

# Notion Developer/Consultant

## Short-Term Contract Opportunity – January 2022

### About Open Ownership

[Open Ownership](#) 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 uses [Notion](#) for project and knowledge management across the organisation. We are finalising a new reporting and evaluation methodology for the organisation, and require technical consultancy to ensure that Notion can be well-used to gather, structure, and share the new data we will be collecting. This will be a mixture of qualitative and quantitative, with a bias to the former.

Open Ownership will provide all the necessary details relating to the data we want to collect, and the user needs we have identified concerning how it should be deployed and linked throughout Notion. We are seeking technical consultancy to:

- scrutinise those needs;
- assess the different options for how they could be implemented in Notion;
- deploy and properly document the new approach;
- and, finally, produce relevant guidance on how our team can use the new features and functionality.

To note, document/file creation and storage as well as email and calendar management is done in GSuite. Internal communication is done through Slack. We also use Salesforce for fundraising and HubSpot as our in-country Customer Relationship Management (CRM) system.

### Scope of Work

1. Conduct a rapid assessment/audit of our current Notion implementation to ensure familiarisation, and offer any initial recommendations on improvements to workflows.
2. Provide a template or similar to document additional functional requirements and user needs, and guide our team to articulate those needs effectively.
3. Assess our new functional requirements and user needs, and provide options for their implementation within Notion.
4. Report these options to Open Ownership's technical team and relevant senior management for decision.
5. Implement the chosen option, then document, test, and deploy.

Open Ownership will own the digital output at the end of the programme and will be responsible for ongoing maintenance and hosting.

## Contractor Profile

The successful contractor will need to demonstrate extensive experience in Notion, demonstrated through a history of undertaking similar projects or assignments.

We welcome applications from companies or individual contractors with the following attributes:

- demonstrable experience of delivering Notion deployments for knowledge management/intranet in organisations;
- clear understanding and experience of gathering functional requirements and user needs;
- demonstrable experience of developing high-quality documentation;

- experience of agile project delivery, incorporating and iterating based on user feedback (desired);
- experience deploying technical tools that support gathering, monitoring, and evaluating data within organisations (desired).

We want to hear all voices, and particularly encourage individuals of diverse and marginalised communities to apply.

We will accept applications from individuals or organisations. We do not, however, accept applications from recruitment agencies; applications must be made by those who will be delivering the work.

## Assignment Details

The budget for this work is flexible up to USD 10,000. We welcome responses which indicate an approximate number of days and applicable day rate(s) of up to this amount.

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

### Timeline

Stage	Deadline
Deadline for submissions of tender	Thursday 20 January
Interviews	Monday/Tuesday 24/25 January
Awarding of tender	Friday 28 January
Start of project	14 February
Final deadline for completion of project	31 March

### Content of Proposals

To apply, qualified contractors should:

- send a brief 1-2-page proposal on how you will successfully deliver on this contract, including a budget detailing your time and/or other anticipated costs;
- highlight your most relevant professional experience and skills for this contract.

Please send the above to [recruitment@openownership.org](mailto:recruitment@openownership.org) before **23:59 UTC Thursday, 20 January 2022**.