



Foundation for Internet and Society

## **USAID'S CIVIC ENGAGEMENT PROJECT Terms of Reference**

### **Call for Expression of Interest: Expert in Open City to create Open City Tactical Guide**

#### **1. Background**

The Metamorphosis Foundation is committed towards strengthening the role of the civil sector in 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 North 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.

Within the CEP Project, Metamorphosis undertakes activities to promote the Open Cities Initiative through support to municipalities, CSOs, media/journalists, activists and other relevant stakeholders.

#### **2. Objectives**

Under the Civic Engagement Project, through technical support, training, raising awareness events, online communications, advocacy letters, and collaborations with local CSOs, the Metamorphosis CEP team assists city residents understand their rights to government information. Promoting the Open City Initiative is essential to the efforts to increase transparency in local governance. The increased availability of local government data leads to a better-informed citizenry and civil society, and thus greater accountability. Getting local authorities in the habit of sharing data also helps shift the mindset of public officials towards greater

engagement with the public. Cities today also face another critical challenge when it comes to fulfilling the potential of open data: that of moving beyond the mere provision of access to data toward the active facilitation of stakeholder use of data in ways that bring about community impact.

Metamorphosis organized series of events to raise the knowledge and awareness about Open City that enhance the capacities of CSOs and municipality staff on a variety of topics related to open government, open data, and collaborative policymaking. Also, trainings were organized for municipalities and CSOs to raise awareness about Open City and also provide their experience on establishing various Open City models.

In the following period, Open City Tactical Guide will be designed to help government staff on both levels to catalyze open data's use for meaningful problem-solving by going beyond publishing open data policies and portals.

The activities will be implemented in the period from January 2022 to March 2022.

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

Open City Expert will be engaged for the adaptation/localization of the [Open City Tactical Guide](#);

The Open City Tactical Guide is published by the Sunlight Foundation under a Creative Commons Attribution 4.0 International License. The forty pages' guide is published in English and is designed to help cities go beyond open data policy and even open data portals, to facilitate opportunities for the community use of open data to improve residents' lives. The expert will translate and localize the guide in Macedonian language, referring to valuable examples from North Macedonia, the region and/or beyond where data have contributed to the improvement of public services and the life of local communities. These examples need to relate to the conditions, issues and overall context of municipalities in North Macedonia. The expert will coordinate with the Metamorphosis Foundation throughout the process and will jointly define the steps. Metamorphosis Foundation will support the expert with all available resources and contacts during the engagement timeframe.

### **4. Qualifications**

The Open City Expert needs to:

- Demonstrate proven excellent knowledge of Macedonian and English language;
- Demonstrate excellent knowledge of Open City (concept, processes, trends) and Open Data concepts as well as be knowledgeable of the open data trends and developments in the region and globally;
- Excellent writing skills and demonstrated ability to design guidelines for Open City;

### **5. Timing and Location**

The activities need to be finalized in March 2022. The specific timeline for the activities will be jointly determined by both parties at the start of the cooperation.

The activities that should be implemented are:

- Conduct desk and field research as necessary to map trends and developments in local services and wellbeing of communities via open data;
- Localize and translate Open City Tactical Guide in Macedonian language;

## **6. Deliverables**

1. Work plan and timeline;
2. Localized Open City Tactical Guide in Macedonian language;
3. Work report.

## **7. Application and Timeline**

Interested applicants need to submit their (1) CV, (2) a list of links and/or attachments of relevant works to prove their expertise as required under 4. Qualifications as well as a (3) financial offer as per the template provided below as Attachment 1: Financial Offer to [marijana@metamorphosis.org.mk](mailto:marijana@metamorphosis.org.mk). **The application deadline is January 20, 2022 by 16:00.**

The expert will be engaged between January 2022 and March 2022.

ATTACHMENT 1

Financial Offer

**I. General section**

I.1 Applicant:

I.2 Phone number:

I.3 E-mail:

**II. Financial offer**

The total amount of the financial offer may not exceed USD 1500.

#	Name of expert	Gross total price per expert without VAT <sup>[3]</sup> , with all additional expenses including personal income tax
1.		
2.		
	<b>Total</b>	

Validity: 90 days from the date of the offer

I/we declare that by submitting the bid, I/we fully accept all the conditions of the tender documentation for procurement of Open City Tactical Data Guide Expert(s), on the basis of which I/we submit our bid. I/we agree that these conditions should be an integral part of the agreement. At your request, I/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

<sup>[3]</sup> The project is VAT exempt.