PUBLIC CALL FOR IMPLEMENTING PARTNER ENGAGEMENT IN CONDUCTING CAPACITY-BUILDING TRAINING COURSES ON THE USE OF OPEN DATA IN UKRAINE

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1. SUMMARY

The Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA) Open data project aims at contributing to good governance and corruption prevention efforts across select OSCE participating States by enhancing transparency and improving integrity and accountability of national authorities, civil society organizations (CSOs), media and the private sector through the use of open data and new digital technologies. The project promotes the use of open data as a powerful tool for fighting corruption, promoting a faster economic recovery and a positive investment climate in the aftermath of the COVID-19 crisis in the OSCE region, as well as the war against Ukraine.

As part of its first project component on enhancing the capacities of government authorities, civil servants, CSOs and media representatives on the use of open data and digital means, the OSCE seeks to engage an Implementing Partner in Ukraine to deliver a series of capacity-building training courses for the purpose of enhancing capacities and raising awareness of government authorities, civil servants, CSOs and media on open data and use of digital means. Specifically, the selected Implementing Partner will be responsible for developing, organizing and implementing four training courses in Ukraine, for the following target groups:

- Two training courses for government officials responsible for the publication of open data at the central and at the municipal levels;
- Two training courses for the non-governmental sector, with one training course targeting journalists, NGOs, and anticorruption activists and the other targeting businesses with a particular focus on small and medium enterprises.

The costs to conduct the mentioned activities will be covered from the budget of the mentioned OSCE project and will be transferred to the selected Implementing Partner under conditions stipulated in the Implementing Partner agreement and in line with the criteria described in the present Call.

The OSCE reserves the right to reject any or all applications received in response to this Public Call and to negotiate with any of the applicants in any manner deemed to be in the best interest of the OSCE.

2. BACKGROUND INFORMATION

The OSCE, mandated by its participating States, is committed to fight corruption and ensure good governance, including through the use of open data and digitalization. Good economic governance through transparency, accountability and effective economic policies is fundamental to economic growth, political stability and security in the OSCE region. Additionally, it plays a key role in ensuring a sound investment and business climate, fostering economic development and reducing poverty and inequality.

Corruption undermines the rule of law and poses a serious threat to the investment climate in the OSCE region and economic development in general. During the last years, the COVID-19 pandemic and the

war against Ukraine have highlighted the key role digital tools and open data platforms play in supporting among others governments and businesses to efficiently undertake emergency measures during unprecedented times. The emergency measures taken during these times, however, have multiplied vulnerabilities in good governance mechanisms (e.g., financial systems, procurement procedures) creating conditions favorable to criminal exploitation. OSCE's role in promoting and enhancing good governance measures has become even more significant.

Open government initiatives promote transparency and accountability in the public sector. For more than a decade, the use of open government data has been recognized as a key tool in the prevention and combatting of corruption. Furthermore, increasing awareness and understanding of the benefits of open data and how to best use open data and digital tools to improve governance and policymaking helps in optimizing and streamlining public service delivery processes and ensure transparency of decision-making at the national and local levels. With its OSCE-wide project on open data, the OCEEA aims at:

1. Enhancing the capacities of government authorities, civil servants, CSOs and media representatives on open data and use of digital means to ensure good governance (*Result 1*);
2. Facilitating the efforts of governments, businesses and CSOs in implementing anti-corruption and digitalization strategies (*Result 2*);
3. Establishing dialogue and best practice exchange platforms enabling practitioners to network, foster peer engagement, enhance knowledge on the use of open data and new digital technologies (*Result 3*).

In 2023, the Ministry of Digital Transformation (MDT) of Ukraine put a new focus on enhancing and building capacities in the field of open data. However, to ensure that open data has a meaningful impact and value, they need to be effectively utilized. A good understanding by civil servants of the importance and uses of open data can improve the quality of publicly available information, as well as enhance the effectiveness of government regulations and policies by the use of data to formulate and implement policies that respond to citizens' needs. In Ukraine, the priority in this field if to expand the community of users by raising awareness and fostering practical skills in utilizing open government data through platforms like the national open data portal data.gov.ua, as well as sectoral and municipal portals. The capacity-building initiatives aimed at supporting this goal should therefore include training courses designed to promote the use of open data as a tool to combat corruption and drive social chance, particularly in the aftermath of the challenging situation in the country.

Within this call for applications, the OSCE seeks to engage an Implementing Partner in Ukraine to contribute to the implementation of the **first project component** mentioned above (*Activities 1.3 and 1.4 within Result 1 of the Project Proposal*). The selected Implementing Partner will assist implementing the project in Ukraine by supporting with the development, organization and implementation of the following activities:

1.3 Design and hold two training courses for government officials – With the purpose of improving the quality of the open data available on the state platforms, increase the use of open data by the public sector, as well as stimulate the creation of new projects using open government data, two two-day training programmes shall be developed and delivered in Kyiv for 55 state representatives working with open data (efforts shall be made to achieve gender parity among participants to be nominated by the Ministry of Digital Transformation). Specifically, to conduct:
- a two-day training for 20 representatives of the central government;
- a two-day training for 35 representatives of the municipal government.

The training program will cover the topics of a) provide an introduction to national open data legislation (new developments and changes during the war), b) provide guidance on how to improve the quality of open data, c) provide guidance on how to ensure effective usage of open data by government bodies and showcase best practices (such as dashboards of the National Agency for the Prevention of Corruption), as well as d) facilitate exchanges of lessons learned on creating projects using own open data**.**

1.4 Design and hold two training courses for the non-governmental sector – With the purpose of raising awareness of the representatives of non-governmental sector on the opportunities of using open data for anticorruption and social impact during the war, as well as stimulate the creation of new projects

using open data among different audiences. The programme will involve 60 officials (efforts shall be made to achieve gender parity among participants) to be trained on effective use of open data as follows:

- 30 representatives of the media and NGOs, as well as anti-corruption activists for a two-day training course on practical aspects of using open data, analysis and visualization of open data (tools and instruments), as well as best practices and cases of open data usage for anti-corruption and increased positive social impact during the war);

- 30 representatives of small- and medium-sized enterprises (SMEs) for a two-day training course on legal aspects of using open government data, benefits and opportunities of open data for businesses, data analysis and analytics using open data for business and market analysis, as well as business scaling.

3. Tasks and deliverables of the Implementing Partner

Specific tasks of the Implementing Partner shall include the following:

1. Develop, organize and hold in cooperation with the Ministry of Digital Transformation of Ukraine and the OSCE project team:

- **One in person training course (two days) in Kyiv, for 20 government officials (to be nominated by the Ministry of Digital Transformation of Ukraine, gender parity to be ensured) responsible for the publication of open data at the central level.** The training course composed of a theoretical and a practical part, will aim to improve the quality of the open data on data.gov.ua and sectoral/municipal portals, increase the use of open data by the public sector and stimulate the creation of new projects using open data. The main topics of the training course will be:
    - The role of open data in increasing transparency and economic development in wartime and the aftermath of the war;
    - National open data legislation, its latest developments and changes due to war conditions;
    - Preparing open data for publication and improving the quality of the existing open data;
    - Effective implementation of the open data policies in the government;
    - Communication between the government and the public, cooperation with the public sector to implement reforms, communication with users of open data sets, involvement of users in the use of data;
    - Lessons learned on using own open data in projects (analytical products, dashboards, chatbots, etc.);
    - Success stories and best practices on the use open data by government bodies (such as National Health Services dashboards, National Agency for the Prevention of Corruption dashboards, etc.).

- **One in person training course (two days) in Kyiv, for 35 government officials (gender parity to be ensured) from across the country (to be nominated by the Ministry of Digital Transformation of Ukraine) responsible for the publication of open data at the municipal level.** The training course, composed of a theoretical and a practical part, will aim to improve the quality of the open data on data.gov.ua and municipal open data portals, increase the use of open data by the public sector and stimulate the creation of new projects using open data. The main topics of the training course will be:
    - The role of open data in increasing transparency and economic development in wartime and the aftermath of the war;
    - National open data legislation, its latest developments and changes due to war conditions, as well as examples of local open data legislation;
    - Preparing open data for publication and improving the quality of the existing open data;
    - Effective implementation of the open data policies in the government;
    - Communication between the government and the public, cooperation with the public sector to implement reforms, communication with users of open data sets, involvement of users in the use of data;
    - Lessons learned on using own open data in projects (analytical products, dashboards, chatbots, etc.);

- Success stories and best practices on the use open data by government bodies at the municipal level.

- **One in person training course (two days) in Kyiv for 30 representatives from media and NGOs (gender parity to be ensured), as well as anticorruption activists out of which 15 should come from regions across the country (to be chosen in co-ordination with MDT and OSCE).** The training course, composed of a theoretical and a practical part, will aim to raise awareness of the opportunities of the open data anticorruption purposes and to generate social impact during the war, increase the use of open data by the non-government sector and stimulate the creation of new projects using open data among the non-government sector. The main topics of the training course will be:
  - The role of open data in increasing transparency and economic development for businesses during wartime and in the aftermath of the war;
  - The practical aspects of using open data, data organization and preparation for usage;
  - Analysis of open data, and related tools and instruments;
  - Visualization of data and creation of stories;
  - Best practices and examples of open data usage for anticorruption purposes as well as how to generate social impact during the war.

- **One in person training course (two days) in Kyiv for 30 business representatives (gender parity to be ensured) with a particular focus on small and medium enterprises out of which 15 should come from regions across the country (to be chosen in co-ordination with MDT and OSCE).** The training course, composed of a theoretical and a practical part, will aim to raise awareness of the opportunities generated by open data for anticorruption purposes and to create social impact during the war, increase the use of open data by businesses and stimulate the creation of new projects using open data among businesses. The main topics of the training course will be:
  - The legal aspects of using open government data;
  - Benefits and opportunities of open data for businesses;
  - Best practices and examples of open data usage in business;
  - Data analysis and analytics using open data for business analysis, market analysis, marketing and business scaling with an overview of how to practically use open data for business activities.

- **Create a short final video for social media coverage as well as photos of conducted trainings.**

2. For the training courses, the Implementing Partner shall select lecturers and guest speakers for all training courses:
  - Develop the programme for these four courses, including materials and presentations in different formats to promote active participation of selected trainees;
  - Develop a landing web page hosted by the Ministry of Digital Transformation that includes all courses description, programs, trainers' biographies, useful information, partners' logos, contacts, a registration form, and other relevant information;[1]
  - Promote the training courses through social media, websites, and other relevant channels to recruit relevant participants;
  - Select in cooperation with MDT and OSCE most suitable participants for the respective courses and be the point of contact when it comes to communicating with them throughout the training programmes;
  - Provide a photographer during the first day of each course (reportage video and photo shooting for 2 hours) to collect content for social media; develop a short final promotion video based on the material collected during the trainings;
  - Report on the results of the training courses - (based on pre and post evaluation tests).
  - Provide the following logistical support:
    - Own or rented premises to accommodate the required number of participants with high-speed internet connection in the city center, fit for the required number of trainees, in

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[1] The landing page for all fours courses must expand the functionality of the existing landing page hosted by the Ministry of Digital Transformation https://visualization.data.gov.ua/

addition to organizers and trainers, and 3 team members from the MDT and OSCE for each course;[2]

- Catering services for trainees and few (up to 5) MDT and OSCE team members;
- All audio-visual equipment necessary to conduct the training courses, including Zoom connection and related equipment, to allow OSCE team to join and partake in discussions with participants in an online format;
- Arrange and cover hotel accommodation in the city center for up to three nights stay for participants from outside Kyiv during all four trainings;
- Arrange and cover transportation for a round-trip for the second class of train or bus for participants from outside Kyiv.

● Coordinate with MDT and OSCE project team on all stages of training courses development, organization and preparation.
● **Submit timely financial and narrative reports on the conducted activities following OSCE-established requirements.**

Regarded financial and narrative reports on the services provided the OSCE, the selected IP will provide the OSCE with:

i.   Interim narrative and financial report not later than three (3) weeks after the completion of the training courses and funds disbursement process.

ii. Final narrative and financial reports related to the implementation of the abovementioned tasks (electronically in English) no later than 6 May 2024.

iii. The IP reports shall provide monitoring data including data on the results and activities as listed in the section above, while specific targets and deliverable dates will be reflected in the annexes to the Implementing Partner Agreement to be signed with the selected candidate/applicant as per the submitted technical proposal.

4.   Qualifications of the Implementing Partner (mandatory requirements):

Each applicant:

1. Shall be a non-profit organization or an educational entity, demonstrating a minimum of three years of professional experience working in organizing and conducting similar capacity-building projects such as training courses, educational events, hackathons, etc. preferably in the field of Open Data, anti- corruption, public administration efficiency, digital transformation programmes;
2. Shall be a legal registered entity in Ukraine;
3. Shall provide electronically in English;
    a. a brief description (within the technical proposal package outlined below) on the approach to the delivery of the above-mentioned tasks. The description should also include a timeline of the delivery of each task and a presentation of individuals together with roles and areas of expertise involved in the implementation of the mentioned tasks.
    b. A budget estimate to complete the tasks – **not exceeding EUR 110,000 (one hundred ten thousand euros)** – shall be presented in a separate financial proposal mentioned further below.
4. Shall ensure that key personnel assignment to the tasks are competent in the use of the English language;
5. Shall ensure professionalism, transparency and accountability in managing funds.

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[2] Training room must be minimally equipped (seating, drinking water, temperature above +15C),a bomb shelter must be either at the premises or within 5-minute walking distance and an electric generator should be available in case of electricity shortages;

5. Evaluation of Applicants

Applicants will be evaluated based on the following criteria:

1. Quality of the technical proposal to complete required tasks under the present Call;
   – 40 out of 100 points
2. Documented experience in organizing trainings for relevant stakeholders, namely government representatives, media, NGOs and other relevant non-governmental actors and conducting multi-stakeholder events related to anticorruption work with a focus on the use of open data;
   – 30 out of 100 points
3. Records of experience of relevant anticorruption and open data-related projects and partnerships envisaging management of funds provided by external entities;
   – 30 out of 100 points

6. Proposal

The project proposal should provide:

Technical Proposal (no prices should be included in the Technical Proposal):

a) A brief description on the approach to the delivery of the above-mentioned tasks, including the proposed implementation and the respective timeframe.

b) Supporting documentation, as requested below.

Financial Proposal:

a) The Financial Proposal shall cover all <u>direct</u> expenses to be incurred for performing the services as specified including, but not limited to the cost of the remuneration of the IP's personnel and all other compensations as well as other direct costs such as travel costs – if any – incurred by the IP for the purpose of performing the services as well as the costs for the concluding event; and shall show a detailed cost breakdown per price categories. The financial proposal shall be as detailed as possible and shall include a detailed cost breakdown for each expense (i.e. number of days/hours, daily rates/fees, etc. as applicable).

Please note that **overhead expenses** (such as day-to-day operational expenses, including rent, utilities, insurance, interest payments, non-cash items, fines, penalties, etc.) **will not be covered** by the OSCE.

b) payment(s) based on the following: first instalment upon signature of the IP agreement, equivalent to 60% (sixty percent) of the budget of the Project; second instalment equivalent to 30% (thirty percent) of the budget of the Project upon the delivery of the interim narrative and financial report; final instalment equal to the actual cumulative amounts spent as shown in the Final Financial Report, less the first and second instalment, upon approval of the final narrative and financial report.

As the OSCE is always interested in delivering products of the highest quality, the applicants are welcome to present any suggestions or comments on how to improve the delivery of the mentioned tasks.

7. Entities eligible to apply:

- Non-profit organizations or not-for-profit educational entities working on organizing and conducting similar capacity-building projects such as training courses and educational events, preferably in the field of Open Data, anti- corruption, public administration efficiency, digital transformation programmes, who:
  o Have a minimum of three years of extensive record of work in Ukraine;
  o Have a minimum of three years of experience in working with various stakeholders, namely government representatives, media, NGOs and other relevant non-governmental actors;
  o Have experience in conducting multi-stakeholder educational events and trainings related to anticorruption work with a focus on the use of open data;

o   Are able to operate and produce documents in English;
o   Have experience in managing externally funded activities.

8.   Supporting documentation:

Applicants shall provide information on their operational capacities as follows:

- Registration certificate (accreditation) in local language and an unofficial translation in English;
- Statute (in English) demonstrating the non-profit nature of the entity;
- Documentation proving experience in organizing and conducting capacity-building projects such as training courses and educational events preferably in the fields of Open Data, anti-corruption, public administration efficiency, digital transformation programmes;
- Documentation proving experience in implementing projects/events with government representatives, media, NGOs and other relevant non-governmental actors in the area of open data;
- A list of key personnel / managers and trainers who will be involved in the project with CVs;
- CV of the administrator of funds;
- Short description of projects/products at national level carried out in collaboration with external entities in the field of expertise, including the information on the financial resources received and managed;
- Copies of the most recent financial statements;
- Evidence of a legally registered bank account.

9.   How to apply and the procedures to follow:

The Public Call documents are available on request by e-mail to: ipcalls-at@osce.org.

The Public Call documents include:

-        This document;

Applicants must apply in English. Hand-written applications will not be accepted.

Applications (Technical Proposal and Financial Proposal) must be delivered in *__separate, password protected PDF files__* to ipcalls-at@osce.org **on or before 26 September 2023 –17:00 CET (local time)**.

Any application submitted after the deadline at 1700 CET on **26 September 2023** will be automatically rejected.

Please address all your queries or questions in writing to ipcalls-at@osce.org up to **5 days before** the submission deadline and kindly refrain from any telephone calls or personal visits.