

Call for Expression of Interest: *Openness Training Trainers*

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.

Under *Component Four of USAID's Civic Engagement Project- Technical Assistance in Support of EU Accession*, Metamorphosis Foundation conducts research and provides technical assistance by local and international experts to targeted public institutions to ensure that North Macedonia's institutions and organizations have the capacity and knowledge to address key challenges in the country's path towards EU accession.

Within this component of the Civic Engagement Project, Metamorphosis undertakes activities to advance institutions' openness via (1) research, (2) capacity development as well as via the (3) development of tools. The [Openness Index](#) – a composite set of indicators that objectively measure institutions' openness – informs all three types of activities mentioned above and is among the principal activities to guide government openness and engagement. To complement the advocacy activities for openness, Metamorphosis has planned two advanced multiple-days training for civil servants, which promotes the principles of the Openness Index. The exact duration of the training will depend on the training programme proposed by the selected team of trainers. The training will last no less than two days and not longer than three.

The Openness Index assesses the performance of the executive government in the area of good governance by focusing on four pillars: (1) accessibility, (2) awareness, (3) integrity, and (4) transparency with a cross-cutting domain observed throughout all four pillars – **open data**. The four pillars of the Openness Index define and assess good governance along these principles: **accessibility** assesses the degree at which the right to information is guaranteed by law and in practice, as well as the quality of the mechanisms for engagement and consultation in policy-making processes; **awareness** looks at the institutions' commitment to learn from ongoing processes and improve them through established monitoring, evaluation and learning systems – by using milestones/indicators during strategic planning and reporting; **transparency** assesses the public availability of organizational information, budget and public procurement procedures; while **integrity** evaluates the presence of mechanisms for the prevention of conflict of interest, the regulation of lobbying, as well as the availability of a Code of Ethics to guide and sanction the

behavior of public servants. Each pillar of the Index consists of subdomains and indicators weighted with the adequate value within their pillars:

- Accessibility: access to Information, citizen interaction, public consultation;
- Awareness: reporting, monitoring and evaluation, Parliamentary monitoring, strategic planning;
- Integrity: Code of Ethics, conflict of interest prevention; lobbying rules;
- Transparency: budget planning and reporting, organizational information, public procurement.

For the purpose of conducting two advanced trainings on openness, Metamorphosis Foundation will hire a team of experienced trainers with subject-matter expertise on all pillars of the Index.

2. Objectives

The overall objective of this engagement is to provide two advanced face-to-face trainings to civil servants equipping them with particular tools and methods that serve toward improving the openness of their respective institutions.

The specific objectives include:

- The training programme equips training participants with in-depth knowledge about the importance and interconnection of all pillars of decision making.
- The training programme equips training participants with particular tools and method to exercise the principles of the Openness Index.

3. Tasks and Responsibilities

- The team of trainers will devise a training plan and deliver two sets of two/three days training that covers all four pillars of the Openness Index, drawing attention to the cross-cutting value of open data towards serving openness.
- Prior and after the training the trainers will conduct an evaluation with the participants against the training objectives and will prepare a report with interpretation and conclusion about the findings. The report will also include overall information about the training delivery.
- The trainings will cover the following topics:
 - Understanding openness from the perspective of the citizen;
 - How to ensure an effective exercise of the right to access information upon request and proactively;
 - How to effectively use the website and social media to maintain regular communication and engagement with the general population: what and how (format, frequency, etc.) information are communicated on the website and social media;
 - How to clearly communicate organizational information, public procurement and budgeting about the institutions;

- The importance of successful programme-planning, monitoring, evaluating and reporting against set targets in being accountable to the general public about work conducted, successes as well as failures;
- The importance of collecting data on all policies and informing policy-making and the reform process with them;
- The value of regularly collecting and updating data in registers and data sets;
- Ensuring the integrity of civil servants: collecting data on it and reporting about how it develops;
- The importance of well-thought, well-planned and conducted public debates and consultations: how to make sure that citizens and civil society organizations show interest and give genuine, good quality input in policy making processes.
- Documenting and responding to accepted recommendations in the policy making process.
- How to make the most of cooperation with CSOs.
- The team of trainers will make all training materials (presentation, exercises, reading materials) available prior to the training.

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

4. Qualifications

Experience and competencies:

- Subject matter expertise: each trainer in the team has at least three years of relevant work experience on the subject that the trainer will cover in the training;
- Each trainer has at least one-year training experience on the subject that the trainer will cover.

5. Applications and Evaluation Process

Interested teams need to submit the following documents to gendresa@metamorphosis.org.mk by **27 December 2021**:

- CVs of each trainer in the team to prove subject matter expertise and training expertise;
- Financial offer with a breakdown of costs per day for each team member. The total amount should reflect the cost of two sets of trainings given as **Attachment 1**. The total amount of the financial offer may not exceed USD 4500.
- A short concept of the training plan/agenda (not exceeding three pages at most) where the teams clearly demonstrates how the set objectives of the engagement will be met.

The applications will be assessed as follows:

- CV – 40 points
- Short training concept – 30 points
- Financial offer – 30 points
 - **Total: 100 points**

6. Timing

The trainings will be finalized by April 2022, at the convenience of the trainers, Metamorphosis and the targeted public servants.

Between January and February the trainers will be expected to be in regular communication between themselves and Metamorphosis Foundation to fine-tune the approach and finalize the training plan.

7. Deliverables

1. Training scenario.
2. Two sets of two-to-three days training delivered in a face-to-face setting.
3. Pre and post assessment of the training: the team will make available for Metamorphosis the raw data as well as a summary report in the final report for each cycle of training.
4. Final Report for each cycle of training.
5. Training materials.

ATTACHMENT 1
Financial Offer

I. General section¹

- I.1 Team leader:
- I.2 Phone number:
- I.3 E-mail:

II. Financial offer²

#	Name of expert	Number of days of engagement	Gross price per expert without VA ³ T, but with all additional expenses including personal income tax
1 ·			
2 ·			
3 ·			
4 ·			
	Total		

Validity: 90 days from the date of the offer

We declare that by submitting the bid we fully accept all the conditions of the tender documentation for procurement of Openness Training Trainer(s), on the basis of which we submit our bid. We agree that these conditions should be an integral part of the agreement. At your request, we will provide you with all the documents specified in the request for bids required to prove that these criteria are met.

Date and place

Signature of all team members

¹ Information requested in section I of this form apply only to the team leader.

² Information requested in section II of this form apply to all team members. Likewise, all team members need to sign the form.

³ The project is VAT exempt.