GENERAL INFORMATION

Title of Consultancy: Research consultancy to inform and support the development of a resource guide on public participation in budget processes.

Application Closing Date: 31 July 2022
Consultancy Start and End Date: 15 August 2022 – 15 October 2022
Level of Effort: 15 days (estimated)
Location of Consultancy: Remote

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 Transparency International Secretariat (TI-S) in Berlin is seeking a consultant to provide research support to develop a resource guide on public participation in budget-related decision-making processes under the Strengthening Accountability Networks among Civil Society (SANCUS) project.¹

The SANCUS project helps ordinary citizens in 21 countries² to call for greater accountability from governments and the institutions responsible for overseeing them. In addition to context-specific activities and national work plans, the project also implements cross-cutting activities at the global level. The latter includes the development of knowledge products and assessment tools that will support TI’s national chapters and civil society to advance both vertical and horizontal accountability.

Under the vertical accountability pillar of SANCUS, TI is developing a suite of research products in support of strengthening public participation in budget processes. The first of these products is a primer that explores the concept of participatory budgeting, discusses key enablers of public participation, and identifies ways in which such participation is currently assessed. Based on this evidence, SANCUS is currently developing a multi-dimensional assessment tool to assess a) the depth and quality of public participation in budget processes at a public institution and b) the broader institutional and political context to facilitate such participation.

This assessment tool is being developed and piloted in collaboration with a working group of TI chapters in a sub-set of SANCUS countries. It is anticipated that this pilot exercise will elicit a representative range of comparable results around the state of public participation in budget processes at different public institutions at the national or local level. Concurrently, TI aims to develop a comprehensive resource guide to highlight best-practices and promote and support civil society efforts to strengthen public participation in budget processes. This resource guide may complement and also be further informed by the findings of the pilot assessment exercise.

¹ Please see here for more information on the SANCUS project.
² The SANCUS project countries are Armenia, Bosnia and Herzegovina, Brazil, Cameroon, Chile, Colombia, The Gambia, Guatemala, Honduras, Indonesia, Jordan, Kenya, Lebanon, Maldives, Morocco, Nigeria, Palestine, Rwanda, Sri Lanka, Zambia, and Zimbabwe. In addition, TI chapters in Cambodia, Jamaica, and Panama will receive mid-size grants under the SANCUS project, with a further 3 - 5 chapters (yet to be determined) receiving similar mid-size grants to implement the assessment tool on public participation in budget processes.
OBJECTIVE

The objective of this short-term consultancy is to provide research support to inform and develop the resource guide on public participation in budget processes. It is anticipated that such support will help to identify best-practices around public participation in budget processes, including in SANCUS partner countries, and build evidence to support TI recommendations on the topic.

EXPECTED DELIVERABLES AND TIMELINE

The expected deliverables under this short-term consultancy include:

- Deliverable 1: A literature review on public participation in budget processes, with the scope and coverage of the literature review discussed and agreed with the TI SANCUS global team at the start of the consultancy.¹
- Deliverable 2: A compendium of case-studies on public participation in budget processes, highlighting best-practices at national and/or local levels, with particular focus on SANCUS countries.
- Deliverable 3: An overview of key recommendations on strengthening public participation in budget processes. These recommendations should be based on evidence included in literature and, as far as possible, draw on the case-studies and experiences highlighted in the compendium.
- Deliverable 4: A presentation summarising the key findings, case-studies, and recommendations identified through the short-term consultancy, delivered to the TI SANCUS global team at the conclusion of the consultancy period.

The estimated timeframe for the completion of these deliverables is 15 days, between 15 August 2022 and 15 October 2022, and comprise the following tentative timeline of activities:

<table>
<thead>
<tr>
<th>Milestone / Activity</th>
<th>Estimated Level of Effort (Days)</th>
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<tbody>
<tr>
<td>1 Discussion on the expectations of the consultancy with TI-S; including research plans, the scope and coverage of the literature review and other deliverables, and dates of submission.</td>
<td>0.5</td>
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<tr>
<td>2 Submission of review summarising literature on public participation in budget processes (First Draft)</td>
<td>3</td>
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<tr>
<td>3 Submission of Deliverable 1 (Literature review on public participation in budget processes)</td>
<td>2</td>
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<tr>
<td>4 Submission of compendium of case-studies on public participation in budget processes (First Draft)</td>
<td>3</td>
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<tr>
<td>5 Submission of Deliverable 2 (Compendium of case-studies on public participation in budget processes)</td>
<td>2</td>
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<tr>
<td>6 Submission of the overview of key recommendations on strengthening public participation in budget processes (First Draft)</td>
<td>2</td>
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<tr>
<td>7 Submission of Deliverable 3 (Overview of key recommendations on strengthening public participation in budget processes)</td>
<td>1</td>
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<tr>
<td>8 Preparation of presentation of summarising the key findings, case-studies, and recommendations identified through the consultancy period.</td>
<td>1</td>
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<tr>
<td>9 Submission of Deliverable 4 (Presentation and summary of key findings and learning from the short-term consultancy) &amp; conclusion of consultancy.</td>
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¹ It is expected that the scope of this review, and subsequent deliverables, will be consistently and clearly aligned with the scope and coverage of the TI SANCUS Assessment Tool on Public Participation in Budgeting.
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.

OTHER INFORMATION (Data Collection Methodology)

The consultant will collect information and data for this consultancy assignment through desk-research and, where necessary, key stakeholder interviews. Primary and secondary sources informing this assignment may include academic and grey literature, as well as resources and material produced by entities and authorities linked to this area of work, such as Transparency International and the International Budget Partnership. TI's primer on public on participation in budget processes may contain useful pointers and be an appropriate starting-point in this regard. As far as may be necessary, the consultant is encouraged to arrange interviews with key experts and stakeholders on the topic. In accordance with TI policy, all research should clearly indicate and acknowledge all sources, with the reader being able to trace the source of information through footnotes and a bibliography.

The consultant will work in close cooperation with the SANCUS project team at the TI-Secretariat (TI-S). The TI-S focal point for this consultancy assignment will be Anoukh de Soysa, Thematic Specialist (Vertical Accountability) on the SANCUS project.

SELECTION CRITERIA

The Consultant should have the following qualifications:

- A higher-level degree in a relevant academic field (law, economics, public policy, political science, sociology, or other related fields)
- Substantive research and/or practical experience in the area(s) of social accountability, open government, or public participation in decision-making processes. Specific familiarity with budgeting and public financial management processes would be an added advantage.
- Demonstrable research and reporting skills; including reviewing and drafting case-studies and/or reports on themes and topics related to the assignment.
- Fluency in written and spoken English.
- Attention to detail.
- Value for money.

REMUNERATION AND COSTS

The consultant 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.

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

Transparency International e.V. (Secretariat), (TI-S) is registered 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 PDF-documents in English:

- A note outlining (i) an indicative list of literature relating to the assignment, and (ii) a summary of one innovative case-study of a participatory mechanism / practice, along with clear recommendations on how the chosen practice can be strengthened;
- An up-to-date CV, including the contact information of two professional referees;
- A cover letter, outlining pedagogical and technical qualifications for this assignment;
- A writing sample; and,
- An indicative cost / time estimate broken down by daily rate, aligned with deliverables and timeline outlined above.

Please indicate “Research Consultancy on the Resource Guide on Public Participation” in the subject line of your email application. Applications should be sent in English by email to sancusconsultancy@transparency.org by 18.00 CET on 31 July 2022.

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