

## **GENERAL INFORMATION**

**Title of Consultancy:** Legal Services as a Notary  
**Application Closing Date:** 31 January 2022  
**Consultancy Start and End Date:** Two years with possibility of extension(s)  
**Location of Consultancy:** Berlin, Germany

## **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.

Transparency International Secretariat (hereinafter: TI-S) in Berlin is seeking a Notary to support TI-S for notarial purposes, including eventually representation before German Courts as well as Federal and State Agencies.

## **OBJECTIVES**

The consultant will be provided with the power to advise and represent TI-S in legal matters within the Federal Republic of Germany and will be engaged based on need on tasks including:

- Provision of advice concerning any point of law relevant to the rights, obligations and functioning of the registered association;
- Communication with German Courts such as register court, as well as Federal and State agencies;
- Notarisation of amendments to the statutes of the association;
- Notarisation of chair and vice-chair elections, changes to the Board and the Chief Executive Officer.

Specific terms of the engagement will be agreed in writing on a case-by-case basis.

## **EXPECTED DELIVERABLES AND TIMELINE**

Deliverables vary based on the type of engagement. It is expected that any deliverables to be filed with German authorities comply in format and timeline with International, Federal, State and other laws. Formal documents must be written in English and German. 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**

The Consultant should have the following qualifications:

- Notary appointed in Germany
- Over five years of relevant experience
- Fluent oral and written English communication skills.

## **REMUNERATION AND COSTS**

The Consultants should provide the estimated hourly fee inclusive of VAT for every staff who may be involved in the consultancy, by level of seniority.

In case some services are offered as standard package the consultants should provide fixed prices per package.

## **CONTACT INFORMATION**

The application should include the following documents in English:

- Business proposal with quotes
- Curriculum Vitae of the engagement team (incl. partner and associate(s))

Please indicate “Legal Services Notary” in the subject line of your email application. Applications should be sent in English to [legalaffairs@transparency.org](mailto:legalaffairs@transparency.org) by close of business of 31 JAN 2022.

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](mailto:dataprotection@transparency.org)*