

## **Terms of Reference**

### **Request for Services**

#### **Open Data municipality facilitator**

##### **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 use of open data 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. Open data practices are essential to any effort to increase transparency in governance. The increased availability of government data leads to a better-informed citizenry and civil society, and thus greater accountability. Getting local government bodies in the habit of sharing data also helps shift the mindset of public officials towards greater engagement with the public. 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 assistance to all interested LSGUs for improving their transparency and openness. For this we need to engage Open Data municipality facilitator that will assist approximately 5 municipalities (per cycle) in opening their data.

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

Open Data municipality facilitator will be engaged to support the project activities described above. The Open Data municipality facilitator will support approximately 5 municipalities per cycle (6 weeks' duration) in opening their data. The total number of cycles is estimated to be 3 (18 weeks total).

The Open Data municipality facilitator will provide online hands-on support to approximately 5 municipalities (per cycle) that will include:

- support the municipalities in identifying datasets;
- preparing datasets with good structure;
- conversion of datasets into open format;
- assist the municipalities in publishing their data;
- assist municipalities in preparation of dataset catalogue (if needed).

The facilitator should hold at least three online meetings with each municipality and also provide desk support upon request. Each municipality should publish minimum 5 datasets in open format on their web site and/or the website [data.gov.mk](http://data.gov.mk). Municipalities should be encouraged to open and publish more datasets.

The facilitator will coordinate with the Open Data Team Lead and the Metamorphosis Foundation throughout the process and will jointly define the steps. Metamorphosis Foundation will support the facilitator with all available resources and contacts during the engagement timeframe.

## **4. Qualifications**

### Experience and competencies:

- At least 2 years of relevant work experience with national or local government or NGOs or a combination of relevant education and work experience;
- Experience in working in the area of Open Data;
- Excellent knowledge of Open Data (concept, processes, trends);
- Excellent presentational skills.

## **5. Timing**

The Open Data municipality facilitator will be engaged to implement the required activities and provide the necessary deliverables in the framework of a period of 5 months (18 weeks), with each cycle lasting 6 weeks, starting from January 2022.

## **6. Deliverables**

1. List of datasets that the municipalities are producing (one for each municipality);
2. At least five datasets in open format prepared for each municipality;
3. Cycle work report – at the end of each cycle.
4. Final report – at the end of Cycle 3 (18 week) – applicable only if the facilitator was engaged during all 3 cycles.

## **7. Remuneration**

The facilitator will be paid a total gross amount of 28.000 MKD for the provided services, per cycle. Each cycle will be paid upon completion of activities and deliverables, and after the project lead approves of the cycle work report delivered by the facilitator.