TERMS OF REFERENCE
FOR CONSULTING SERVICES
(INTERNATIONAL EXPERT TO SUPPORT PREPARATION, IMPLEMENTATION AND EVALUATION OF THE OPEN DATA PORTAL)
«OPEN DATA ACTION PLAN» PROJECT
(TF0A5660)

Background

The "Implementing Open Data Action Plan" project (hereinafter - Project) is an 18-month grant from the Multilateral Trust Fund for statistical capacity building (TFSCB – Trust Fund for Statistical Capacity Building). Grant amount 450,000 US dollars (Letter of agreement dated September 11, 2017 between the Government of the Kyrgyz Republic and the International bank for reconstruction and development/International development Association (World Bank) acting as administrator of grant funds, provided by Donors in the framework of the TFSC. This grant project was ratified by the law of the Kyrgyz Republic of December 30, 2017 № 225.

The project aims to improve the current capacity for statistics and data management and sharing in the Kyrgyz Republic in accordance with the principles of the data revolution described by the United Nations (UN). This will strengthen the national strategy for analysis, statistics and innovation in the public sector of the Kyrgyz Republic.

The Project's goal is the establishment of a national open data platform and mechanisms for public access to them, filled pilot arrays of open data and the implementation of related activities with the aim of empowerment of the population in terms of access and use of these data.

Open data is a special way to publish information in formats suitable for further processing and analysis. This approach allows wide re-use of public databases, business, media and civil society, which in turn will create the foundations for the development of the digital economy in the Kyrgyz Republic, it is expected that this project will lead to increased economic growth, improved employment opportunities and the improved delivery of services by Government and the private sector. The project will take into account the recommendations of the Open Data Readiness Assessment (ODRA) and the action plan that was developed in 2014-2015. Also, the Project will support a number of pilot innovation initiatives in the most promising sectors identified in time by ODRA, which will include support for both supply aspects and demand for open data.

The Open Data project consists of four components: (a) an open data ecosystem Framework; (b) public data discovery; (c) demand for open data; (d) Project Management and capacity-building.

The objectives and results of the project are part of the objectives of the 5-year planned project "Digital CASA-Kyrgyz Republic", the preparation of the launch of which began in January 2018.

The project will be implemented by the project implementation unit (hereinafter – PIU) under the State Committee for Information Technologies and Communications of the Kyrgyz Republic (hereinafter SCITC), which acts as the implementing agency for the ECAPDEV grant, for the preparation of the Digital CASA project and the grant "Implementing Open Data Action Plan".

Objectives

SCITC KR intends to hire a consultant with international experience for independent technical evaluation of the contractor's work on launching, implementing and commissioning the State Open Data Portal (hereinafter the Portal).

Scope of work

The consultant will perform the following tasks:

- develop a strategy for the technical development of the Portal, taking into account international best practices;
- develop and provide technical advice on the development of an open data ecosystem in Kyrgyz Republic and the development of a Portal as its key element;
- develop recommendations on the development and adoption of regulatory, technical policies, regulations and technical standards for open data, taking into account the current situation in the Kyrgyz Republic, international best practices and the prospects for the development of the Portal;
- prepare methodological materials for the training course on open data for civil servants, taking into account the best international practices, as well as providing recommendations for the implementation of this training course within the training and retraining program for civil servants;
- conduct training for coordinators of pilot agencies and potential government agencies trainers on open data within the framework of the training and retraining program for civil servants;
- carry out a technical assessment of the implementation of the Portal and develop proposals for its integration with the portal of public services, as well as provide suggestions on technical specifications for open data in the sectors of energy, transport, agriculture, health, education, etc.;
- analyze the work done by the developer of the Portal and provide specific recommendations for the development, optimization and efficiency of the Portal development;
- conduct a technical seminar for government coordinators on the development of open data, taking into account international best practice in prioritizing open data, the specifics of open data in various sectors, motivation and leadership mechanisms, and involving institutions and stakeholders in the implementation of open data, the integration of public data and data business companies, NGOs and donors, the creation and development of an open data ecosystem in Kyrgyz Republic, and the development of an open data culture among civil servants and the public;
- make recommendations for the development of data analytics based on open data and their use and reuse with the latest technologies and best international practices in Kyrgyz Republic;
- provide recommendations for the implementation of the Open Data Action Plan, the development of a monitoring and evaluation system for government agencies;
- provide recommendations on cybersecurity in the field of open data, forecasting and preventing threats;
- develop and provide presentation materials on the effectiveness of open data in the sectors: health, education, agriculture, transport, tourism, etc., also, describe the steps that need to be taken to ensure that the data become effective and what should be avoided;
- assist in the development and implementation of the Portal with the provision of recommendations in the teleconference mode at least twice a month.

Deliverables and timing

This assignment includes the hiring of a Consultant for the period from August 2018 to April 2019. As the development of the Portal is completed, the assignment involves a visit of a

Consultant to the Kyrgyz Republic (Bishkek) for 3 days in the period from October 2018 to April 2019.

Deliverable 1.

The interim report, including:
- 2 versions of the technical models of the Portal, including technical requirements for software and infrastructure, requirements for portal architecture, requirements for portal security and services;
- Proposals on technical specifications for open data in the economic sectors;
- Recommendations on the development of an open data ecosystem in Kyrgyz Republic and the development of the Portal;
- Recommendations on the development and adoption of regulatory, technical policies, regulations and technical standards for open data, taking into account the current situation in the Kyrgyz Republic;
- Recommendations for the implementation of the Open Data Action Plan and for the development of a monitoring and evaluation system for government agencies.

Timeframe: August - October 2018.

Deliverable 2.

Final report, including:
- Strategy of technical development of the Portal;
- Methodological materials for the training course on working with open data;
- Recommendations for the implementation of the training course for open data within the training and retraining program for civil servants;
- Technical assessment of the implementation of the Portal and proposals for its integration with the public services portal;
- Analytical report on the work of the company-developer of the Portal;
- Report on the training seminars for the coordinators of the government agencies on the development of open data;
- Recommendations for the development of data analytics based on open data and their use and reuse with the latest technologies;
- Recommendations on cybersecurity in the field of open data, forecasting and preventing threats;
- Presentation materials on the effectiveness of open data in the sectors of the economy, describing the main steps to be taken to make the data effective and what risks should be avoided.

Timeframe: November 2018 - April 2019

Timing

This assignment is planned to be completed from August 2018 to April 2019. The contract will be signed for a period of 9 months.

Reporting and Approval Procedures

The consultant will report to the technical coordinator, Open Data Project Manager, PIU Director and the supervising Deputy Chairman of SCITC KR. The final report (3 copies of printed and electronic copies) is approved by the supervisor of the PIU.

All project reports and documents should be prepared in Russian and English.

Resources

The SCITC will provide all required information necessary to carry out this assignment. One Consultant's visit to the Kyrgyz Republic is paid for the fulfillment of the tasks assigned to him, under the terms of this contract.
Workplace and computer equipment are not provided under the contract.

Qualifications and Experience

The consultant must meet the following qualifications, knowledge and skills:
- Higher education in ICT - 10 points;
- Experience in the development and implementation of open data – 30 points;
- Experience in the development and implementation of the Portal– 20 points;
- Experience in developing it projects in the public sector – 20 points;
- Work experience as a technical consultant in the World Bank projects or other projects funded by international organizations– 10 points;
- Language requirements: Excellent knowledge of English, knowledge of Russian is an asset – 5 points;

Terms and disbursement schedule:

Output	Deadline	Payment
Deliverable 1	July-September 2018.	The first payment is 30% of the total value of the contract after submission and approval of the products planned under deliverable 1
Deliverable 2	October 2018– March 2019	The first payment is 70% of the total value of the contract after submission and approval of the products planned under deliverable 2

All products should be confirmed by supporting documents.