1. **INFORMATION ON SUBMISSION OF THE TENDER**

|  |  |
| --- | --- |
| 1. **Publication (Procurement) number:** | **02/2023-ODK** |
| 1. **Grant Title:** | Institutional Grant - EJA Program |
| 1. **Subject of the contract:** | Development of the Content for Open Data Academy |
| 1. **Contracting Authority:** | Open Data Kosovo |
| 1. **Maximum Budget:** | Maximum budget available: **14,000 EUR** |
| 1. **Deadline for application:** | **31/March/2023** |

**1. Description of the Subject: Open Data Academy**

Since its founding Open Data Kosovo has combined open data and technology towards the development of open government. ODK has invested in creating a community of open data enthusiasts through implementing projects evolving open data and technology, which includes capacity building of Civil Society Organizations (CSO), public officials, and journalists. During the implementation of regional projects such as ActionSEE[[1]](#footnote-1) and InfoSec for Western Balkans and now ICEDA[[2]](#footnote-2) ODK recognized that the Western Balkan countries (Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Kosovo, and Serbia) face common obstacles towards promoting open government. Moreover, countries need to take advantage of the usage of open data and technology as tools for open government and transparency. The governments of the Western Balkan countries fail to promote the usage of data-driven decision-making processes. The usage of the data in many processes does not stem from unwillingness but results from the lack of understanding the potential and the concept of the data.

The Openness Index of ActionSEE[[3]](#footnote-3) reveals that usage of Open Data in the Western Balkans is less than 30%, most of which are from the central governments including also Kosovo. Local authorities and judicial bodies have an inexistent or a low score (less than 10%) on the usage of Open Data. In this line It is not only necessary to make the data available, but also to promote its usage among CSOs and Journalists, considering their crucial role in helping governments shape the policies towards open data.

In the context of promoting an open government, in September of 2018, the Ministry of Public Administration launched the ODRA report - Open Data Readiness Assessment prepared by local and international experts which provides a comprehensive overview of the situation in the field of Open Data in Kosovo. Open Government Data[[4]](#footnote-4) foresees positive changes in the way the Government interacts with the citizens. This process enables citizens and businesses to actively undertake informed decisions in various fields of activity. National Open Data Portal[[5]](#footnote-5) is the official catalogue of data and ‘metadata’ published in an open format by institutions of the Government of the Republic of Kosovo. There are a number of data-sets produced by the line ministries and state agencies. All institutions are obliged to open and publish their data on this platform.

Since there is a need for a wider use of open data among different stakeholders in Kosovo, beyond the public institutions, the Open Data Academy (ODA) aims to include the local CSOs, media, independent researchers, students, etc, to be a part of the Academy that aims to promote the use of open data in day to day processes. As such, ODA will be organised in a frame of 5 Days which will cover the following topics of:

1. Introduction to Open Data & Data Ethics;
2. Data Analysis and Data Science
3. Data research and investigative
4. Open Data Principles and Standards
5. Interactive Workshops

**2. Instructions to tenderers**

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

**3. Contract description/task specifications**

This section refers to the timeline and deliverables of each topic as respective tasks within the duration of the expert's engagement:

1. **Project kick-off and planning:**

* The expert will have an initial meeting with the ODK team to discuss the project's goals, objectives, and deliverables. According to the proposed work timeline by the expert, at this phase this plan and the respective tasks are expected to be consulted with the ODK team. This phase will enable the expert to define all tasks and details of deliverables.

1. **Content delivery of Day 1: Introduction to Open Data and Data Ethics**

* The expert will develop the material for Day 1. They will research and collect relevant resources and create content that introduces the concepts of Open Data, and Data Ethics. The content regarding this topic should aim to be related to the state of play in Kosovo, and to engage all the targeted stakeholders. Besides the understanding regarding the concept of Open Data, the topic materials should also clarify how data ethics can be applied to benefit organisations, and government institutions in avoiding harmful impacts such as misinterpretations, or invasion of privacy, among others.

1. **Content delivery of Day 2: Data Analysis and Data Science**

* The expert will work on developing the material for Day 2 based on the defined topic. They will research and collect relevant resources and create content that covers data analysis and data science topics which are relevant in Kosovo. The expert is expected to follow its proposed methodology when working on this part, as well as in the rest. It is crucial for the targeted stakeholders to be included in this content delivery (similarly to the rest of the topics too). The end goal of this topic should be to aim towards better decisions-making based on open data, and shared data infrastructures. The sub-points can be included in the preparation of the methodology regarding this topic:
  + Gathering data from a number of different sources
  + Evaluate the quality and usability of data
  + Introduction to quantitative data analysis
  + Introduction to qualitative data analysis

1. **Content delivery of Day 3: Data research and investigation**

* The expert will focus on developing the material for Day 3. They will research and collect relevant resources and create content that covers data research and investigative techniques. This topic should aim to illustrate real-life scenarios from Kosovo, including the stakeholders as part of this process. The end goal of this topic should be identifying important datasets in the country that can/should be on the open data format.

1. **Content delivery of Day 4: Open Data Principles and Standards**

* The expert will work on developing the material for Day 4. They will research and collect relevant resources and create content that covers open data principles and standards. Following the previous topics that are expected to be explored in a consecutive order, this topic should aim to present the principles and standards of open data in a clear way to the targeted stakeholders. The expert should take a holistic view of data use in order to examine the key role of data standards. Additionally, to see what data standards are not applied in Kosovo, and how they should be taken into account in order to improve the use of open data in all levels.

1. **Content delivery of Day 5: Interactive workshops**

* The expert will focus on developing the material for Day 5. This topic aims to create and deliver interactive workshops for the stakeholders and enable them to reinforce the concepts learned in the previous days. The expert is responsible for planning the format and the content of these workshops.

1. **Review and revision:**

* The team of ODK will review the entire content of the booklet and provide any feedback in terms of errors or inconsistencies, which should be revised by the experts.

**3.1. Final delivery (Start date & period of implementation)**

* The final version of the assignment will be delivered by the engaged expert before the 21st of May, 2023.
* The assignment will start on 10/04/2022 until 21/05/2023.
* In total there are foreseen 30 working days (flexible for the expert).

1. **Selection Criteria**

The following selection criteria will be applied to candidates:

Qualifications and skills

* University degree in Economics, Social Sciences, Public administration or other related fields;
* Excellent writing and communication skills
* Experience in educational material creation
* At least 8 years of general work experience

General Work Experience indicating the required qualification as the following:

* Expertise in the subject matter: The expert should have in-depth knowledge of the subject matter being covered in the booklet. For the Open Data Academy booklet, the expert should have a strong understanding of open data principles and standards, data analysis, data research, and investigative techniques.
* Excellent writing and communication skills: The expert should be able to communicate complex concepts in a clear and concise manner, using language that is accessible to a wide range of readers. They should have excellent grammar, spelling, and punctuation skills.

Specific Work Experience indicating the required qualification as the following:

* Experience in educational material creation: Previous experience creating educational content, such as booklets, online courses or training materials can be an asset for creating an effective Open Data Academy booklet.

This application is open only to physical persons/natural persons. Legal persons (companies or NGO) are not allowed to apply for this contract.

1. **Award criteria**

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.

1. **Application procedure**

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written originally in English.

The tender must comprise a **technical offer** and a **financial offer**, which must be submitted in the following email address: [info@opendatakosovo.com](mailto:info@opendatakosovo.com).

**9.1. Deadline to submit this tender is:** 31 March 2023, 16:00.

1. **Technical offer**

The offers, all correspondence and documents related to the tender must be written in the language of the procedure which is English. The applicant must send the technical offer that is composed by the following documents:

* Organisation & Methodology of the Offer (Template provided by the contracting Authority);
* CV of the Applicant.
* Copy of the Diplomas, Certificates, supporting the experience and qualifications declared on the CV.
* Copy of ID documents.

1. **Financial offer**

The financial offer must be presented as an amount in Euro and must be submitted using the template Financial Offer as given by the Contracting Authority in which the invited Applicants will specify the Daily Fee they offer.

1. **Evaluation of tenders**

The tenders will be evaluated on the basis of conformity with the requirements of this tender dossier and procedure. A technical and financial evaluation will be performed by the evaluation committee on the technical and financial admissibility of tenders.

Evaluation Grid for the technical score is specified as follows:

|  |  |
| --- | --- |
|  | **Maximum** |
| Qualifications and skills | 30 |
| General professional experience | 30 |
| Specific professional experience | 40 |
| **Overall total score** | **100** |

1. **Notification of award**

The contracting authority will inform all tenderers simultaneously and individually of the award decision.

1. **Other**

The Terms of Reference will be shared with the selected expert for this contract in order to provide additional details regarding the implementation period and other details.

1. <http://www.actionsee.org> [↑](#footnote-ref-1)
2. [https://opendatakosovo.org/portODKio/?filter=projects](https://opendatakosovo.org/portfolio/?filter=projects) [↑](#footnote-ref-2)
3. <https://opennessindex.actionsee.org/_> [↑](#footnote-ref-3)
4. <https://mpb.rks-gov.net/ap/page.aspx?id=2,33> [↑](#footnote-ref-4)
5. opendata.rks-gov.net [↑](#footnote-ref-5)