



TERMS OF REFERENCE (ToR)

Project: Protecting and Promoting Whistleblowing in South Africa (PPW)

Call for Researcher: Whistleblower Guide (Handbook)

1. Background

[Democracy Works Foundation](#) (DWF) opened its doors in 2014 in South Africa in response to the weakening of public institutions, corruption and declining citizen participation. It is an organisation committed to promoting and building democracy in Southern Africa and supporting inclusive development and regional cooperation. DWF believes in developing homegrown and innovative solutions that support public officials and states to be more open, transparent, responsive and accountable. We also work to build the capacity of citizens and provide tools enabling them to better impact their democracies, meet their obligations and claim their rights. DWF works on the supply and demand side of democracy.

The [Protecting and Promoting Whistleblowing in South Africa](#) (PPW) project is a three-year initiative implemented by DWF in partnership with the Whistleblower House (WBH). It aims to build an inclusive, enabling, and protective environment for whistleblowers as essential actors in safeguarding human rights and promoting accountable governance. The project is supported by the European Union under its Human Rights and Democracy programme.

The project includes two interlinked streams of work: (1) providing direct holistic support to whistleblowers and their families, and (2) strengthening the legal, policy and social environment to better protect and enable whistleblowing in South Africa.

As part of its knowledge translation and advocacy strategy, the PPW project will produce a **guide to assist potential and existing whistleblowers in navigating the whistleblowing terrain** to ensure they manage the associated risks whilst also being effective in their approach to whistleblowing. In this regard, DWF seeks to appoint a **researcher** to identify good practice in whistleblowing by developing content for a handbook to help support whistleblowers understand and know their rights, as well as have access to wider resources and organisations that support whistleblowers.

2. Purpose of the Assignment

The purpose of this assignment is to:

- Produce high-level, critical and practical advisory guidance to support potential and existing whistleblowers navigate the whistleblowing terrain in South Africa
- **Promote a call to action to promote, protect and mainstream whistleblowing as an ethical culture and civic duty in democracy-building and in transparent and accountable governance.**

3. Scope of Work

The researcher will be responsible for the following:

- Carry out a literature review of DWF's existing knowledge products on whistleblowing to glean lessons on how potential and existing whistleblowers can navigate the whistleblowing terrain
- Convert these lessons into a practical guide to support whistleblowers. This must be from a perspective that is sensitive to whistleblower safety, promotes ethics, adopts a trauma-informed framework.
- Validate the contents of the guide with PPW project partners and key stakeholders in the South African whistleblowing ecosystem.
- Benchmark from other online whistleblower platforms and guides that already exist support whistleblowers through pre and post disclosure, and across various support services (for example, legal, psychological, financial and safety and security guides)
- Recommend how DWF can present a whistleblower guide that can complement existing guides. The guide will be used as an educational and advocacy tool.

4. Expected Deliverables

- A practical and user-friendly Guide or Toolkit to support whistleblowers in navigating the whistleblowing terrain in South Africa
- The Guide should be in a format that can be published online. The guide will be professionally designed into an eBook that will be printed in a hard copy handbook. The design of the eBook will be organised, managed and delivered by DWF.
- The researcher is only responsible for **developing the content of the guide** (in Word format) and is not expected to do any design or layout regarding the Guide to be delivered.

5. Timeline

- Inception: 3 days
- Research and validation: 3 weeks
- Production of guide: 2 weeks

Total estimated duration: 4 weeks (8 March-6 April 2026)

6. Reporting and Coordination

The consultant will report to the **PPW Project and Research Manager**.

7. Required Skills and Experience

The service provider should demonstrate:

- Sound knowledge of the whistleblowing ecosystem
- Strong ability to translate complex research and policy content into clear guidance
- Strong ability to develop knowledge products that can appeal to a wide audience
- Familiarity with **research-to-advocacy communication**
- Sensitivity to whistleblower safety and trauma informed communication approaches

8. Ethical, Safety and Confidentiality Considerations

- Content must not expose or endanger whistleblowers
- No real names, identifying details, or case specifics should be used unless explicitly approved
- All intellectual property rights will vest with DWF, unless otherwise agreed
- All data, scripts, and materials shared remain confidential

9. Budget and Payment

Interested service providers should submit a **costed proposal (inclusive of VAT)**, including:

- Overall cost for the assignment

Payment terms will be finalised upon contracting.

10. Application Process

Interested Candidates who meet the above criteria are invited to submit their applications to recruitment@democracyworksfoundation.org with the subject line: **PPW: Whistleblower Guide**. The deadline for submissions is **Friday, 27 February 2026, at 17:00 (SAST)**. The application should contain the following:

- A brief technical proposal outlining your approach to the assignment.
- CV or organisational profile
- Proposed timeline and availability

Only the selected service providers will be notified. **If you have not heard from us within two (2) weeks after the closing date, please consider your application unsuccessful.**

----- CONSENT TO PROCESS YOUR INFORMATION:

By sending us your application, Curriculum Vitae, academic records, qualifications, or any other personal information as defined by the Protection of Personal Information Act, 2013 (POPIA):

- you have disclosed up-to-date and accurate records; and
- you agree to us keeping your records in our database as per our Retention Policy.

Declaration:

By agreeing to the terms herein, you give Democracy Works Foundation (DWF) the authority to process your personal information. This consent will remain valid until such time as we have received instructions from you to request, subject to any applicable law and where appropriate, the correction, updating or deletion of your



personal information held by us. You further acknowledge and declare that all personal information supplied to DWF is accurate, up to date, not misleading and complete in all respects.