

Project Coordinator (South Africa)

Short-term contract opportunity – November 2021

About Open Ownership

Open Ownership (OO) drives greater corporate transparency across the world by making it easy to publish and access high-quality, linked data about who owns companies. We focus on beneficial ownership transparency and are supporting nearly 40 countries across the world, helping them implement or improve their beneficial ownership registries and data.

Our multidisciplinary team works closely with technical and policy implementers, advising them on all aspects of beneficial ownership implementation. To support our donor-funded technical assistance programmes, we have developed a broad range of implementation tools and products, including the [Beneficial Ownership Data Standard \(BODS\)](#) and the [Open Ownership Principles of effective beneficial ownership disclosure \(OO Principles\)](#).

Purpose of the contract

Open Ownership is delivering a short 9-month project in South Africa focused on providing bespoke beneficial ownership advice/technical guidance beneficial ownership implementation.

To support the work in South Africa, we are seeking a short-term contractor, either an organisation or an independent consultant, to provide in-country project coordination support, which will include stakeholder mapping,

conducting desk research, and providing input into policy submissions. The contractor will also be expected to secure, arrange, and attend meetings with government, civil society, and other stakeholders, and provide logistical and administrative support for the planned activities and workshops.

The contractor will work closely with the Open Ownership team, who will be responsible for delivery of this project.

Scope of work

Open Ownership aims to provide contextually driven technical support and guidance in implementing beneficial ownership transparency reforms. To meet this objective, the contractor will be required to deliver on the following:

Stakeholder mapping

Understanding of the various stakeholders involved in beneficial ownership implementation as well as the potential users of beneficial ownership data, and their needs, is central to this. To support this objective, the contractor will be responsible for mapping relevant stakeholders in the public and private sector as well as civil society. Identified stakeholders may be current holders/users of beneficial ownership data or have an interest in accessing beneficial

ownership data. The mapping should also identify where beneficial ownership data is currently held (or planned to be held) and who the key implementing agencies are in beneficial ownership data reform.

Policy research

The contractor is expected to collate any relevant laws, policies, and regulations relevant to the project as well as keep abreast of any policy reform processes which may have an impact on the delivery of this project. Where required, the contractor may be requested to support in drafting policy submissions.

Logistical support

- Securing meetings and communicating with stakeholders across government, civil society, and the private sector, as required for project delivery.
- Organise and provide administrative, logistical, and content support for the project events, workshops, training sessions, and other engagements.

Expected deliverables

- Stakeholder mapping report: approximately 4-6 pages (including a table/spreadsheet of key actors)
- Secure, arrange, and keep a record of stakeholder meetings and engagements
- Collate relevant laws, policies, and regulations
- Desktop research and support in drafting policy recommendations
- Successful logistical planning, organisation, and administrative support of an online trainings as well as in-person workshop

Contractor profile

The contractor will need to demonstrate a reasonable level of knowledge of South Africa's laws and policies as they relate to beneficial ownership or corporate transparency and have experience in stakeholder engagement, project management, and events coordination.

We welcome applications from contractors with:

- Exceptional communication skills in English, both written and verbal (other languages in addition are welcomed)
- The ability to self-organise and work autonomously in a remote organisation
- The ability to be highly organised and detail oriented in project delivery
- A demonstrated history and experience with engaging with stakeholders relevant to this consultancy (a pre-existing network of local contacts is desired)
- Experience with project management and events coordination (both online and in-person events)
- Experience working to deliver or support government reform initiatives (desired)
- Experience working in the fields of corporate transparency, open data, fiscal openness, or anti-corruption is desirable.

As this position will require stakeholder engagement, meetings, and a workshop in Pretoria and Cape Town, we are seeking candidates and/or organisations who are based in either of these cities. We want to hear all voices, and particularly encourage individuals of diverse and marginalised communities to apply.

Assignment details

Open Ownership anticipates this opportunity involving an estimated 15- 20 days of work between January 2022 and March 2022.

- A daily contractor rate of **USD 300-350** will be offered for this assignment, determined by the experience and expertise of the contractor.

- In addition, a budget has been allocated for all eligible costs incurred by the contractor, such as, but not limited to: travel, accommodation, telephone, and data expenses.

The total cost of the consultancy must not exceed **USD 5,500**, including daily fees and additional expenses incurred by the contractor.

Background

Beneficial ownership transparency (BOT) is recognised as critical to South Africa's efforts to tackle corruption and reduce illicit financial flows. The cross-cutting benefits of BOT also include combating tax evasion and promoting safe trading and investment. Open Ownership, a global expert in BOT implementation, will work in partnership with key government agencies to make concrete contributions to meet priority objectives in the financial year ending March 2022.

Open Ownership, working closely with in-country partners and the British High Commission in Pretoria, is delivering a bespoke programme of work ending in March 2022.

Recognising that South Africa's implementation journey will continue beyond this timeframe, the overarching objective of this project is to support stakeholders develop

a clear roadmap to support sustained action to make BOT a reality, and derive benefits from increased transparency. The impact of the work will be aimed at enabling meaningful progress towards South Africa, meeting domestic and international commitments including those for: the G20, Open Government Partnership (OGP), the National Anti-Corruption Framework and the FATF/ESAAMLG obligations.

Please note that the contracting party for this work will be Global Impact, the fiscal sponsor of Open Ownership. Global Impact is an American non-profit and the selected contractor will have to clear their due diligence process before the work can start.

Application process

To apply, qualified contractors should send:

A brief 2 page proposal on how you will successfully deliver on this contract. In your proposal, please highlight your most relevant experience and skills for this contract, why you are interested in this role and indicate the location where you would be based during the assignment.

A 2-page CV summarising relevant professional experience.

Please send the above to recruitment@openownership.org on or before the application deadline of the **10th December 2021**.