SCOPE OF WORK

Monitoring Expert for OGP National Action Plan Implementation by Yerevan Municipality/ Public Participation Component

1. Background

The Open Government Partnership (OGP) brings together governments, citizens, civil society organizations, academia and the private sector to promote more transparent, accountable, responsive and inclusive governance. OGP achieves this vision by recognizing the key role that local governments play by being closer to the people they serve. Cities, states, regions, provinces, counties and other jurisdictions deliver crucial services that require effective and responsive local governments. That is why OGP seeks to support local open government champions to adopt innovative open government reforms. It is increasingly clear that *collaboration, transparency, and citizen participation* are fundamental pillars for any modern, responsive and agile government.

1. The Purpose of this Consultancy

Public participation is a core component of open government and an essential element of the OGP cycle. The OGP Articles of Governance outline that OGP participants commit to developing their action plans through a multi-stakeholder co-creation process. Both the Local Open Government Strategic Vision and each individual commitment must be co-created with the active engagement of citizens and civil society.

The consultant will be required to perform the following activities:

1. Conduct the Inception Assessment of the commitment which seeks to provide an appraisal of the co-creation process as well as the quality of the design of the commitment at their inception. The Inception Assessment will evaluate the following elements: 1. Assessing the degree of compliance with co-creation requirements and recommendations focusing on the following criteria: a. spaces and platforms for iterative dialogue and co-creation; b. dissemination of information 2. Assessing the characteristics of the commitment according to the following criteria: a. relevance to the OGP values of transparency, accountability, and public participation b. verifiability of the commitments and c. potential impact of the commitment
2. Conduct End-of-Commitment Assessment which will appraise the results of the individual commitment at the time it is fully implemented or at the end of the action plan, whichever comes first. This short evaluation of the outcomes of the commitment must be submitted on an online platform. Specifically, the assessment will evaluate:

• the level of completion

• the early results and outcomes from the commitment’s implementation.

1. Conduct Final Learning Exercise which is intended to extract and analyze lessons once the action plan has reached the stated end date. The report will analyze the information within the Inception and End-of-Commitment Assessments. The Final Learning Exercise must capture the successes and areas of improvement of the action plan as a whole – from co-creation to final implementation. It is intended to go beyond assessing the completion of activities and elicit a meaningful reflection about the changes and results enabled by the reforms and the co-creation process. It may also look at the reasons for lack of progress for reforms that have not proceeded as planned and describe a way forward to overcome identified challenges.
2. Characteristics of the Consultancy

* Duration of contract: May 2023 -May 2024
* Estimated LOE: TBD
* Location: Yerevan, Armenia
* Type of Consultancy: Individual Consultant
* Payment method: Lump sum upon completion of each stage of the assessment with deliverables and timelines set up in the Contract.

1. Qualifications, Experience and Competencies of the Consultant

* Post-graduate degree in Sociology, public administration or public policy; or relevant field.
* At least 10 years’ experience in monitoring and evaluation with particular focus on research.
* Understanding of the Public Sector
* Familiarity with Open Government Partnership
* Ability to communicate and work effectively with local government and stakeholders.
* Ability to work independently as well as with other experts.
* Competent in the use of Microsoft applications including Word, Excel, PowerPoint and other relevant software.

1. More Information:

Deadline for submission is May 12, 2023.

Please send CV and Cover Letter at [info@urbafoundation.am](mailto:info@urbafoundation.am) by mentioning OGP Monitoring Expert in the subject line of your E-mail.