



CiFAR - CIVIL FORUM FOR ASSET RECOVERY  
Köpenicker Str. 147, 10997 Berlin, Germany  
Registry Number VR 34993 B Amtsgericht Berlin,  
Charlottenburg  
[info@cifar.eu](mailto:info@cifar.eu)  
<https://cifar.eu>

## Call for proposals Development of a CSO Manual on asset recovery

**Application closing date:** 10 January 2022, 16:00 CET

**Start date:** 20 January 2022 (foreseen)

**Duration:** 2 months

**Remuneration:** Offers in the region of €5,000 will be considered

*Note: Contract subject to approval of funding*

### 1. Background

CiFAR - Civil Forum for Asset Recovery is a non-profit, which works across the globe for transparency and accountability in the investigation, confiscation and return of public money stolen through corruption. Our work encompasses investigative work to expose corruption, research on specific topics and individual cases, and training and capacity building for civil society, including investigative journalists.

A large part of our work involves engaging with civil society organisations (CSOs) who are new to the topic of asset recovery and are seeking to become better engaged with the topic and begin information, advocacy and/or investigative work on cases of stolen asset and transparency and accountability in asset recovery. Several guides exist that address the various roles that civil society can play in the asset recovery process, most notably the Basel Institute's [Guide to the role of civil society organisations in asset recovery](#). CiFAR itself has also developed a research outlining possible [opportunities for civil society to engage in asset recovery](#) and, in collaboration with others, has developed [CSO principles for accountable asset return](#).

However, there is keen interest from civic groups across countries for a step-by-step guide on how CSOs can take their first steps into asset recovery work. This includes tools, examples and lessons learned on engaging in asset recovery reform, including advocacy for asset recovery legislation and monitoring asset management. There is also keen interest on experiences from CSOs that have already successfully worked on asset recovery, for example from Nigeria, South Africa, Italy and others.

### 2. Objectives

The purpose of this consultancy is to develop a guide that can provide CSOs with concrete tips and ideas to engage in asset recovery, looking at how to overcome challenges, build trust with authorities, identify local and international allies and resources needed to conduct this work. The guide should also reflect safety and security considerations and recommendations when engaging on asset recovery and anti-corruption in the assessed countries.

**Outputs** expected from the consultancy are:

- Development of a guide of approx. 30 A4 pages in English outlining steps and considerations civil society looking to engage in asset recovery should consider, including:
  1. An overview of challenges for CSO work on asset recovery and recommendations on how to overcome them
  2. Practical examples/case studies of how CSOs have and are engaging in asset recovery work, especially on successful cases of asset returns
  3. Strategies to engage with authorities, both at the national and international level, to advance and contribute to asset recovery
  4. Considerations on safety and security when working on sensitive topics around asset recovery
  5. Collection and description of resources and organisations at the international level to support CSOs on asset recovery

The **target audience** for this guide are CSOs with only a basic knowledge of asset recovery work and terminology.

### **3. Requirements**

- Strong knowledge of asset recovery
- Sound experience within the CSO field in working on asset recovery and anti-corruption
- Proficiency in written English and clear and accessible writing style
- Publications on related topics an advantage

### **4. Remuneration**

Offers in the region of €5,000 will be considered.

CiFAR is registered in Germany with the tax number: 27 / 662 / 57629. In order to determine the Value Added Tax (VAT) implications of this tender, we kindly request that the consultants fill out the VAT Form for Tenders/Vendor Form (instructions inside the form) and submit the completed and signed form along with their email application.

### **5. Application process**

The application should include the following elements:

- A cover letter explaining your experience and suitability for the consultancy.
- CV, relevant publications and reference letters, if available
- Information about VAT status

To apply, please send your application to [info@cifar.eu](mailto:info@cifar.eu) with the subject line 'CSO Manual' by 16:00 CET on 10 January 2022.