REQUEST FOR PROPOSALS: EVALUATION OF TRANSPARENCY INTERNATIONAL'S ANTI-CORRUPTION HELPDESK

GENERAL INFORMATION

Application Closing Date –September 30, 2013
Job Start Date - As soon as possible
Duration - 4 weeks
Location - Berlin / remote

1. BACKGROUND

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 90 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 (TI) is inviting expressions of interest from highly motivated consultants to carry out an evaluation of TI's Anti-Corruption Helpdesk Project.

Transparency International (TI)'s Anti-corruption Solutions and Knowledge (ASK) programme is a strategic knowledge exchange and learning initiative aimed at facilitating the creation, adaptation and dissemination of leading anti-corruption knowledge, experience and expertise across the global anti-corruption community. As a key component of the ASK programme, the Anti-Corruption Helpdesk meets the professional knowledge and research needs of key stakeholders on a demand-driven basis. Drawing on TI's *unique expertise in conducting and synthesising research,* this service provides timely and tailor-made answers to corruption-related queries from selected stakeholders within a guaranteed timeframe:

- Since 2003, TI-S has operated the U4 Helpdesk, servicing the knowledge needs of eight bilateral development agencies;
- *Drawing from this experience,* TI has extended its Helpdesk services to its own practitioner network in 2011, *as a way to respond to emerging knowledge need while mobilising the expertise available across its global network of anti-corruption practitioners;*
- *Since* 2012, the service has been scaled up to service the needs of EU development practitioners.

In 2013, the Helpdesk has received close to 142 questions from bilateral and multilateral development practitioners and TI's national chapters (as of 10 September 2013).

The current phase of the project, which is co-funded by the European Commission, Transparency International and the U4, is coming to an end in December 2013.

2. OBJECTIVES

The evaluation is expected to focus on the impact and relevance of the project for the various intended target groups. Specific recommendations and analysis will be made for each of the target audiences (U4, EU practitioners, TI movement), with a special emphasis on EU development practitioners. To the extent possible, a particular focus should be put on tracking the impact of the service's research outputs on corruption and anti-corruption by investigating the use and outcome of Helpdesk answers by the various target audiences. As demand for Helpdesk services is growing at rapid pace across the targeted audiences, the evaluation will also review the current organisational set-up, its efficiency and potential to be scaled up and provide recommendations for optimising the use of Helpdesk resources accordingly.

The main evaluation questions are:

1. To what extent has the project delivered the outputs it set out to produce, particularly in terms of 1) addressing practitioners' research needs in a timely manner; 2) facilitating access to relevant expertise in the anti-corruption movement; and 3) providing a platform for information sharing/dissemination? What factors have (positively or negatively) contributed to this?

2. To what extent has the project achieved the specific and overall objectives it set out to achieve? Specifically, how effectively has the service contributed to strengthen awareness and understanding of anti-corruption issues among the targeted audiences, their capacity to address corruption risks as well as inform their AC and advocacy efforts at country level?

3. To what extent were the initial objectives of the project realistic and appropriate? Were resources allocated to the project sufficient and adequate to meet the project's goals and objectives? To what extent is the project deemed relevant by the intended target group?

4. Are there specific recommendations that can be made in terms of the current organisational set-up for optimising the use of Helpdesk resources and making some efficiency gains in order to meet the current demand and extend the service to target new audiences in a scalable and sustainable manner?

3. KEY COMPONENTS & EXPECTED DELIVERABLES

The expected deliverables are set out below:

It is expected that the consultant will carry out the following tasks over a period of 3-4 weeks:

- Desk review of project documents, monitoring reports, google analytics, etc
- Interviews with key stakeholders (telephone and/or face to face): (15-20 interviews)
- Online survey of service users
- Data analysis
- Draft findings and recommendations to be delivered and discussed with Management Group by 25 October 2013.
- Final report, with actionable recommendations to be delivered no later than 15 November 2013.

All presentations and reports are to be submitted in English, in electronic form, in accordance with the deadlines stipulated above. The [Vendor/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.

4. SELECTION CRITERIA

The Consultant should have the following qualifications:

- Minimum of 5 years of experience in designing and conducting evaluations.
- Demonstrable knowledge of issues relating to knowledge exchange and research uptake in the field of international development/public policy.
- Highly motivated and committed to the values of transparency and integrity.
- Spoken and written fluency in English.

Applications (in English) should include the following:

- Short proposal of how the assignment will be approached
- A detailed budget
- A brief time plan for the assignment
- Curriculum Vitae of lead designer or of individual consultant
- One sample of previous work (confidentiality guaranteed)
- Completed VAT template

5. REMUNERATION AND COSTS

The Consultant should provide a detailed breakdown, before any VAT or other charges, of all their estimated costs, including but not limited to; hourly rates, travel, accommodation, per diems, materials etc.

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. In order to determine the Value Added Tax (VAT) implications of this tender, we kindly request that the Consultant answer each of the following questions relating to VAT and submit their answers in the attached Word document, along with their email application.

1. Are you a registered business entity or operating as a private person?
2. In what country is your business operation located?
3. Are you registered for VAT?
4. If registered for VAT, located outside the EU, and do not apply the reverse-charge mechanism, what rate of VAT are you obliged to charge?
5. If you are not registered for VAT, are you obliged to charge any other local taxes/charges?
6. If you are VAT registered within the EU, please provide your VAT number.

6. CONTACT INFORMATION

Please indicate "Anti-Corruption Helpdesk Evaluation" in the subject line of your email application. Applications should be sent in English by email to mchene@transparency.org by close of business of 30/09/2013.

Please note that only shortlisted applicants will be contacted.

TI retains the right to reject any or all of the applications and/or to enter into additional negotiations with one or more of the tendering parties.