

Transparency International Secretariat

Call For Expressions of Interest:

Provision of Technical Assistance on Security for National Chapters

Introduction

With almost 100 National Chapters throughout the world and a Secretariat in Berlin, Germany, Transparency International (TI) is the leading global Civil Society Organisation (CSO) dedicated to combating corruption.

By definition, vested interests are central to corruption and any work in this area has high risks attached to it. TI has noted with alarm a growing number of attacks, threats and harassment against anti-corruption activists, ranging from detention (DRC, Niger 2009, Gabon 2008), death threats (Nicaragua 2008) to physical attack and abduction (Sri Lanka 2008, March 2009; Liberia November 2009).

As part of its organisational response to ever increasing security concerns, TI is seeking bids from professional organisations (hereafter referred to as "bidders"), or possibly individuals, to provide work with National Chapters to help them assess, manage, and plan their response to security issues.

Scope of Services to be provided

The selected bidder will provide services, as described below, to at least four National Chapters. This will be started in the second quarter of 2010 at the latest. The exact countries to be determined, but will represent a wide geographical spread.

If the provision of the services proves to be a successful and useful intervention to the National Chapters and funding is available, then this might be expanded up to 15 by the end of the year. The services (hereafter referred to "package of services") provided will be as follows:

1. Initial assessment of the specific threats facing the National Chapter and planning and response capacity, incorporating the following:

- a. Initial desk review to understand the National Chapter structure, the operating context, the programmes they undertake, etc. This will include review of documents and phone conversations with the National Chapter and the Transparency International Secretariat
 - b. Initial in-country assessment of specific security issues, risks and capacity of the National Chapter
2. Design and delivery of initial workshop for National Chapter aimed at:
 - a. Helping the National Chapter staff develop a common understanding of the security risks they face, risk assessment, understanding and assessing threats, security incident, preventing and reacting to attacks, data security, etc.
 - b. Developing follow-up steps (i.e., security plan)
3. On-going (remote) follow-up with the National Chapter to provide some advice and support during the development of the security plan
4. Design and delivery of second workshop (probably 3 months later) aimed at:
 - a. Assessing and reviewing progress which has been made
 - b. Identifying additional steps which need to be taken

The process should occur in a way which ensures complete ownership by the National Chapter and will combine both training and facilitation. The outputs of the process will include a Security Plan that deals with steps and procedures to be taken in case of risks or threat (facilitated and commented upon by the consultant); and a document produced at the end of the project, or after four workshops are completed, to reflect upon cross-regional patterns and draft general policy guidelines for TI as a movement for further discussions to be held in the future.

Submission of Bids

Bids should be submitted to Casey Kelso (ckelso@transparency.org) by Close of Business (Berlin Time) on 19.02.10. The bids should include the following:

- a. Profile of the bidder demonstrating relevant professional capacity and experience for the provision of the package of services
- b. Three references
- c. Clear statement of availability to perform the services, with a minimum of 4 (four) packages
- d. Number of days and fees (**not** including reimbursable expenses such as air-fares, hotels, etc.) for the delivery of ONE package of services using the following table:

Task	# Days	Daily Rate (Euros)	Total Cost (Euros)
1. Initial assessment			
2. Initial Workshop			
3. On-going follow-up			
4. Second workshop			
Total			

- e. Comments/ clarifications/ suggestions on the proposed processes

IMPORTANT NOTE: As the exact number of National Chapters to be serviced are not yet known, the bid should show the cost of the provision of ONE package of services (i.e., to ONE National Chapter). The same bid/unit price should be valid for the provision of services in each of the countries for which the bidder is contracted.

Profile and Selection of Successful Bidder

The successful bidder will demonstrate a very high level of professional capacity for the delivery of this service with a demonstrated track record of providing such services.

The successful bidder will be selected according to both competence and price. Applicants based in or having security experience in a region of the South are particularly encouraged to apply.

Contract

The initial contract for the provision of services will be for the provision of 4 (four) to 6 (six) packages of services. If, in the opinion of Transparency International, these prove successful and

funding is available then the number of packages provided during 2010 will be substantially expanded (up to 15).

Timing

The successful bidder will be able to start providing services at the end of the 1st quarter/ beginning of 2nd quarter of 2010.

Transparency International retains the right to reject all bids and to select more than one service provider.