

GENERAL INFORMATION

Title of consultancy:	Support for the eLearning courses development on Anti-Corruption
Application closing date:	29 October 2026
Consultancy start and end date:	5 November 2026 – 31 December 2028
Location:	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.

The Transparency International Secretariat (TI-S) hosts the EU Anti-Corruption Facility, which advises the European Commission on anti-corruption safeguards in its global investment agenda. As part of this work, TI-S develops eLearning courses to strengthen understanding of corruption risks and safeguards in development investments.

TI-S is seeking to contract a consultant to support the development of eLearning course materials. Working closely with the thematic advisor, the consultant engaged under the contract will provide technical and visual support for course development. This includes organising pre-approved scripts into clear, manageable learning units; designing user-friendly layouts and intuitive navigation; and leading the design and implementation of interactive features in the Articulate 360 platform to strengthen content understanding and learner engagement. Services will also cover related visual design of courses, including colours, layouts, graphs, charts and posters, for integration into the courses or use as accompanying materials.

OBJECTIVES

The objective of the contract is to provide TI-S with specialised technical and visual support for the eLearning courses development and related digital communications assignments. Specifically, the services under this agreement will support TI-S to:

- **Transform** the pre-approved eLearning course script (to be provided by TI-S) into a clear, accessible, interactive and well-structured digital training in Articulate 360, preserving its content and accuracy.
- **Design and coordinate** implementation of interactive learning features, proactively recommending suitable formats and interactive exercises to

strengthen learner engagement and a coherent learning experience through user-friendly layouts, navigation and sequencing of content.

- **Communicate** complex information effectively through visual design of courses, including graphs, charts, posters and other visual elements and materials.
- **Revise and update** the course content and presentation, where requested.

METHODOLOGY

Services under this contract will cover eLearning course development in the Articulate 360 environment, including visual design for interactive learning features. Consultant will work closely with the TI-S thematic advisor, following the approved course structure. Thus, there will be a pre-approved eLearning course script to be provided to the consultant for upload on the platform.

For online course development, the consultant will use the Articulate 360 platform and lead the selection of interactive formats suited to the content and learning objectives. Visual materials will be developed through a consistent design approach aligned with the brand and visual guidelines of TI and the European Commission. A representative lesson or design sample will be submitted for TI-S's approval before full production.

Draft outputs will be shared for review at agreed stages. The consultant will incorporate feedback, with substantive content revisions agreed with the thematic advisor.

SCOPE OF WORK

The services will undertake the following tasks:

1. Course planning and design

- Review the pre-approved script and recommend how to organise the content into clear, manageable learning units.
- Develop a representative sample eLearning lesson demonstrating the proposed layout, navigation, visual style and interactive features for TI-S's approval.

2. Technical development and interactive features

- Build the course within the Articulate 360 environment.
- Design and coordinate the implementation of interactive elements, including quizzes and interactive exercises.

3. Visual design and supporting materials

- Develop the visual style of each course, such as colours, icons and layouts.
- Design and integrate graphs, charts and other visual elements that communicate the approved content clearly and accurately.
- Apply the TI and European Commission communications and visual identity guidelines, provided by TI-S.

4. Review, testing and revision

- Share draft versions and incorporate feedback from designated reviewers.
- Test navigation, interactions, compatibility across browsers and devices.
- Revise and update course content and presentation, where requested.

5. Training and handover

- Involve TI-S staff in the process of course development to support capacity building and knowledge sharing.
- Ensure TI-S retains access to editable course content, applicable source files and supporting assets, and provide guidance for future updates.

EXPECTED DELIVERABLES AND TIMELINE

The agreement is expected to start by November 2026 and run for two years. Five eLearning courses will be developed during this period. The consultant is expected to be available to upload the courses to the Articulate 360 platform, ensure visual support, and make any necessary revisions to the uploaded content. Detailed timelines and milestones will be agreed with the selected consultant.

Indicative deliverables include:

- Development and visual design of five eLearning courses on Articulate 360;
- Ongoing revisions to the uploaded content.

The consultant must be available to work on the first deliverable in November–December 2026. Timelines for the development and design of the remaining courses will be agreed in due course with the selected consultant, considering TI-S's needs.

SELECTION CRITERIA

A suitable candidate should demonstrate the following qualifications and experience:

- At least 3 years of professional experience in communications, digital learning, multimedia design or a related field.
- Experience designing or developing digital learning materials or other educational content is required, supported by relevant work samples, such as storyboards, course excerpts or interactive materials. Familiarity with Articulate 360 will be considered an advantage.
- Design skills, including experience producing graphs, charts, visual elements for digital learning, and other related materials, supported by a relevant portfolio. Proficiency in graphic design and data visualisation tools, such as Canva, Adobe Illustrator, Datawrapper or any equivalent software, is required.
- Experience developing eLearning courses and related visual support materials for the European Commission or other international organisations, and familiarity with relevant visual identity requirements will be considered an asset.
- Excellent written and spoken English, strong attention to detail and the ability to meet agreed deadlines.
- Availability to undertake assignments and provide timely support throughout the contract, in accordance with agreed timelines.

REMUNERATION AND COSTS

Applicants must clearly state their standard daily or hourly rate in euros, inclusive of all applicable taxes and other charges. They must also provide an estimate of the number

of working days required to build an eLearning course in the Articulate 360 platform, including interactive features and visual design, based on a finalised script of approximately 15,000 words (to be provided by TI-S). This is a reference for comparing offers only; actual courses will vary in length, and the number of days for each course will be agreed accordingly. The script shared with the consultant by the TI-S will be accompanied by initial suggestions for interactive features, which the consultant will be expected to refine and develop further.

TI-S has a limited budget for this assignment, and price will be an important selection factor. Offers will be assessed on value for money, considering both quality and the estimated cost per course. TI-S reserves the right to negotiate with shortlisted applicants. No additional costs will be reimbursed.

Five courses are planned to be delivered over the duration of the contract. However, this volume is indicative and is not guaranteed. Each course will be agreed in writing in advance, setting out the deliverables, deadlines and a maximum number of days, based on the estimate in the offer and the length of the course.

Fees will be paid upon successful completion and acceptance of the agreed deliverables for each eLearning course, for days actually worked, up to the maximum number of days agreed for that course, and against monthly timesheets. The payment schedule will reflect the course development workflow and will be agreed with the selected service provider.

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.

CONTACT INFORMATION

Please indicate “Consultancy: eLearning Course support” in the subject line of your email application. Applications should be sent in **English** via **email at ACF_coreteam@transparency.org** by CoB **29 October 2026**, with the following documents:

- An up-to-date CV.
- Work samples, such as storyboards, digital course excerpts or interactive materials, together with a portfolio including comparable visual elements, such as graphs, posters, charts developed by the applicant.
- Please include your proposed daily rate and your estimated number of working days for one reference typical course described under Remuneration and Costs section in your email offer, along with details of any anticipated periods of unavailability.

- A completed VAT Form for Tenders/Vendor Form, available here:
<https://files.transparencycdn.org/images/TendersVendor-Form.docx>

Any questions about the consultancy should be sent to ltevdoradze@transparency.org

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 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

Guidelines for handling overhead expenses

Regular overhead expenses associated with the Consultants maintaining their place of business, such as rent, telephone, utilities, or stationery, are included in the Consultant's professional fee, except where explicitly agreed otherwise in the contract.