

Together towards Integrity – Building Partnerships for Sustainable Future in the Baltic Sea Region (BIBSR2018)

Project funded by	The Swedish Institute (SI)
Project duration	September 2018 – November 2019
Project partners	TI Lithuania TI Russia TI Sweden (lead)
Project aim	To promote sustainable integrity practices and increase transparency of business in Sweden, Lithuania and Russia by strengthening regional networks and knowledge-sharing. <ul style="list-style-type: none"> - Increase the level of transparency and focus on integrity practices of businesses in Sweden, Lithuania and Russia - Strengthen current and create new partnerships between TI chapters in question and businesses in their respective countries

Terms of reference for Project Manager

The project manager will carry full responsibility for the day-to-day management and implementation of the BIBSR2018 project. The project manager should assure that the project complies with the Swedish Institute and Transparency International's standards of openness and accountability.

Overall, this includes the following:

- Planning, coordination and follow-up of BIBSR2018 for the duration of the project
 - o Planning, organisation and coordination of project activities pertaining to TI Sweden and to joint activities with TI Lithuania and/or TI Russia, including among others
 - Carry out a needs assessment of necessary measures to strengthen the business integrity in Sweden and Lithuania (see also Building of strategic partnerships)
 - Develop recommendations on strengthening business integrity in Sweden and Lithuania
 - Organise and facilitate meetings and workshops, part of needs assessment and other joint project activities
 - o Monitor the project's progress in accordance with project plan (by monthly progress calls with project partners)

- Building of strategic partnerships
 - o Communication with and involvement of members in TI Sweden's Corporate Supporters Forum (as one of the resources and recipients of capacity building)
 - o Identification and selection of additional Sweden and Lithuania-based corporate partners, outside the CSF, as relevant resources and recipients of capacity building
 - o Communication with the Swedish Institute, project partners, external relevant actors as well as liaison with TI Sweden's internal advisory group and TI Sweden's point of contact

- Ensuring effective financial management
 - o Reporting and control in line with obligations to SI and TI Sweden

- Dissemination and reporting
 - o Regular reporting on the progress of the project, through newsletters, social media and other communication channels
 - o Participating in presenting the final needs assessment to relevant stakeholders
 - o Responsibility for narrative and financial reporting to Swedish Institute (progress/final) and to TI Sweden's advisory group

- Sustainability and upscaling
 - o Participating in securing funding for development and implementation of recommendations made in the needs assessment

Tentative time plan (only TI Sweden-related activities)

September 2018	Project partner kick-off incl. knowledge-sharing from TI SE's CSF	Stockholm
Sep – Dec 2018	Identification and establishment of contact with relevant stakeholders and resources in Sweden and Lithuania for the needs assessment. Desktop study, interviews and roundtable discussions	Stockholm
December 2018	Desktop study, interviews and roundtable discussions	Lithuania
January 2019	Draft needs assessment	Sweden
February 2019	Presentation of draft needs assessment and feedback	Sweden and Lithuania
March-May 2019	Final needs assessment	Sweden
April-May 2019	Presentation of final needs assessment	Sweden and Lithuania
June-Sep 2019	Development and dissemination of recommendations	Sweden
October 2019	Project finalisation	
November 2019	Project audit	Sweden

Assignment

- The project manager will be contracted as a consultant on a part-time assignment during the project duration (September 2018 – November 2019). We estimate approx. 50 working days spread out during the project duration.
- The assignment requires travels within Sweden and to Lithuania

Available support and resources

- TI Sweden's advisory group comprising members of TI Sweden's board and staff
- Administrative support from TI Sweden staff

Required qualifications

- experience from managing international projects with multiple partners
- experience from facilitating workshops/roundtable discussions and performing interviews
- experience from and knowledge of anti-corruption and compliance in the private sector
- experience from producing reports/studies
- excellent communication skills and ability to communicate fluently in English

Desirable qualifications

- experience from projects funded by external donors, such as SI
- knowledge of the Baltic Sea region
- ability to communicate fluently in Swedish

Further information

Please send your CV and a short personal letter to Lotta Rydström, Executive Secretary, TI Sweden at lotta.rydstrom@transparency.se no later than 9 September 2018.