



Lifting the Lid on Lobbying Project:

TORs FOR RESEARCHER

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.

In 2013/2014, TI is running a project to systematically assess the lobbying landscape (regulation and practice) across 17 European countries, and to advocate for sustainable and effective reform across the region. This project, largely financed by the European Commission, will be implemented by the TI National Chapters and project partners in these countries, and coordinated by the Transparency International Secretariat (TI-S).

The research component of the project will be guided by a common methodology developed by TI Secretariat in consultation with national chapters. This methodology will be detailed in a guidance note for national teams. The research will be qualitative in nature, based largely on desk review, complemented by in-depth interviews with key stakeholders. The researcher will be responsible for delivery of the key research component of the project – the national report on lobbying regulation and practice in the country.

The researcher will work closely with TI Bulgaria, being the national chapter, which coordinates the project in Bulgaria, validates the assessment findings and advises the researcher on presenting appropriate recommendations. The researcher also works with the Research department at the TI Secretariat, which provides ongoing technical assistance on applying the methodology in the given country.

2. Objectives

The project's key **objectives** are to generate:

- An improved understanding of the strengths, weaknesses and risks of the country's regulatory and practical approach to lobbying, viewed through an anti-corruption lens;
- Momentum among key stakeholders – across government, business and civil society -for addressing areas in need of reform.

3. Scope of Services

The primary **tasks** of the researcher are to:

- Research, write and deliver the national report within the agreed timetable and based on the standards laid out in the guidance note
- Participate in progress calls with TI-S team
- Identify and conduct interviews with key individuals and organisations where appropriate
- Revise draft report based on feedback from TI Bulgaria and TI-S

- Contribute to promotional events surrounding the launch of the report
- Contribute towards the elaboration of advocacy-related materials on the topic.

4. Outputs

Based on the scope of services and following the guidance note, the researcher will submit a final draft country report as the ultimate output under this contract.

5. Timeline & Reporting

The researcher will complete the tasks according to the following timeline. In conducting his/her work, s/he will report to TI Bulgaria.

Tasks	Role of Researcher	Timeline
Signing of contract	Sign	March 2014
Desk research, key informant interviews	Conduct	March – April 2014
Full first draft report	Draft	End of April 2014
Updated draft report	Draft	May 2014
Finalization of report	Draft	June 2014
Launch of report	Present & Participate	September 2014

6. Minimum requirements:

- Advanced University degree (PhD) in social sciences, political science or a related field;
- Substantial experience (minimum 5 years) of conducting research in the areas of good governance, public policy, public accountability, anti-corruption.
- Experience of working in research-based advocacy projects.
- Good knowledge of the legal, administrative and political background of Bulgaria.
- Good knowledge of and experience with transparency principles and legal instruments to counter corruption.
- Excellent command of Bulgarian, advanced level of English.
- Publications in the field of lobbying, political corruption prevention, etc.

7. Selection Criteria and Weighting

In order to ensure best value for money, the offers received will be assessed as follows:

Criteria	Points
Experience in implementation of research-based advocacy projects	
- Over 5 implemented research-based advocacy projects	20
- 2-5 implemented research-based advocacy projects	10
- 1 implemented research-based advocacy project	5
- No proof of implemented research-based advocacy projects	0

Knowledge of transparency principles and anti-corruption Instruments	
- Demonstrated good knowledge of transparency principles and anti-corruption instruments in the proposal, as well as extended experience on their application in the CV	20
- Demonstrated good knowledge of transparency principles and anti-corruption instruments in the proposal, as well as limited experience on their application in the CV	15
- Demonstrated some knowledge of transparency principles and anti-corruption instruments in the proposal, as well as limited experience on their application in the CV	10
- Demonstrated some knowledge of transparency principles and anti-corruption instruments in the proposal, but no experience on their application in the CV	5
- No demonstrated knowledge of transparency principles and anti-corruption instruments	0
Proposed approach and timeline	
- Approach, adequate to the theme and the project specifics and realistic detailed timeline;	40
- Approach and Timeline correspond to the TOR; Approach, adequate to the theme and the project specifics, only general timeline provided	30
- Approach and Timeline correspond to the TOR; Lack of sufficient details on the approach, realistic detailed timeline provided	20
- Approach and Timeline correspond to the TOR; Lack of sufficient details on the approach, only general timeline provided	10
- Either the proposed approach or the timeline do not correspond to the ToR	0
Price	
- 20 % discount (of the maximum budget available) or more	20
- Between 5 and 20 % discount (of the maximum budget available)	5 - 20
- Equal to maximum budget available or proposed discount up to 5%	5
- Over budget	0
TOTAL maximum points:	100

Please note, that receiving 0 points for any of the evaluation criteria will exclude the application from further consideration!

8. Submission of Applications

Applications (in English) must be sent by the applicant (person or organisation) by email to mihaela@transparency.bg no later than March 30, 2013. *Please include "Lobbying Project Researcher Application" in the subject line.*

Applications should contain:

- Curriculum Vitae with full description of the applicant's profile and experience.
- A proposal, including:
 - Proposition on how the assignment will be approached;
 - Budget, consisting of description of separate activities; breakdown per activity (man days) and daily fee and payment arrangements. **Please note that the budget may not exceed 6600 EUR, and the man days for the implementation of the activity shall be no more than 60.**
 - Start and end dates of the contract, timetable.

Additional questions and requests for clarifications should be addressed to:

Michaela Rajkova

E: mihaela@transparency.bg

Please include "Clarifications Lobbying Project Researcher Application" in the subject line.