

## Terms of reference

### OECD Open Government Project

Under the supervision of Mr. Carlos Santiso, Head of the Open and Innovative Governance Division (OIG), within the Public Governance Directorate at the OECD (“the OECD”), a contractor will be recruited to deliver the outputs enlisted below.

#### **BACKGROUND**

Through its initiative “MENA-OECD Governance Programme”, the OECD supports the strategic partnership between MENA and OECD countries to share knowledge and expertise with a view of disseminating standards and principles of good governance. The Programme supports the design and implementation of public governance reforms in Jordan, Lebanon, Morocco and Tunisia in order to enhance transparency, accountability, and stakeholder participation, to further citizens’ trust, the quality of democracy and promote inclusive economic growth. Notably, the Programme is implementing the project “*Ma’an – Together for an Accountable and Transparent Public Administration in Jordan*”. As part of this project, the OECD team has developed a Public Governance Review, which recommends scaling up efforts towards inclusive citizen participation in Jordan including through electronic means.

Jordan’s Ministry of Digital Economy and Entrepreneurship (MoDEE) developed Jordan’s E-Participation Policy in 2021, and as part of its implementation, Jordan devised Commitment #2 of the 5th Open Government Partnership<sup>1</sup> National Action Plan (2021-2025) “Enhancing community participation in the decision-making process using electronic means”. MoDEE is the leading implementing partner of this commitment in partnership with Legislation and Opinion Bureau and Regulatory Impact Assessment Unit at Prime Ministry. Work carried out for this commitment will provide the tool to implement the policy through institutionalizing e-participation within governmental institutions’ by building a unified national online portal that facilitates obtaining citizens’ opinions and develops the legal framework related to e-participation.

To implement the commitment, MoDEE is currently developing an interactive portal for e-participation related to enabling e-participation to ensure transparency and participation. Furthermore, MoDEE will create a user-guide, and develop a series of performance indicators to measure the extent to which governmental bodies implement and comply with the policy and its outcomes including drafting a terms of reference document, open calls for tenders, awarding, and implementation. The materials to be developed under this contract are related to the implementation of Commitment 2 mentioned above, ensuring stakeholders can successfully use the e-participation platform effectively and in line with international standards.

For this purpose, MoDEE has requested the support of an Expert Consultant to develop a Stakeholder E-Participation Manual and related training materials in collaboration with MoDEE and with OECD Secretariat based on OECD Guidelines for Citizen Participation Processes. The Consultant will also conduct training for public officials on the Stakeholder E-Participation Manual.

---

<sup>1</sup> The Open Government Partnership (OGP) is a voluntary multilateral initiative that aims to secure concrete commitments from governments to promote transparency, empower citizens, fight corruption, and harness new technologies to strengthen governance in the spirit of multi-stakeholder collaboration.

## **DELIVERABLES**

The deliverables that are under the responsibility of the contractor are the following:

<b>Activity</b>	<b>Timeline</b>
Signing the Contract with the Expert Consultant	
Brief Inception Report containing an introduction of the proposed methodology and an outline of the proposed Stakeholder E-Participation Manual, for review and comments by MoDEE and the OECD	1 week from signing contract
Draft Stakeholder E-Participation Manual (AR/EN) Versions + Analysis Methodology for e-participation outcomes, and share with MoDEE and the OECD for comments	6 weeks from signing contract
Final Draft Stakeholder E-Participation Manual (AR/EN) Versions	10 weeks from signing contract
Training 2-day workshop for Public Officials on Stakeholder E-Participation Manual (three cohorts - total 6 days)	14 weeks from signing contract
TOT for 10 public officials (total 2 days)	16 weeks from signing contract

## **TIMELINE**

The consultancy is expected to take around 30 days, and the contractor is expected to carry out the above activities from the moment of signature of the contract and in the subsequent four months.

## **Qualifications:**

- Demonstrated knowledge of the OGP values and principles and international best practices in citizens and stakeholders' engagement.
- Practical and demonstrated experience no less than 7 years in the development of Public Engagement and Analysis Methodologies.
- Knowledge of Jordan's E-participation Policy (2021).
- Demonstrated experience in delivering training and capacity building.
- Experience in working with a variety of stakeholders in the Public Sector, Private Sector, NGOs and CSOs.
- Advanced university degree in public policy, social sciences, economics, law or another relevant field. Any additional certification in stakeholder participation is desirable.
- Fluency in English and Arabic.

**Application:**

- Interested applicants should submit their technical and financial proposal based on daily rate as well as their CV and any supporting documents to :

[e-consultation@modee.gov.jo](mailto:e-consultation@modee.gov.jo)

AND Cc: [ogunit@mop.gov.jo](mailto:ogunit@mop.gov.jo)

- Deadline for submitting applications: 6 June 2024, @ 3:30 PM Jordan Time.