

## **Terms of Reference**

### **Request for Services**

#### **Transparency Trainer**

### **1. Background**

The Metamorphosis Foundation is working towards improving the transparency and accountability of institutions at the central as well as the local level. The activities implemented by Metamorphosis aim to create an environment in which citizens' voice will make an impact and will contribute to solving problems, providing information and tools on the means of seeking accountability for the improvement of citizens' trust toward the institutions.

The Civic Engagement Project (CEP) is a USAID-funded program that works to achieve two objectives: strengthen constructive engagement by civil society organizations (CSOs) on policies and issues of public concern; and increase and sustain youth engagement in public life in Macedonia.

CEP's overall goal is to enhance CSOs and youth's capacity to advance public policies, improve public services, promote good governance, and contribute to improving the standard of living of people in North Macedonia.

Under Component Four of the CEP Project- Technical Assistance in Support of EU Accession, Metamorphosis Foundation will provide technical assistance by local and international experts to local self-governments and local CSO in North Macedonia to ensure they have the capacity and knowledge to address key challenges in their country's path towards EU accession.

Within this component of the CEP Project, Metamorphosis will undertake activities to promote the Open City Concept, improve transparency of LSGUs and expand the use of Open Data on local level.

### **2. Objectives**

Under the Civic Engagement Project, Metamorphosis will provide technical assistance to local self-governments and local CSO in North Macedonia to improve transparency and openness at local level. Modern local self-governments are based on competent governance. Good

governance in local self-government units should be based on transparent and accountable operations. For citizens to be able to participate in the creation and implementation of policies at the local level, they must be informed about the work of the municipalities. Promoting open city and open data practices is essential to any effort to increase transparency in governance. Metamorphosis support under this activity will ensure improved transparency, better use of open data and more efficient institutions at local level.

In the upcoming period, Metamorphosis will provide online training for the representatives of local self-government units in North Macedonia.

The training should provide the necessary understanding and knowledge to the participants of the principles of openness and transparency at local level.

### **3. Tasks and Responsibilities**

The Transparency Trainer will be engaged to support the project activities described above. The Transparency Trainer, with the support of the Metamorphosis team, will provide the training on openness and transparency, focused on LSGUs. The Transparency Trainer should focus on the principles of openness and transparency at local level and should cover the different methods for citizen engagement.

The Transparency Trainer, with the support of the Metamorphosis team, will provide the online training that should include the following topics:

- Benefits of improved local transparency
- Principles of openness and transparency
- Different tools for improving local transparency
- Citizen engagement at local level
- Open City Concept

The trainer should also prepare the necessary materials for the training.

One days will be allocated for training delivery and one days will be allocated for preparation of the materials for the training.

The trainer will coordinate with the Metamorphosis Foundation throughout the process and will jointly define the steps. Metamorphosis Foundation will support the trainer with all available resources and contacts during the engagement timeframe.

## **4. Qualifications**

### Experience and competencies:

- At least 3 years' relevant work experience with government or NGOs;
- Experience in working in the area of local transparency and good governance;
- Experience in providing training to LSGUs;
- Excellent knowledge of local transparency and good governance (concept, processes, trends);
- Excellent presentational skills.

## **5. Applications and Evaluation Process**

Interested candidates for the Transparency Trainer position should submit the following documents to [goce@metamorphosis.org.mk](mailto:goce@metamorphosis.org.mk), no later than December 30<sup>th</sup>, 09:00:

- CV
- Signed Financial offer

The applicants will be assessed by the Metamorphosis commission as follows:

- CV – 70 points
- Financial offer – 30 points

Total: 100 points.

## **6. Timing**

The expert will be engaged to deliver the online training in January 2022. If needed, Metamorphosis reserves the right to contact the trainer to deliver the training a second or third time, which will be treated as separate events.

## **7. Deliverables**

1. Materials for the online training prepared – by 12 January 2022;
2. Work report – by 5 February 2022.