

TENDER for consultant for a publication

GENERAL INFORMATION

Job Title: Consultant

Application Closing Date: 31.03.2013

Job Start Date: April 10.04.2014

Please note that this is not a job advertisement.

1. BACKGROUND

The Water Integrity Network (WIN) was formed in 2006 to respond to increasing concerns among water and anti-corruption stakeholders over corruption in the water sector. It combines global advocacy, regional networks and local action, to promote increased transparency and integrity, bringing together partners and members from the public and private sectors, civil society and academia, to drive change that will improve the lives of people who need it most.

On 1st January 2014 the new Water Integrity Network Association has become operational. Formally, it is a German Association (eingetragener Verein, e.V.). While the WIN Secretariat (WIN-S) has been hosted by Transparency International (TI) since its inception in 2006, it is now part of the WIN Association, WIN e.V.

The WIN e.V. Secretariat in Berlin is seeking a consultant who has expertise and experience working on the topic of water governance and integrity, as a researcher, with published articles or papers on water integrity, corruption or similar issues. The candidate should have coordination, communication, moderation and writing capabilities for an upcoming publication on the topic of water integrity.

2. OBJECTIVES

Explanation of deliverables, timelines and required methodology:

- The consultant will coordinate and contribute to the development of the flagship publication in the assigned chapters on water integrity.
- Desk study and review of literature, documents, data, case studies and information on the subject of integrity and water from partners and other sources.
- Writing sections of the sub-chapter in consultation with working group members
- Quality assurance of the content, language, style, flow, referencing in the sub-chapter according to prescribed guidelines.
- Updating literature in publication data base
- Delivering the draft version of the sub-chapter within the specified time
- Moderating discussion forum in web platform
- The overall assignment will approximately be for 20 hours spread over 6 months from contract signing date in 2014
- Additional tasks will entail the development of a separate ToR

3. REPORT STRUCTURE & EXPECTED DELIVERABLES

The expected deliverables are set out below:

- Draft version of assigned chapter incorporating all working group members contribution
- Report on update of literature data base
- Moderation discussions in web forums on the publication

All presentations and reports are to 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 WIN Secretariat retains the sole rights with respect to all distribution, dissemination and publication of the deliverables.

4. SELECTION CRITERIA

The *[Vendor/Consultant]* should have the following qualifications:

- A higher level degree in water governance, public policy and development sector
- Expertise and experience working on the topic of water governance and integrity, as a researcher, with published articles or papers on water integrity, corruption or similar issues.
- Fluent oral and written command of English.
- Experience of moderating discussion forums
- Coordinating and communicating capabilities
- Ability to meet deadlines

5. REMUNERATION AND COSTS

The *[Vendor/Consultant]* should specify his/hers daily and/or hourly charges and provide a detailed breakdown, before any VAT or other charges, of all their estimated costs (per day charges), including but not limited to, travel, accommodation, per diems, materials etc.

WIN e.V. is not registered for VAT in Germany. In order to determine the Value Added Tax (VAT) implications of this tender, we kindly request that the *[Vendor/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 you are not registered for VAT, are you obliged to charge any other local taxes/charges?
5. If you are VAT registered within the EU, please provide your VAT number.

6. OTHER INFORMATION

7. CONTACT INFORMATION

The application should include the following:

- Curriculum Vitae with a list of publications
- Writing sample of relevant previous work e.g. publications, articles, papers (confidentiality guaranteed).
- Completed VAT template

Please indicate “*Consultant on water integrity*” in the subject line of your email application. Applications should be sent in English by email to WIN-S at tender@win-s.org by close of business of 01.04.2014.

Please note that only shortlisted applicants will be contacted.