

## GENERAL INFORMATION

**Title of Consultancy:** Video production consultancy for the Global Anti-Corruption Consortium programme

**Application Closing Date:** 27 May 2024

**Location of Consultancy:** Travel to Vilnius, Lithuania required.

## 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 for the production and editing of a video for the [Global Anti-Corruption Consortium \(GACC\) programme](#). GACC is a ground-breaking partnership that brings together investigative reporting from the Organized Crime and Corruption Reporting Project (OCCRP) and advocacy driven by TI.

To contribute to our campaign and advocacy efforts, we require a short talking heads video featuring experts from the GACC programme, and partners, to feature on our webpages and social media.

The video will be shot during the International Anti-Corruption Conference (IACC) held in Vilnius, Lithuania from 18-21 June 2024, as several experts involved with the GACC programme from around the world will be in attendance.

## OBJECTIVES

- Create an engaging video that showcases a dynamic group of people dedicated to exposing corruption.
  - Motivate journalists, civil society organisations and the public to join the fight against corruption.
  - Provide insight into how the GACC programme works and what has been achieved so far.
- Edit footage with a fresh, clear and modern style that is in line with provided visual and brand guidelines. Other footage to include in the video may be supplied.

## EXPECTED DELIVERABLES

- Pre-production planning in coordination with the TI Communications Team, such as storyboarding, prior to arrival in Vilnius. The consultant will be supplied a brief to work from, including interview prompts, on confirmation of successful selection.
- Shooting at the IACC from 18-21 June 2024 in Vilnius, Lithuania. The shooting days may be condensed, depending on the schedules of the interviewees.
- Post-production editing of a 2–3-minute video.
- Post-production of 1-2 shorter videos to be used on social media.

Pre- and post-production can be carried out from any location.

## SELECTION CRITERIA

The Consultant should have the following qualifications:

- Proven professional experience in video production
- If an agency proven experience producing videos for social impact
- If an individual, a degree in visual communication, video production or equivalent work experience (at least 5 years)
- Experience working on online campaigns, with special interest in social media and video trends
- Experience editing for news, documentaries or agencies. (Experience in editing video for social media is a plus)
- Excellent oral and written communication skills in English
- Experience of working within strict deadlines, with the ability to react quickly to short project turnaround times
- Dynamic self-starter; highly motivated, and with a thorough eye for detail
- Structured, reliable, highly articulated and able to work with minimum supervision

## 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**.

If not based in Vilnius, the Consultant should include an estimate for travel and accommodation.

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

## APPLICATION INFORMATION

The application should include the following documents in English:

- Business proposal with quotes
- Link to their most up-to-date reel or links to relevant projects

Please indicate "Freelance Video Production" in the subject line of your email application. Applications should be sent in English by email to [tender-gaccvideo@transparency.org](mailto:tender-gaccvideo@transparency.org) by 27 May 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 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 on the basis of 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](mailto: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.