

Call for Bids and Terms of Reference for a Consultant to develop an Information Management & Reporting Database

Background

Transparency International (TI) is a 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.

Purpose of the Database

The TI Conventions Programme aims to secure an international legal framework of anti-corruption rules and norms, and their enforcement by governments worldwide. In this work, the Programme has to deal with a large amount of information, particularly arising out of its advocacy efforts. Managing this information more effectively would allow for a better allocation of resources and a more strategic approach. As a result, the Programme seeks to develop a simple web-based database for the management of its advocacy-related information, and the production of associated reports.

Description of the Tasks and Deliverables

A short term consultant is being sought to perform the following main activities:

- To finalise the technical characteristic of the database in accordance with specific needs identified by the Conventions Programme
- To design and develop the database application
- To prepare a user manual for the database

The general characteristics of the database include:

- Information input forms
- Search and edit functions
- Automated generation of reports (in HTML, XML, RTF, MS Word format).
- User management facility (possibility to add/remove user rights).
- Remote access (web-based)

- Database should be user friendly, simple and logical.

Further details about the project available upon request.

Time line

The timeline envisaged for the production of the deliverables highlighted above is a maximum of 1.5 months. **The selected consultant should be prepared to start work in the week of 26 May 2008.** The tasks should be completed and database ready to be used by the mid July 2008. After the selection process, the selected consultant will be invited to Berlin for a planning meeting in the beginning of the contract.

Applicant's requirements

- Proven experience in database application design
- Excellent spoken and written English language skills
- Good team working skills and flexibility at a distance
- Ability to meet important deadlines
- Ability to think out of the box and provide simple technical solutions

Application process

TI is accepting bids from firms, individuals and organisations. Applications must contain the following documentation (in English):

- Evidence of past experience, including sample work
- Clear description of the plan to implement the required tasks within the requested time line
- Overall cost to carry out the described tasks (in €)
- Clear indication of hourly wages
- Contact details of two referees who can provide account of past experience

Applications must be received on or before **18 May 2008**. Applications should be sent electronically to Paul Zoubkov at pzoubkov@transparency.org. The e-mail submission should indicate in the subject area "Bid for Database Design".

Only short-listed candidates will be contacted.