

TERMS OF REFERENCE

GENERAL INFORMATION

Title of Consultancy: SME Integrity Data Collection, Assessment and Training Materials.

Application Closing Date: min. three weeks from the date of posting.

Consultancy Start and End Date: November 2026 – March 2027

Location of Consultancy: Remote

BACKGROUND

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 100 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.

As part of its business integrity programme, TI is implementing a project to build and pilot an SME Integrity Capacity Building Framework across four countries (France, Spain, Turkey, United Kingdom). The framework targets SMEs in the digital industries, smart infrastructure, and mobility sectors, and aims to assess the reporting burden that SMEs may face from value-chain due diligence requests, particularly those driven by EU CSRD/CSDDD requirements of in-scope companies and strengthen SMEs' capacity to respond.

OBJECTIVES

The consultant will support the programme across two workstreams: designing and operationalising the methodology and data collection instruments; and developing the core training and workshop content for delivery across the four countries.

The consultant will design and finalise an assessment questionnaire administered to SME participants at programme entry as a baseline. The questionnaire must be comparable across four countries and capture existing internal practices, the nature and proportionality of value-chain requests SMEs are receiving, and their current level of capacity and understanding. The consultant will also produce a short buyer survey to capture due diligence practices of large companies that may add to SME burden, and a data collection and storage protocol and a standardised monitoring template for use by all four implementing chapters. The consultant will also deliver a SME self-assessment tool for SME use only and based on existing good practices,

In a second phase, the consultant will help finalise the development of the core training curriculum delivered to SME participants across the four countries. Content is meant to help SMEs better understand governance and anti-corruption risks and produce a reusable response to value-chain anti-corruption and governance requests in the CSRD/CSDDD context. Deliverables include a modular facilitator guide and slide deck adaptable per country, sector, and company size, including case studies in priority sectors for a short, proportionate Core training, a participant workbook, including reusable templates to respond to buyer requests, a one-page facilitated guide for a focus group discussion with MNEs, SMEs and policy makers, Content should be fully aligned with TI definitions and positions and draw on existing TI guidelines and toolkits. Finally, and based on the draft SME Capacity Building Framework, the consultant should draft a playbook for SME Capacity building for adaptation by TI Chapters.

EXPECTED DELIVERABLES AND TIMELINE

- Draft a short survey to assess buyer-side practices, and implementation guide **16 November 2026**
- Draft an SME baseline assessment questionnaire and implementation guide **by 07 December 2026**
- Draft data collection protocol and cross-country monitoring template **by 23 December 2026**
- Draft SME self-assessment tool **by 22 December 2026**
- Support Chapters in administering/collecting the buyer survey responses, analyse responses and use findings to inform the adaptation and refinement of training materials **during December 2026/January 2027**
- Draft core training curriculum (foundational work already done): facilitator guide, slide deck, post-training assessment, and a participant workbook **by 11 January 2027**
- Draft one page facilitation guide for focus group discussion **by 11 January 2027**
- Draft playbook for SME Capacity building for replication by TI Chapters **by 05 March 2027**
- **Test & refine** instruments during /January/February 2027, incorporating feedback from Chapters, the TI Global Business Advisory Board, and TI-S and, where feasible, pilot-testing the instruments
- Final SME assessment questionnaire and implementation guide **by 22 February 2027**
- Final SME self-assessment tool **by 22 February 2027**
- Final data collection protocol and cross-country monitoring template **by 22 February 2027**
- Final core training curriculum: facilitator guide, slide deck, post-training assessment, participant workbook **by 05 March 2027**

The 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.

SELECTION CRITERIA

The Consultant should have the following qualifications:

Required background: Experience designing and implementing data collection and self-assessment instruments in a multi-country programme context. Extended familiarity with the evolving EU CSRD/CSDDD/VSME regulatory landscape and the disclosure and due diligence expectations it creates for value chains, and indirectly for SMEs. Demonstrated experience developing training curricula and facilitation materials for non-specialist business audiences. Prior experience working on anti-corruption, business integrity, or sustainability governance programmes with civil society organisations or international bodies is an advantage.

Required skills: Ability to translate an existing methodological framework into practical field instruments usable by national chapter teams with varying capacity. Strong training design and facilitation skills, with experience producing modular, adaptable content for multi-country delivery. Strong written communication in English; working knowledge of French, Spanish, or Turkish an advantage.

Desirable: Direct experience in third-party due diligence or working in or with an SMEs facing due diligence requests; awareness of the challenges SME face as value-chain partners.

REMUNERATION AND COSTS

The Consultants should provide their estimated total fee as a lump sum or as standard daily or hourly rates. **The budget for this consultancy is up to EUR 18,200 (excluding VAT).**

For candidates based in the EU, EEA, UK, and Switzerland

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. EU reverse charge applies. Service providers should issue invoices with zero VAT.

Candidates who are based in Germany and do not charge German VAT must confirm their small entrepreneur status.

OTHER INFORMATION (optional)

HOW TO APPLY

The application should include the following documents in English:

- Business proposal with quotes
- Motivation letter and Curriculum Vitae
- One sample of relevant previous work (confidentiality guaranteed).

Interested applicants must submit the required documents listed above in **English** consolidated into a **single PDF file**, in the same order to SMEtraining@transparency.org with “SME Integrity Data Collection, Assessment and Training Materials” as the subject line by COB of **[3 weeks after posting this]**

Please note that only shortlisted applicants will be contacted.

The Transparency International Secretariat is committed to creating an inclusive work environment where diversity is valued and where there is equality of opportunity. We actively seek a diverse applicant pool and therefore welcome applications from qualified candidates of all regions, countries, cultures, and backgrounds.

Selection of candidates is made on a competitive basis, and we do not discriminate based on national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression or sexual orientation, marital or family status, age, or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.

Data protection

When you respond to this tender and submit your application, you provide consent that Transparency International e. V. keeps your application materials for the period of ten years according to German legal requirements. Afterwards Transparency International will delete your application and any personal data included in it. If you have any questions, please reach out to dataprotection@transparency.org

