**Smart Public Contract Register**

**Empowering Public Procurement Statistical Reporting, Market Analysis and Reporting**

**Pilot Scenario 1 – Greece – Public procurement data conversion from legacy national-level e-Procurement system to the OCDS-based smart public contract register**

#### Inception Phase

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| **Description** | The inception phase will facilitate the initiation of the project and the proper coordination between stakeholders and experts involved.A kick-off meeting will take place to establish and agree with the EBRD Operation Leader (OL), the EBRD team and the government counterparts the main aspects of the pilot project. The following sub-activities will be carried out:* Set-up and introduce the EBRD team, project team as well as the Project Coordinator
* Identify government representatives and other relevant stakeholders;
* Establish the project management rules, the meetings schedule and other coordination mechanisms;
* Prepare and carry out the kick-off workshop;
* Review and define a final version of the work plan for conceptual stage.
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| **Deliverable/s** | * Inception Report
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| **Key success factors** | * Good coordination between participants
* Ability to identify relevant information and stakeholders
 | **Duration** | 1 month |
| **Approach to the activity** | * All project team members will meet for the kick-off of the project. The kick-off meeting will cover the main aspects of the project and it will set up the organizational model based on the following activities and tasks that will be carried out:
	+ Objectives and scope of the assignment;
	+ Work Plan;
	+ Methodology;
	+ Organization, members, roles, function and responsibilities of the parties
	+ Identification of stakeholders relevant to the project;
	+ Relation Model and mechanism and rules of communication and coordination;
	+ Risks and contingencies;
	+ Mechanisms of control and follow up;
	+ Establishment of the needed interviews calendar.

Within 30 days of the pilot project commencement date, the TC project team will prepare and submit to the provisional work plan and a schedule for the conceptual lab phase of the project, to be agreed with the national counterparts. In the case, the Inception Mission is scheduled only after 30 days since pilot project commencement date, specific Work Plan shall be prepared, according to the EBRD TC project management rules. |
| **Methodology** | The EBRD methodology for the OCDS-based smart public contract register will be taken as baseline, and a Work Plan will be developed with each pilot country to reflect specifics of:a) local legislation on public procurement and open data;b) data availability in the local public procurement data sources, in particular the national-level eProcurement system, andc) decisions regarding technique for public procurement data collection;d) decisions regarding use of tools for data integration and consolidation and whether data warehousing is required. |
| **Expected Results** | The expected results of this activity is an Inception report establishing the reviewed work plan for the conceptual phase of the pilot project, reviewed final OCDS implementation methodology, reviewed project team, identification and engagement of all government counterparts and stakeholders involved, and establishing the necessary coordination and reporting mechanisms. |

#### Development of a concept for the Open Data OCDS for pilot country jurisdiction

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| **Description** | Support the government counterpart with the development of a public procurement Open Data OCDS concept for smart public contract register, based on business intelligence technology. |
| **Deliverable/s** | * Deliverable 1: Public procurement Open Data OCDS concept in accordance to local legislation on access to public information in the area of public procurement and an applicable OCDS data set in line with data availability in the national electronic public procurement systems.
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| **Key success factors** | * Knowledge of the overall objectives and guidelines of the Open Data OCDS concept.
* Ability to detect and choose the best practices from the Open Data OCDS to apply based on local legislation and the data availability in the national electronic public procurement system/s.
 | **Duration** | 2 months |
| **Approach to the activity** | Open Government concept will be relied on to engage government counterpart/s, civil society organizations and business associations into designing an OCDS public contract register for the pilot country. |
| **Methodology** | * **Identification of objectives** of the OCDS concept for the purposes of public procurement in the pilot country. This will include defining the extent of data to be published with a license to allow for the free use of the information, which documents should be included and how to categorize different items, approach to the serialization of the data, the formats of which the data will be available, and the use of a globally unique identifier for contracting procedures. The identification of these objectives will need to be done in consideration of any existing OCDS concepts.
* **Identification of gaps** between the public information standards currently in place for public procurement and the OCDS.
* **Review of current legislation and national strategies** related to access to public information in the area of public procurement and transparency to be able to assess the extent of data identified in the gap assessment which can be made publically available.
* **Round-table** with government, business, and civil society stakeholders regarding Open Data OCDS concept and the challenges and benefits of applying OCDS. The round-table will record inform participants about the OCDS concept, and open for discussion from stakeholders regarding benefits and challenges to adopting the OCDS concept. The participants will then provide inputs on the aspects of OCDS that can be realistically incorporated into an OCDS concept for pilot implementation. The round-table will also serve as a tool to inform stakeholders about the OCDS concept as well as engage them in the process of its adoption; thus, ensuring local stakeholders are involved in and inform the process of developing an OCDS concept.
* **Formulation of OCDS concept** based on the inputs from the round-table event. The OCDS concept will function within existing legal frameworks and align itself to OCDS best practices. This will result in an **OCDS Concept Report,** based on the feedback obtained at the round-table event, identifying the necessary reforms or changes needed to be in line with Open Data OCDS concept. This roadmap will identify reforms and challenges needed in three categories:
* **Legal**: Identification of legislative challenges that can hinder adoption of a more comprehensive OCDS concept.
* **Business**: Identification of necessary change management to adapt to the processes and requirements of the Open Data OCDS concept.
* **Technology**: Identification of any technological changes, such as greater interoperability, software upgrades, and others that might be required to facilitate the implementation of the OCDS concept.
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| **Expected Results** | * The local stakeholders will obtain increased knowledge on the Open Data OCDS concept.
* Round-table with government, business, and civil society stakeholders regarding Open Data OCDS concept and the challenges and benefits of development of smart public contract register.
* An OCDS Concept Report will be produced to guide to the adoption of the Open Data OCDS public contract register in the pilot country.
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#### Prepare a localized OCDS public procurement data set for a smart public contract register

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| **Description** | Prepare a localized public procurement data set for Open Data to create an official OCDS open data source for local market and enable equal and unrestricted access to public procurement information in accordance to the national legislation on access to public information for all stakeholders. |
| **Deliverable/s** | Deliverable 1: Public procurement Open Data OCDS concept in accordance to local legislation on access to public information in the area of public procurement and a applicable OCDS data set in line with data availability in the national electronic public procurement system(s). |
| **Key success factors** | * Identification of current data sources and selection of data sets to be made publically available.
* Unrestricted access to key public procurement information in line with the Open Data OCDS concept.
 | **Duration** | 1 month |
| **Approach to the activity** | Preparation of a public procurement data set in accordance with OCDS standards is a key step in ensuring transparency in public procurement. The OCDS provides the guidelines for the disclosure of data throughout all of the procurement stages. Within the context of public procurement in the pilot country it will be important to understand the current data sets currently available and those which can potentially become available based on the current legislation on public procurement. A review of the currently available procurement dataset will be completed with the support of the PPA. Field mapping of the current e-procurement system will be conducted and help identify gaps between the available dataset and what would need to be added under the OCDS concept. When the OCDS data set is established, the institution will register with Open Contracting to receive an OCID Prefix.  |
| **Methodology** | * **Conduct field mapping** of the system´s existing fields in databases. This step is critical to understanding if the current e-procurement model is equipped to generate the data needed for the OCDS concept that has been developed.
* **Compare current e-procurement model with OCDS Concept** to identify missing fields of data.
* **Prepare a localized OCDS dataset.** The dataset will be serialized in the same format and will use code lists to ensure interoperability as defined by OCDS. When fields used in the pilot country but not covered by OCDS are identified, those will be analyzed to understand their suitability to the new OCDS model. When possible, those fields will be kept in the OCDS model, creating OCDS extensions.
* **Prepare model of implementation of localized OCDS dataset** that will map the new fields to be included and how to implement them into the current e-procurement system.
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| **Expected Results** | * Field mapping of existing fields in current e-procurement system.
* Localized OCDS dataset
* Implementation model for localized OCDS dataset
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####  Implementation of the Open Contracting Data Standard

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| **Description** | Undertake an implementation of the Open Contracting Data Standards (Advanced OCDS PLUS) in the national electronic public procurement system to cover entire public procurement cycle, from planning to payment, as appropriate |
| **Deliverable/s** | Deliverable 2: Implemented online real-time evidence-level Advanced Open Contracting Data Standard for electronically conducted public procurement in the national electronic procurement system(s), from procurement planning to payment, as applicable. |
| **Key success factors** | * Established knowledge on the additional data sets required for the e-procurement system.
* Implementation of the OCDS data-sets into the e-procurement system/s.
 | **Duration** | 3 months |
| **Approach to the activity** | Implementing the OCDS PLUS will involve incorporating the established data sets into the e-procurement system/s.This activity involves working in close collaboration with the current system operators and developers in the pilot country, to facilitate a good understanding of the current e-Procurement system/s. The approach to this task will prioritize efficient knowledge management, to ensure new information on improvements to the OCDS will reach relevant stakeholders.  |
| **Methodology** | * **Identify business processes and system features** required to implement the localized OCDS data sets. This will inform on the steps that are required to be taken in order to apply the OCDS data sets into the current e-procurement system; which can include the editing of procurement documentation, development of new features to adapt to the needs of the new OCDS data set, etc. An initial technical design of the changes will be prepared and sent for approval of the OL and the beneficiaries.
* **Implement the OCDS export mechanism and OCDS API and any necessary modifications in the eProcurement, if necessary.**
* **Establish guidelines for the use of the localized OCDS data set.** The guidelines will inform on several aspects of the management of the localized OCDS data set:
	+ Identification of the who is responsible for providing the data required in each field;
	+ How the data is to be generated as well as how often;
	+ Exclusions of data in line with the national legislation on access to public information; and
	+ Identification of custom codes or code lists identified when developing the OCDS concept.

The guidelines will be made publically available to ensure all needed stakeholders have access to details on what data is currently available to them and who are the responsible individuals or teams in charge or ensuring the data’s availability and accuracy. * **Train relevant staff** of the national public procurement regulatory body on management of OCDS data based on guidelines. Materials for the trainings will be developed in the local language.
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| **Expected Results** | * Guidelines for the use and development of the localized OCDS data set for national eProcurement system/s.
* Training for staff of management and development of the OCDS data sets for public contract register
* Public procurement data collected and available for re-use in the OCDS database:

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#### Implementing the OCDS analytical tools

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| **Description** | Assist with localized implementation of the OCDS Observer and Explorer, including dashboards about public procurement planning, public contracts and contract management for goods, services and works procured by central government, and local government (where data is available)  |
| **Deliverable/s** | Deliverable 3: Implemented localized OCDS Observer and Explorer application, integrated with an open access web-portal as indicated by national counterpart. |
| **Key success factors** | OCDS Observer and Explorer is adapted to the localized OCDS concept and data sets.  | **Duration** | 2 months |
| **Approach to the activity** | Part of ensuring transparency and accountability within the public procurement is facilitating an online access to data on public procurement. Taking into account the OCDS concept and the data sets as available in the national eProcurement system/s, the OCDS Observer and Explorer tools will be updated to collect and visualize all data available. In order to accomplish this, the AS IT – TO BE model will be applied |
| **Methodology** | * **AS IS-TO BE** model will identify the current business processes associated with the management of the data, it will review the current content and data sets available, and also the systems and technology in use. This will be compared with the needs required from thecurrent system in order to adapt to the new OCDS concept and data sets. The gaps will be identified as well as the key individuals or stakeholders who will need to be engaged in applying the necessary changes to the system.
* **A roadmap will be developed** to outline the key steps required to make changes to the current systems. This roadmap will associate each change with specific tasks and a timetable, as well as identifying the responsible teams or individuals who will complete each task.
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| **Expected Results** | * OCDS Observer and Explorer is adapted to the localized OCDS concept and data sets and implemented in accordance to the roadmap agreed with government counterparts.

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#### Design and develop a public access portal for the OCDS contract register

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| **Description** | Design and develop a public access portal to the OCDS Open Data, providing online access to public contract register to government, citizens and civil society organizations. |
| **Deliverable/s** | Deliverable 4: Accessible public portal, providing online access to smart public contract register to government, citizens and civil society organizations. |
| **Key success factors** | * Improved access to public procurement information through OCDS open data portal
 | **Duration** | 2 months |
| **Approach to the activity** | The approach to designing and developing a public access portal to the OCDS Open Data should include input from stakeholders. As the primary users and beneficiaries, it is important to ensure not only that the information they require will be available, but also that it will be understandable an simple to access. Therefore, the design on the portal needs to prioritize aspects of user experience, which will ensure that the portal data storytelling is more likely to be used by beneficiaries. |
| **Methodology** | * **Review latest practices** on online portals for OCDS publication. Open Contracting Partnership will be consulted to review approaches, strategies, and tools utilized to successfully design and develop similar open data portals.
* **Identify stakeholder needs** through a selection of surveys and interviews to understand how the portal can be designed to ensure maximum benefit for users. Relevant stakeholders such as Open Contracting Partnership will be involved as well to fully understand best practices at international level.
* **Design of the open data portal** will incorporate both best practices and the local needs as communicated by local stakeholders. The design will prioritize user experience, to ensure the portal is easy to navigate, presents information clearly, and is generally user-friendly.
* **Validation of the portal design** by the stakeholders will continue the focus on engagement of all relevant parties. The process of validation will allow for initial feedback on aspects of the portal that could be improved before producing a final design.
* **Development of the portal** will ensure compatibility with relevant systems and data sets. Once the portal is finalized, there will be a test phase, where the localized data will in input to the portal and all functions and systems checked to ensure proper functionality. Should the test identify any issues, modifications will be planned and a specific timeline for their implementation shared with the EBRD and the beneficiary.
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| **Expected Results** | * Functioning and user-friendly public access portal for the OCDS public contract register:

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#### Assist with implementing the OCDS red flags monitoring tool

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| **Description** | Assist with localized implementation of the OCDS red flags monitoring tool for government public procurement monitoring unit |
| **Deliverable/s** | Deliverable 5: Localised and implemented OCDS red flags monitoring tool for the monitoring unit, supporting in particular *ex-ante monitoring*  |
| **Key success factors** | * Expanded and localized OCDS red flag monitoring tool that properly monitors all public procurement data sets included in the OCDS concept.
 | **Duration** | 2 months |
| **Approach to the activity** | Monitoring tools for public procurement, in particular ex-ante monitoring help promote accountability of public procurement decisions. If the local OCDS concept will provide for additional data, the OCDS red flags monitoring tool will be expanded to monitor all available data. It will be important to work closely with the public procurement monitoring bodies in the pilot country. Working closely with key stakeholders will help to generate a sense of ownership over new data-driven tools and monitoring practices.  |
| **Methodology** | In order to transform public procurement monitoring to data-driven, the AS IT – TO BE model will be applied. * **AS IS-TO BE** model will identify the current business processes associated with the management of the data for public procurement monitoring purposes. This will be compared with the capacities of the OCDS data sets and improvements to monitoring methodologies will be proposed.
* **A roadmap will be developed** to outline the key steps required to transform monitoring to data-driven tools and practices. Any new monitoring procedures that need to be applied to respond to the new data sets will also be identified, and a specific procedure outlined.
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| **Expected Results** | Expanded and localized OCDS red flag monitoring tool that properly monitors all public procurement data sets included in the OCDS concept is implemented in accordance to the roadmap agreed with government counterpart: |

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#### Facilitate stakeholder engagement

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| **Description** | Facilitate stakeholder engagement by developing and implementing the OCDS open data awareness raising and capacity building program for citizens, business and government users of new smart public contract register. |
| **Deliverable/s** | Deliverable 6: Report from stakeholder engagement program, including media and communications as well as training materials for civil society, business and government users. |
| **Key success factors** | Stakeholders within civil society, business, and government are well informed of the new OCDS, its relevant systems and how to benefit from them. | **Duration** | 4 months |
| **Approach to the activity** | This component will aim to inform all relevant stakeholders within civil society, business, and government of the new OCDS concept and its implementation. Materials developed for this purpose will be in English and official national languages of the pilot country to ensure the information is widely accessible.  |
| **Methodology** | The methodology for identification of training participants and delivering the training are as follows:* Identification of Participants: Identify whom trainings will be directed to in order to design trainings that respond to their needs (SMEs, contracting authorities, etc.).
* Defining Aims and Objectives: The Project Team will define the contents that will be presented at the training. Beneficiary representatives should work with the Project Team to define the level of detail that will be explained in the training and materials based on the participant´s profiles.
* Develop the Training Program: The training program will be developed in collaboration with Open Contracting Partnership. The training program will be developed based on the initial analysis done when identifying participants and on the decided aims and objectives.
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| **Expected Results** | * Three specific capacity building sessions and awareness raising program to facilitate stakeholder engagement.
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#### Evaluation phase

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| **Description** | The evaluation phase will facilitate identification of lessons learned, new developments and seeking feedback from the Working Group of the EU Member States on contract registers to promote further innovation in the area of public procurement data and contract registers.A technical workshop will take place in the pilot country to discuss the pilot results, level of procurement data availability achieved and identify achievements and challenges of the pilot project. The following sub-activities will be carried out:* Prepare and carry out the technical experts workshop in the pilot country;
* Facilitate feedback and topical discussion among regulatory advisers, business model specialist and data scientists regarding the smart register created in the pilot country
* Review inputs to the peer review report from technical experts and draft a peer review report for the pilot implementation
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| **Deliverable/s** | * Deliverable 7: Peer review report
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| **Key success factors** | * Good coordination between technical workshop participants
* Ability to identify relevant information and stakeholders
* Ability to obtain feedback from regulatory advisers, business model specialist and data scientists regarding the smart public contract register created in the pilot country
 | **Duration** | 1 month |
| **Approach to the activity** | * All project team members and the Working Group of the EU Member States will meet for the technical workshop. The technical workshop will cover the main aspects of the pilot project, its results and challenges
* Within 30 days of the completion of the technical workshop, the project team will collect peer reviews and feedback and prepare and submit a draft peer review report to the national counterparts.
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| **Methodology** | The Open Contracting Partnership framework for monitoring, evaluation and learning will be taken as baseline, and a peer review report will be developed with each pilot country to reflect specifics of:a) local legislation on public procurement and open data;b) data availability in the local public procurement data sources andc) decisions regarding technique for public procurement data collection;d) decisions regarding use of tools for data integration and consolidation and whether data warehousing is required.An example of the Open Contracting Partnership can be found in the [MEL Framework for Ukraine](https://docs.google.com/document/d/1EPVZXpYvd5ZuZZip06OwqgR7UbOuqH6KABidgmL1PhU/edit) and [MEL Framework for Nepal](https://docs.google.com/document/d/1bKDXXWDbp3FpLm3AQxCpsKHCD6Q_iIdDGW86zuG0TEw/edit#heading=h.q5rc56rmf0cq) |
| **Expected Results** | The expected results of this activity is a peer review report identifying lessons learned from the conceptual and implementation phases of the pilot project, feedback on the localized OCDS methodology for smart public contract register, identification of the local stakeholders involvement and other outputs to be considered for future implementations.  |

#### Closing Phase

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| **Description** | As Completion of the Project, a final Report will be delivered to the Bank Operation Leader and the Beneficiary. It will contain a summary of all activities developed according to the Work Plan established in the inception phase and will include a reporting of deviations from the original plan. The completion report will include a summary of conclusions of the project and propose a set of recommendations both for the implementation and at the policy level. |
| **Deliverable/s** | * Delieverable 8: Final report
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| **Key success factors** | * Completed monitoring of all activities by the Project Team
* Correct documentation of activities developed
 | **Duration** | 1 month |
| **Approach to the activity** | This phase will aim at closing the project. This implies ensuring that all the work and knowledge produced during the project is adequately archived and easy-to-find. Upon the completion of all deliverables envisaged under the project, a final report listing completed and not completed TC activities that were envisaged under the Inception report will be prepared |
| **Methodology** | The project team will analyze the work developed during the whole duration of the project and will develop a report for the Bank Operation Leader and the beneficiary including:* The Work Plan followed;
* The results obtained in each phase;
* A list of the activities, in chronological order, that has been carried out;
* A summary of the main decisions taken;
* A list of deviations from the original plan and the justification for the modification;
* A summary of the resources used.
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| **Expected Results** | * Final Report
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