).
- Participants begin designing recommendations and key messaging to update and better enforce lobbying regulations against new risks of undue influence in their own country context.

EXPECTED DELIVERABLES AND TIMELINE

The expected deliverables under this short-term consultancy include:

- A methodology for one day (day 2) workshop not exceeding 10 pages (13 September 2022)
- Input & facilitation preparation for 0.5 (day 1) session preparations (ongoing)

- Full agenda and workshop materials (30th September 2022)
- Short final report not exceeding 5 pages (11th November 2022, summarising key takeaways and next steps)

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.

The estimated timeframe for the completion of these deliverables is 6 days, between 29 August and 15 November 2022, and comprise the following tentative timeline of activities.

	Role of Consultant	Timeline
Contract Signature	Sign	28 August 2022
Initial kick-off meeting	Prepare and participate	29 August 2022
Development of the workshop methodology for one day (day 2)	Prepare and deliver	30-13 September 2022
Input and facilitation preparation for sessions (day 1)	Prepare and facilitate	30 September 2022
Full agenda and workshop materials	Draft a full agenda and submit workshop materials	30 September 2022
Bootcamp session in Warsaw	Facilitate an in-person session workshop in Warsaw	3-4 November 2022
Final report	Draft a final report, summarizing key takeaways	11 November 2022

** Please note the timeline is indicative, with the concrete dates to be confirmed after the Initial kick-off meeting.*

Availability on the dates of the 3rd and 4th November 2022 to facilitate the workshop in Warsaw **is required**. The organisers will cover travel and accommodation expenses.

SELECTION CRITERIA

The Consultant should have the following qualifications:

- A higher-level degree in political sciences / social sciences or equivalent experience
- Proven experience and expertise in designing and facilitating workshops on advocacy, particularly with participants from civil society organisations
- Over 8 years of relevant experience in advocacy, with a good knowledge of lobbying transparency, political integrity, or other equivalent experience
- Strong presentation and communications capacities with high attention to detail
- Working experience in the Europe & Central Asian region, with a good knowledge of the regional contexts
- Innovative, open-minded, culturally sensitive personality
- Fluent oral and written English communication skills

REMUNERATION AND COSTS

The Consultants should provide their estimated total fee as a lump sum or as standard daily rate.

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.

HOW TO APPLY

The application should include the following documents in English:

- Business proposal with quotes
- Motivation letter and Curriculum Vitae
- One sample of relevant previous work (confidentiality guaranteed).

Applications should be sent in English to advocacyexpert@transparency.org by the 24 August 2022, 11:59 PM CEST. Please indicate "Political Integrity & Advocacy Trainer" in the subject line of your email application.

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 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 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.