**EUROPEAN BANK FOR RECONSTRUCTION AND DEVELOPMENT**

**Terms of Reference**

**Poland – Smart Public Contract Register for Local Government Bodies to Empower Public Procurement Statistical Reporting and Market Analysis**

# Executive Summary

Developed in cooperation with Open Contracting Partnership <https://www.open-contracting.org>, the technical cooperation project proposes a pilot of a novel digital public procurement contract register in local government in Poland. A new generation of contract register aims to create a multi-purpose machine-readable online open data resource on public procurement in local government and by bringing together latest open data concepts and new open data standard for public procurement - Open Contracting Data Standard (OCDS) fulfil mandatory policy requirements on the public procurement transparency safeguards.

The smart contract register shall include data about low and high value public contracts in local government in Poland. It shall collect data automatically online in the OCDS public procurement open data format and use business intelligence technologies to provide local government public buyers with analytical tools to work with this data. To encourage popular use, the smart register will integrate a set of tools for local government public procurement officers in respect to public procurement statistical and market analysis and mandatory periodical reporting. For municipalities with more substantial public procurement data resources, the register will propose advanced online tools for online public procurement monitoring.

The smart register will be developed at Związek Miast Polskich (Association of Polish Cities), [www.miasta.pl](http://www.miasta.pl) and targets members of the Association of Polish Cities but will be available to interested local government bodies committed to public procurement open data and wishing to benefit from access to the online OCDS analytical tools for public procurement.

The smart public contract register shall support:

1. an online access to open data on public procurement in local government in Poland, in digital machine-readable OCDS format, in compliance with Open Data for Government Standard and fulfilling requirements of national legislation on access to public information, recently adopted public procurement law and planned new law on open data in Poland.
2. integrated business intelligence technology tools for procurement officers in the local government administration to access, analyse and interpret public procurement data to improve quality of statistical reporting on and analysis of public procurement market.
3. innovative data-driven public procurement compliance monitoring methodologies for local government monitoring units.
4. a learning community for public procurement officers in local government, facilitated by Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl), to explore and innovate with use of public procurement open data.

## Background

Public procurement market is the world’s largest marketplace. Governments globally wield enormous purchasing power and potentially could use it to promote the sustainable development goals of environmental protection, social impact and economic growth. In spite of this power, procurement remains government’s number one corruption risk, inefficiencies are rife, and many governments do not really know for how much and what they are buying and selling, and where in the globalised world their public funds end up.

Improving transparency of public procurement is challenging endeavour as procurement process is horizontal and cuts across the whole of government. Government officials commonly see high transparency negatively, because in the compliance-based public procurement systems they risk being called out for procedural mistakes. There is yet insufficient understanding that high transparency, in particular through open data on public procurement, promotes professional performance-based procurement, innovation and access to public procurement market opportunities for small and medium sized enterprises.

The EBRD has over 20 years of experience in supporting policy and regulatory reform in its countries of operation in their transition to market economies. The EBRD Legal Transition Programme is promoting modern public procurement policies, encouraging open markets and high levels of business participation in public tenders. More competition, better market access and more participation can be achieved by transforming public procurement into a digital end-to-end service that removes or decreases barriers to entry, in particular for small and medium-sized enterprises (SMEs). With implementations of electronic public procurement (eProcurement) in progress almost in every country of the EBRD operations, a frequently neglected component of the digitalisation is an easy access to machine-readable data and availability of data-driven reporting and monitoring tools for public procurement process management.

To address this need, EBRD Legal Transition Programme embraced Open Government principles and become an early supporter of the Open Government civic tech lab run by Transparency International Ukraine. Spurred by Maidan revolution, Transparency International Ukraine became a champion of public procurement reforms in Ukraine and paved the way to innovative thinking about digital government for public procurement. Prototyped by civic activists, these solutions became a Prozorro pilot in February 2015 and a national-level eProcurement system in August 2016. In autumn 2016, Dozorro was launched and successfully created a civil society network of watchdog organisations monitoring procurements conducted electronically on Prozorro.

Building on Prozorro/Dozorro global success, the EBRD Legal Transition Programme established a cooperation with Open Contracting Partnership to support further development of the Open Contracting Data Standard (OCDS). The technical cooperation work focuses on extending the OCDS open data format to provide for different jurisdictions and various types of procurement methods, in particular the international standards of the WTO’s Agreement on Government Procurement (GPA) and the 2014 directives on public procurement of the European Union. Open Government / Open Contracting values influenced a new concept of public contract register - an online digital structured data solution based on business intelligence technologies and machine learning to facilitate data access, data visibility as well as data-driven reporting, monitoring and audit of public procurement. Lab work and pilot implementations with interested governments delivered a very practical and innovative set of prototype online open-source tools. These tools may provide a basis for piloting smart public contract registers to raise awareness of emerging technologies and encourage governments to introduce or to improve public contract registers.

Against this background, the EBRD aims to support central and local government bodies of the countries of the EBRD operations with addressing their challenges in the transition to a data-driven public procurement policy. First pilot projects of the OCDS smart public contract register for the EU Member States were designed for Poland and Greece and their implementation is funded by the Directorate-General for Regional and Urban Policy of the European Commission.

In Poland, the national public procurement authority (UZP) operates a national publication office as well as several legacy public procurement databases. Use of eProcurement was introduced in 2004 in the decentralised format. Different decentralized and non-standardised eProcurement platforms are used by contracting authorities, depending on their needs and level of digitalization. Existing tools are not providing for systemic automated procurement data collection and majority of data is collected manually through surveys. Aggregated data analysis on contracting entities, suppliers, regions and markets is difficult because reporting is not automated. Data aggregation and data visualization tools are not available for both central and local government.

Development of a national-level eProcurement system *e-Zamowienia* started in 2018 and a project funded by ERDF is expected to be completed by December 2022. Until that time, with multiple non-interoperable eProcurement platforms used by public sector buyers in Poland, the market and the government bodies do not benefit from open public procurement data. The pilot project with Polish authorities will work with local government to introduce open data in public procurement and promote automated collection, standardisation and consolidation of procurement data in local government for all types of procurement, from low value contracts below the public procurement law threshold of EUR 30,000 to high value procurements covered by the EU public procurement directives.

The pilot will develop know-how on open data smart contract register to demonstrate in practice: (a) how use of the OCDS data standard facilitates interoperability and integration among several eProcurement tools developed in various technologies and (b) how to prevent vendor lock-in for the governments while building end-to-end digital public procurement cycle. It is also expected that the pilot project will test data cleaning, standardisation and interoperability scenarios for public procurement open data and lessons learned from the pilot will help Ministry of Digitalisation promote open data for other areas of local government as championed under the project Otwarte Dane Plus. The pilot may further contribute to creating a comprehensive public procurement open data for local government and provide inputs to the new national eProcurement system, in line with long term objectives for implementation of the new eForms standards in the new eProcurement system in Poland. Pilot tools will be designed to complement and for easy integration with the new e-Zamowienia eProcurement system and provide access to a comprehensive online open data resource on public procurement in the local government in Poland to all market stakeholders.

To implement the pilot project in Poland, the EBRD will cooperate with Open Contracting Partnership and a local civil society organisation – Fundacja ePaństwo. Fundacja ePaństwo is an active promotor of open data and civic tech initiatives. In the area of public procurement, Fundacja ePaństwo developed a civic monitoring initiative RECORD. Their portal <https://tenders.guru/> is testing data visualisation techniques for public procurement open data. RECORD is funded by the European Union and coordinated by five NGOs from Hungary, Poland, Romania, and Spain.

## Policy context

Public spending can have a strong effect on society, given that public funds ensure the most urgent and/or basic needs of citizens are met. Transparency in public spending, and specifically in public procurement, is essential to ensure accountability regarding contracting suppliers for the provision of public services. Proper transparency within public spending should ensure a proper tracking of the financial aspects of procurement as well as generate quality public services through fair competition in sourcing suppliers, service providers and contractors. Effective public procurement systems therefore prioritize fair competition through clear competition guidelines and standards, which helps ensure fair prices, increased access to bidding for SMEs, and quality provision of goods and services.

A transparent public procurement systems features four key characteristics:

1. **Clear and modern regulations** which are aligned with global best practice and binding public procurement legal instruments.
2. **Oversight by strong institutions** which enforce the public procurement policies and strategies of the government.
3. **Open access to information** related to bidding processes and procedures.
4. **Effective complaint mechanisms** that allow for individuals to report suspected corruption in a confidential manner and without threat.

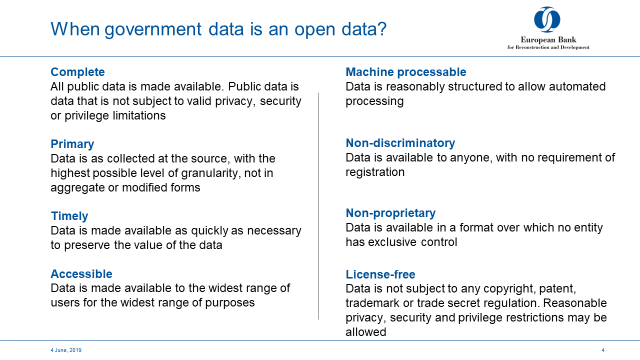
Currently, countries are adopting several measures to support transparency in their public procurement systems and thus fostering greater trust in public procurement processes. A few of the best practices applied include:

* **Publishing online all relevant information on procurement regulations and necessary bidding information for the procurement process.** Best practices in this area include the Brazil, Chile, Colombia, Korea, Paraguay, Portugal, Ukraine, the Australian government procurement information system as well as Argentina´s public procurement website ArgentinaCompra.
* **Default debriefing of bidders on contract award decisions to increase transparency.** These efforts include information bidders on how decisions were reached, encouraging greater confidence in the bidding process. This strategy is currently applied in Brazil, Canada, Chile, Colombia, Korea, Paraguay, Portugal, Ukraine, and the United Kingdom.
* **Processing and tracking information related to public procurement spending provides citizens with the ability to review the public procurement information influencing government decision making.** This supports transparency, but also engages citizens in fighting corruption in public procurement processes. Countries such as Brazil, through their Transparency Portal, and the United States with their Federal Procurement Data Systems have already taken steps to increase transparency through this strategy.
* **Establishing e-procurement systems** to conduct public procurements online and provide easily accessible information on bidding documents as well as award decisions.

#### Public contract register

The [EU Procurement Strategy](http://ec.europa.eu/docsroom/documents/25612) promotes access to markets, especially for SMEs, uptake of strategic procurement (green, socially responsible, and innovative) and transparency and accountability through better data management and publication. The EU [Single Market Strategy](https://ec.europa.eu/docsroom/documents/14007?locale=en) reinforces these objectives and adds the importance of competition, efficiency and using innovative technologies to improve procurement management.

The EU public procurement directives formulate an obligation for the EU Member States to publish online public procurement opportunities and public procurement award decisions, but there is no EU public procurement policy requirement for online publication of the above- or below threshold public contracts. However, the EU Member States with high-level transparency standards in their public procurement laws that adopted the Right to Freedom of Information acts are increasingly making it mandatory in their national laws for the content of contracts involving public funds to be published. While some EU Member States make the publication of contracts compulsory when contracts were awarded in the public procurement procedures, other EU Member States require the mandatory publication of all contracts, regardless of the procedure.

**Figure 1. A concept of Open Data**

The European Commission promotes public contract registers[[1]](#footnote-1) as a means to manage and publish procurement data from the planning stage through to implementation in a single online database. Contract registers should provide open, downloadable, complete, up-to-date and machine-readable information on contracts in order to maximise the usefulness of the information. Apart from the importance of publishing the full text of the public contract, data such as price, signature date, names of contracting parties and description of goods and services should be disclosed in a user-friendly format and must be easily searchable. Depending on the web portal functionality, contract registers may provide a comprehensive public procurement information, from procurement plans, to contract notices, contract records as purchase orders and payment information. Most modern contract registers can contribute to better intelligence around procurement, which can be used by key stakeholders (governments, businesses and civil society) to ensure better procurement performance.

In 2017, the European Commission released a series of [recommendations for public contract registers](http://ec.europa.eu/regional_policy/sources/good_practices/GP_fiche_23.pdf) and created financial mechanism to support their creation in member states. It also set up a working group of EU Member States to create a forum for regular discussion on contract register-related issues.

## Methodological approach

The pilot project aims to resolve challenges related to public tenders and public contract data collection from various commercial systems used by local and central government authorities to create a single window access online public procurement data resource. Automated online data extraction from systems used by local government authorities will be designed and public procurement data from local government will be collected and standardised to Open Contracting Data Standard (OCDS) to facilitate data-driven reporting. With public procurement data in the OCDS format becoming available online, new automated online reporting tools building on the business intelligence technologies will be implemented, to support local government statistical reporting on and monitoring of public procurement process. As such, the new smart public contract register will be multi-functional. It will offer not only an online machine-readable data, collected along the public procurement cycle and accessible via an open data portal for re-use but also relevant ready-to-use reporting tools and a tool builder, to develop new analytical tools in the future to serve government reporting function as well as ensure civic monitoring and enable engagement with procurement market stakeholders.

#### Open Contracting Data Standard

The [Open Contracting Data Standard (OCDS)](http://standard.open-contracting.org), is a new free and non-proprietary open data standard for public procurement, launched in 2014 by the World Bank and being implemented [around the world](https://www.open-contracting.org/why-open-contracting/worldwide/#/). The OCDS enables disclosure of data and documents at all stages of the contracting process by defining a common data model.

OCDS provides:

* A set of recommended data fields and documents to disclose.
* A comThemon structured JSON data model.
* An approach to regular publication of information on all contracting processes.
* Guidance and tools to support implementation; and
* A free global [Helpdesk](mailto:data@open-contracting.org).

**Figure 2. Open Contracting Data Standard**



At the heart of the OCDS is an idea that by downloading one JSON file it should be possible to follow a specific contracting process from planning and tender, through to award and public contract implementation. The data made available at each stage described in the diagram below should be usable by, and useful to, key stakeholders, including businesses, citizens and government itself. Because the standard provides guidance on both ***what*** to publish and ***how***to publish, it is possible for the standardized data to be compared and analysed more easily. Therefore, if contract registers follow the OCDS open data standards it is possible for visualization and data analysis tools to be adapted and reused, reducing costs of digitalisation and promoting data literacy and innovation in public procurement.

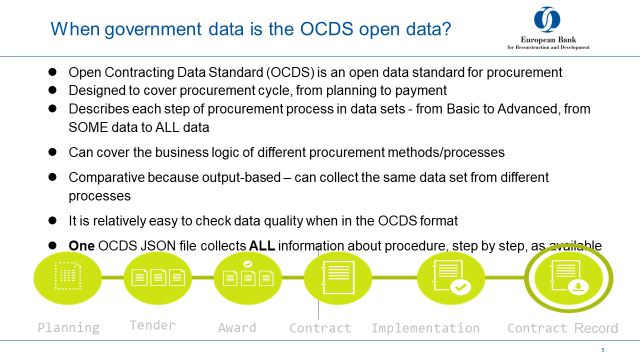
Tools for OCDS public procurement data help:

* facilitate interoperability across contracting, payment, budget, planning, and project management systems.
* enable automated data gathering and business analytics; and
* drive analysis and use of the information.
* enable the building of interconnected, digital services.

#### Use of OCDS for creating smart public contract registers.

Well-structured and high-quality data can improve procurement outcomes and meaningfully contribute to the objectives of the EU Public Procurement and Single Market strategies, including promotion of SME participation in procurement, EU trade, cross-border procurement, competition, better corruption control, and uptake and measurement of strategic procurement. It is important to publish contracting information with specific purposes and users in mind. According to the European Commission, it is at the discretion of the authorities within the EU Member States to decide what they should publish and for what purpose within a contract register (with only guidance that it should include information from all stages of the contracting process).

**Figure 3. OCDS Open Data**



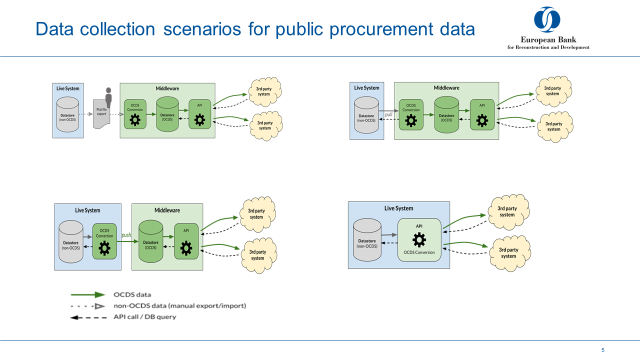
Publishing information about all public procurement stages allows more users to engage around public procurement data for multiple purposes. From business perspective, looking for an easier access to tendering opportunities, to government officials tracking procurement performance based on evidence. The use of the OCDS for creating public contract registers is linked to the European Commission update of standard forms for public procurement notifications (eForms). This update promotes closer alignment between OCDS and TED (e.g. through the addition of new fields and the use of more code lists and identifiers). There is also community support for simultaneous publication of public procurement notices in the OCDS open data format.

#### OCDS smart contract registers for new and legacy e-Procurement system(s)

The data for a public contract register should be fetched from e-procurement system(s), ERP systems of contracting entities, other government databases or elsewhere, including fragmented files and unstructured records. Different techniques can be employed for public procurement data collection and their selection is dependent on the level of digitalization of public procurement cycle, number of electronic public procurement systems serving domestic market and level of digital government services that are available to validate public procurement-related information during public procurement proceedings. Depending on data collection technique, quality and quantity of collected public procurement data will differ and the collected data may not be complete and evidence quality as recommended under the Open Government Data Standard explained above.

Different levels of digitalisation of public procurement call for methodologies to work with existing and developing new eProcurement systems. In summary, public procurement data collection scenarios can be divided between cases where additional solutions have to be employed to extract the data from electronic public procurement system, and cases, where public procurement system generates automatically structured data to be published online in the open data format. The best-case scenario for digital public procurement data is when automatically generated structured data is published online in the open data format of the OCDS. This scenario ensures standardization of public procurement data, data cleaning and it enables reliable data-driven comparative analysis.

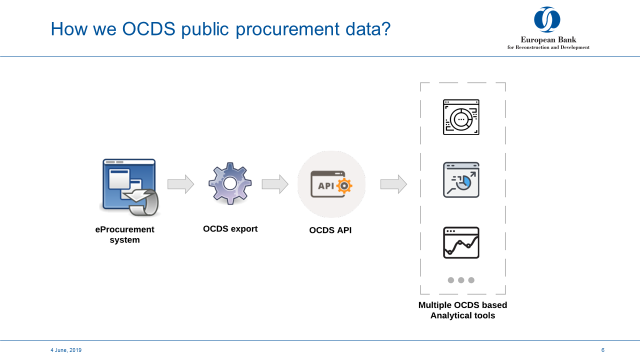
**Figure 4. Data Collection Scenarios for public procurement data in OCDS format**



#### Smart OCDS contract register for countries with legacy e-Procurement system on national level.

Most often, when legacy e-Procurement system is in place and it is not economically justified to replace it with new technology that merges digitalization of procurement processes with generation and publication of quality open data, a contract register serves as a centralized database of public procurement information from multiple systems, including e-procurement, contract management system, e-invoicing system, business registries, etc. This ensures that people do not need to submit the same information into two or several different systems. In this scenario, the OCDS is applied to getting procurement data together and to make available quality and clean public procurement data that is a prerequisite for quantitative and qualitative analysis of public procurement performance. The OCDS helps and speeds up creating a reliable single public procurement data source from various unconnected eProcurement system/s to enable its re-use by all public procurement stakeholders.

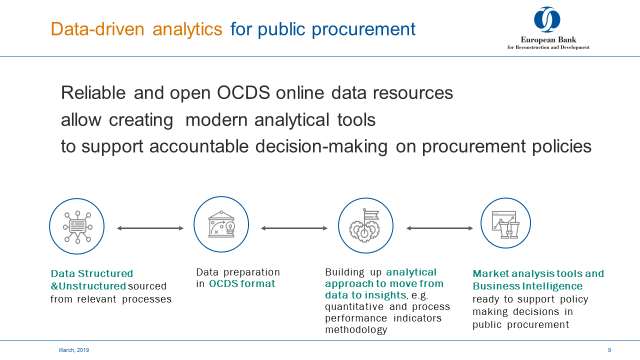
**Figure 5. Use of OCDS public procurement data**



Developments in technology enable publishing OCDS data from existing eProcurement systems in real-time, using the OCDS API. Globally, several countries used the OCDS API, promoting re-use of public procurement data in the OCDS format by the numerous analytical tools, created by civil society organizations and governments. Most recently completed project integrated into a single OCDS resource public procurement data from five different government systems, built using different technologies and data standards that were not interoperable with each other and were not providing for public procurement data flow aligned with public procurement cycle.

In particular, use of the OCDS open data and OCDS API facilitates creating a single and quality data source for public procurement in the format of online and digital public contract registers universal for all stakeholders. Using new technologies such as business intelligence enables building smart contract registers – registers that provide open access to machine-readable digital procurement data as well as wide analytical capabilities. When further supplemented with machine learning and robotics technologies, smart contract registers can provide unparalleled market intelligence and revolutionize public procurement process management for governments.

**Figure 6. Data-driven analytics for public procurement**



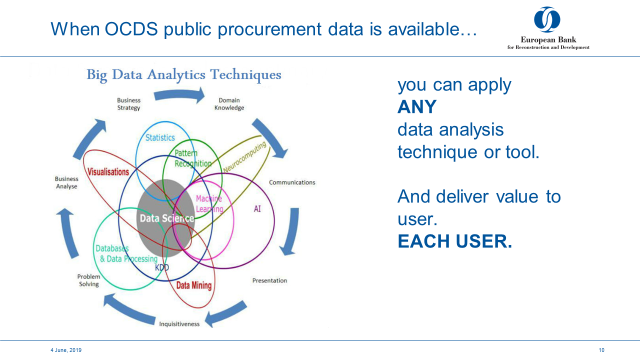
#### Smart OCDS contract register for countries implementing a new e-Procurement system/s for national-level

When new e-Procurement system/s are designed, it is best to consider aligning digitalization of public procurement process with the open data agenda and exploit the Open Government approach potential to change fundamentally how public procurement works, with huge implications for efficiency, fairness and innovation. Such transformation requires not merely publishing data on public contracts or digitizing current bureaucratic, paper-based procurement procedures; experience has shown that these alone disillusion. Separation of open data and civic engagement agenda from development of digital public procurement tools results in disappointment, because when data is intended ‘only for citizens’ and not exported directly online from digital procurement systems, quality of published online open data is poor.

Lesson most significantly learned in Ukraine is that governments invest in improving open data quality when they use the open data themselves, for official government analytics and policy enforcement by governmental agencies. Therefore, publication of public procurement open data should be designed in the first place for official government data use. Only when trusted by the government agencies, open data on public procurement will be trusted by the citizens and the market and have the potential for creating a real channel for feedback loops with stakeholders. Conversely, new digital public procurement system should be designed not only to support conducting public procurement procedures but also to publish open data on public procurement, complete, accessible, online and in real-time.

When open data policies and Open Government values are embedded in the national digitalisation programme, public procurement in the country can be re-engineered for digital delivery to make it faster, better, and more user and business friendly. Resulting from it, digital public procurement system will be by design supporting open data & opensource tools and providing user-friendly end-to-end digital procurement process and data for market intelligence and analytics.

**Figure 7 Big data in public procurement with OCDS data**



The case of Ukraine and Prozorro/Dozorro projects demonstrates that modern policy thinking, and Open Contracting Data Standard embedded into digital transformation of public procurement can accelerate the historic shift from documents to data in public procurement. It can catalyse systemic digitalisation, help innovations jump scale to global impact and foster a culture of openness about the procurement policies, tools, data and reform results in governments.

## TC Project Objectives and Rationale

The objective of the TC project is delivery of regulatory and business advice to re-define transparency safeguards in public procurement regulation for digital public procurement process and incorporate open data policies, and the Open Contracting Data Standard in particular, in national public procurement frameworks to create smart contract registers and support critical governance functions with:

1. open data in respect to public procurement information.
2. analytical capacities for public administration.
3. innovated approach to public procurement compliance monitoring.

The TC Project shall aim to deliver methodology, consultancy services and development works, which together are intended to build, test, train and launch a comprehensive Public Procurement Open Data system to enable open access to public procurement information and to explore, monitor, analyse and produce any kind of reports out of the national electronic public procurement system in Poland.

As a result of the TC project, the beneficiaries will be able to:

* use automated data-driven public procurement statistical reports, employ online data-driven monitoring tools to identify best practice in procurement, promote best practices to wider audiences in the government and inform public procurement policymaking.
* effectively promote open data on public procurement and encourage government entities to improve their open data resources, and
* have access to quality public procurement data to guide their decision-making. In particular, each contracting authority will be able to use access to data to create their internal reporting and performance monitoring for public procurement function.

Also, citizens and business community will be able to benefit from online data access to gain market intelligence, monitor public procurement decisions and engage in improving transparency of public spending for citizens.

In terms of the goals set for the pilot project to be implemented, the OCDS-smart public contract registers will be providing for:

* An online access to public procurement data in digital machine-readable format of the Open Contracting Data Standard and in full compliance with the new EU legislative open standard for publishing public procurement data required to be implemented by the EU Member States by 2022 (Commission Implementing Regulation (EU) 2019/1780 of 23 September 2019 establishing standard forms for the publication of notices in the field of public procurement).
* An innovated approach to public procurement monitoring by utilizing data-driven evidence-based resources for improving transparency and accountability of procurement decisions.
* Unlimited data re-use, for inputs to data-driven services creation and development of various types of big data analysis, by any public procurement market stakeholder.
* A new reporting and/or monitoring capacity in the national public procurement regulatory authorities to access, analyse and interpret public procurement data in order to support reporting on public procurement market and policy enforcement functions of the government departments, in particular in relation to the management of European Structural Investment Funds.

The TC Project also aims to facilitate further OCDS innovation and shall work towards:

1. linking public procurement data flows between information on public procurement opportunities published electronically on the EU level (in the form of the newly adopted e-Forms), published locally and public procurement data collected and stored in public contract registers.
2. promoting publication of public contracts in the online public contract register regardless their nominal value, as championed in Europe by Portugal.
3. encouraging use of Voluntary Transparency Notices for negotiated procedures without publication.
4. creating a co-learning online platform for government officials, suppliers and contractors and civil society organisations to use public procurement data and data-driven tools for tracking information related to public procurement and provide citizens with the ability to review the public procurement information influencing government decision making and its impact on communities and sectors of the domestic economy.
5. Procurement Dashboards Online – an online contributors’ community for public procurement officers and technical experts in governments that are users of the open source OCDS analytical tools. The community objective is to foster data literacy among representatives of public administration. Online collaboration will be strengthened by annual technical workshops hosted by the OCP Help Desk and the EBRD Open Government Lab.

The main rationale for setting up the project is promoting innovation in public procurement in a timely and cost-effective manner. The pilot projects encourage innovation in access to public procurement information on the national and/or regional level by embracing an Open Government concept of user-focused design: ‘civic-lab-for-gov-tech’. The EBRD tested the ‘civic-lab-for-gov-tech’ approach with significant success in several technical cooperation projects implemented in cooperation with Open Contracting Partnership and Transparency International. These projects were learning from civic activists’ ventures on public procurement open data and transforming prototypes of online tools developed by the civic tech labs into fully functional and comprehensive digital government solutions.

The idea behind the project is to learn from or to use the existing OCDS tools as building blocks of a new type of automated online open data collection system for public procurement. Various OCDS tools sequenced along the cycle of public procurement process of local or central government shall support online public procurement data collection from various local electronic resources to create a pilot of a smart public contract register. Pilot project will deliver a ’proof of concept’ or ‘pre-commissioning’ pilot implementations of new and modern public contract registers, with the objective to create in each pilot country a data-driven system for public procurement data, designed for ‘planning to payment’ public procurement data to expand easily in the future when more digital data would become available. During the pilots, public procurement data collected or integrated into public contract registers will be made available for re-use in other analytical tools working with the OCDS data to support modern public sector management, foster greater transparency and accountability of public procurement and contribute accurate and comprehensive public procurement information to public finance management system.

The OCDS-based digital procurement and data analysis online tools cover whole range of aspects of digital transformation process, including technical planning, problem framing, implementation of the OCDS in the system design in case of new and legacy eProcurement systems, use of data, convening and engaging stakeholders, and setting and measuring procurement policy targets. The available prototypes include the online OCDS data exchange units for digital public procurement (three different technologies), prototypes of the OCDS networking eProcurement platforms (two different technologies), data validation and visualization tools, use case guidance and technical mapping, red flags analytics, business intelligence, capacity self-assessment, and automated compliance and procurement performance risks indicators (various technologies).

The pilot projects will draw on this resource and focus on learning from existing use cases, matching pilot countries needs with available OCDS-based solutions and designing and piloting smart contract registers with stakeholders in each pilot country. The prototypes of the OCDS digital procurement and data analysis tools are available under open-source licences and are deliberately designed for use with minimal IT support and low-intensity maintenance. When required, further development of the tools is intentionally low-cost, low-skills affair; it can be done by configuration, without programming, to keep costs of digital government solution low for government and civil society users.

## Beneficiary institutions, counterparts, and stakeholders

The pilot project will assist the Polish local government bodies represented by but not limited to the members of Związek Miast Polskich, with designing and implementing a pilot demonstrating feasibility of formation of an Open Contracting Data Standard smart public contract register for local government bodies. The pilot will use an interoperable multi-platform architecture and shall build on collaboration of several commercial and public electronic platforms that support different stages of public procurement process under commercial contracts for digital services with individual local government bodies in Poland.

The pilot project will be implemented through collaboration of dedicated technical consultants engaged by the EBRD for implementation of specific technical cooperation activities and pilot project participants. Identified pilot project participants and contributors include Open Contracting Partnership Help Desk, the RECORD team of ePaństwo Foundation, data and IT teams of the e-Procurement, e-Faktura and electronic documents platforms and IT departments of the local government bodies joining the pilot project to promote open data in public procurement and benefit from use of data-driven analytical tools for public procurement. The collaboration will be led by Związek Miast Polskich and managed on the operational level by a project management consultant engaged by the EBRD.

**Lead Organisation**:

Związek Miast Polskich, [www.miasta.pl](http://www.miasta.pl). Association of Polish Cities is a largest association of local government in Poland and gathers more than 330 Polish cities and towns. The pilot project will engage with members of the Association but will remain open to other interested municipalities, in order to reach a target of 500 municipal participants of the pilot.

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Project leaders/Champion cities:

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**Associate Government Organisations:**

***Ministry of Digitalisation***, <https://obywatel.gov.pl/> Ministry of Digitalisation is responsible for digital transformation of public administration in Poland, including implementation of eProcurement and open data policies in public sector in Poland. Ministry of Digitalisation supports the UZP with development of a new national-level eProcurement system for public sector in Poland, in particular in respect to interoperability and integration with digital government services in Poland.

**Contact points:**

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***Public Procurement Office of Poland (UZP)***, <https://www.uzp.pl>

UZP is responsible for national public procurement publication office and databases, as well as statistical reporting and ex-ante monitoring of public procurement by local and central government in Poland. In collaboration with Ministry of Digitalisation, the UZP is developing a new national-level eProcurement system for public sector in Poland.

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***Local Civil Society Partner: Fundacja ePanstwo*** <https://epf.org.pl>

Contact person: Mr Krzysztof Izdebski, Project Director, [krzysztof.izdebski@epf.org.pl](mailto:krzysztof.izdebski@epf.org.pl)

ePaństwo Foundation is a not-for-profit watchdog organisation. It has relevant experience and is currently participating in the EC-funded RECORD project that uses procurement data for red-flagging and benchmarking across the EU. Importantly, the project will also serve to scale the current activities of the RECORD project, primarily through <https://tenders.guru/>, adding functionality and building a larger user community around it.

**Pilot Partners – Electronic Platforms**

1. ***PUW Elektroniczne Zarzadzanie Dokumentacja*** <https://ezd.gov.pl/>. Ms Anna Kosiorek, Project Coordinator, PUW Elektroniczne Zarzadzanie Dokumentacja, [anna.kosiorek@nask.pl](mailto:anna.kosiorek@nask.pl)
2. ***Marketplanet*** - <https://www.marketplanet.pl/>
3. ***Platforma Przetargowa.pl*** - <https://przetargowa.pl/>
4. ***Proebiz Tenderbox*** - <https://proebiz.com>

## Scope of work

It is envisaged that a pilot project in Poland will be delivered in phases and structured around the following technical cooperation components:

1. **Inception and Knowledge Transfer Phase – by April 30, 2021**
   * + 1. **Activity/Output 0-1: Development of terms of reference for implementation of the pilot project, with a final scope of work and procurement plan for consultancy services necessary to implement technical cooperation activities.**
       2. **Activity/Output 0-2: On-boarding of local teams.**
     1. **Kick-off workshop for local team**:
        + Local Legal Consultant (Magdalena Michalowska),
        + Local OCDS Data Consultant (Tadeusz Rudnicki),
        + Data Learning Expert (Przemyslaw Lisiecki),
        + Local Business Process Consultant (Piotr Biernacki),
        + Local IT Consultant (Pentacomp),
        + Project Officer (Alexandru Dumitru) and Results Manager (Chris Smith);
     2. **Kick-off workshop for counterparts**:
        + Ministry of Digitalisation
        + UZP
        + ZMP (Joanna Nowaczyk)
        + OCP (Karolis Granickas)
        + ePaństwo (Krzysztof Izdebski, Monika Kaliatidis)
        + Przetargowa.pl (Norbert Jakubiak)
        + EDZ PUW (Andrzej Kosowski)
        + Marketplanet.pl (Piotr Kalinski)
        + Proebiz.pl (Katarina Ionova),
     3. **Digital Transformation: EBRD Practice Guide for Technical Cooperation**
     4. **EBRD TC Project Management Resources and Tools**
2. **Activity/Output 0-3: Development and approval of the detailed work plan for the pilot project in the online collaboration tools**: [**Huddle**](https://my.huddle.net/workspace/36712039/files/#/folder/48948332/list) and [**Breeze.pm**](https://app.breeze.pm/projects/155199), to enable implementation of the project activities in remote working conditions necessitated by COVID-19 pandemic, with schedule and resourcing
3. **Activity/Output 0-4: Knowledge transfer workshops**
4. **Digital Procurement – Key Concepts –** EBRD Open Government Lab
5. **Open Data Concepts – Introduction -** Fundacja ePaństwo ENG/PL
6. **Open Contracting Data Standard – Introduction -** Open Contracting Partnership
7. **2019 Public Procurement Law of Poland – Key Concepts for Open Data –** Local Legal Consultant/Local Business Process Consultant
8. **Public Procurement Process in Local Government – OECD Study of Local Practice in Poland** – OECD/ Local Legal Consultant
9. **e-Zamowienia UZP – Key Dependencies** – Local OCDS Data Consultant
10. **EZD PUW – Electronic Documents for Public Administration – Key Dependencies** –Local Business Process Consultant/Local IT Consultant/ Local OCDS Data Consultant
11. **eFaktura – Key Dependencies** - Local IT Consultant/ Local Business Process Consultant/ Local OCDS Data Consultant
12. **Activity/Output 0-5: Development of the stakeholder engagement strategy for the pilot (stakeholder mapping, project leaders/champion cities, website, awareness raising, storytelling, showcasing)**
13. **Activity/Output 0-6: Development of the pilot project communication strategy and key documents in Polish language**
14. **Activity/Output 0-7: Development of training curriculum and training materials for technical consultants: Business Process Notation Modelling (in Polish)**
15. **Activity/Output 0-8: Development of training curriculum and training materials for technical consultants: Open Contracting Data Standard (in Polish)**
16. **Activity/Output 0-9: Outreach and stakeholder engagement**
17. **Webinar with project leaders** – by invitation
18. **Virtual workshop** – Ministry of Digitalisation and UZP
19. **Webinar for local government bodies** – members of Związek Miast Polskich – by invitation
20. **Activity/Output 0-10: Open awareness raising webinar – Open data in Public Procurement –** DG Regio, Ministry of Digitalisation **–** 10-20 April 2021, two events **–** OCP, ePanstwo and Vouliwatch
21. **Conceptual Design Phase – by May 30, 2021**
22. **Component 1: Development of a policy paper regarding public procurement transparency requirements for electronic public procurement in the new Polish public procurement legislation in the context of the EU policies and international best practice**
23. **Component 2:** **Development of a beneficiary engagement plan towards local government organisations, members and non-members of Association of Polish Cities, to secure binding commitment for voluntary publication of public procurement data, including micro public contracts below the threshold of public procurement law, in the open data format of the OCDS PLUS for the 2014 EU Public Procurement Directive (memorandum or integrity pact format, to be agreed with the Ministry of Digitalisation)**
24. **Component 3:** **Development of a technical concept (legal, business and technology choices) for the OCDS public procurement open data smart public contract register for local government bodies in Poland, covering legal, business and technology issues and taking into account relevant EU legislation, the 2019 Public Procurement Law that entered into force on 1 January 2021** (Ustawa z dnia 11 września 2019 r. - Prawo zamówień publicznych) **and draft law on *open data* as published by the Ministry of Digitalisation of Poland** (Projekt ustawy o otwartych danych i ponownym wykorzystywaniu informacji sektora publicznego) – [**available here**](https://mc.bip.gov.pl/projekty-aktow-prawnych-mc/projekt-ustawy-o-otwartych-danych-i-ponownym-wykorzystywaniu-informacji-sektora-publicznego.html)
25. **Component 4: Preparation of a standardised level 3 public procurement business process model for an end-to-end planning to payment public procurement process at the local government organisation, covering**:
26. **micro value contracts**
27. **low value public procurement contracts**
28. **high value public procurement contracts**
29. **centralised framework agreements.**
30. **Component 5: Preparation of a standardised and localized OCDS public procurement data set for an end-to-end planning to payment public procurement process at the local government organisation, covering:**
31. **micro value contracts**
32. **low value public procurement contracts**
33. **high value public procurement contracts**
34. **centralised framework agreements**.
35. **Implementation Phase – Pilot – By August 30, 21**
36. **Component 6: Implementation of beneficiary engagement plan towards local government organisations, members, and non-members of Association of Polish Cities, to secure binding commitment for voluntary publication of public procurement data in the open data format of the OCDS PLUS for the 2014 EU Public Procurement Directive (memorandum or integrity pact format, TBD):**
37. **Public Procurement Process in Local Government – OECD Study of Local Practice in Poland** – OECD/ Local Legal Consultant
38. **Open Data Concepts – Introduction** - Fundacja ePaństwo
39. **Open Contracting Data Standard – Introduction** - Local OCDS Consultant
40. **2019 Public Procurement Law of Poland – Key Concepts for Open Data** – Local Legal Consultant/Local OCDS Consultant
41. **e-Zamowienia UZP – Key Dependencies** – Local IT Consultant/ Local OCDS Data Consultant
42. **Component 7: Implementation of the OCDS PLUS for the 2014 EU Public Procurement Directive across identified selected sources of public procurement data for local government bodies in Poland, in the format of the OCDS REST API with public points.**
43. **Component 8: Development and implementation of data integration and consolidation concept for data available in the OCDS PLUS for the 2014 EU Public Procurement Directive.**
44. **Component 9: Design and develop an update to RECORD web portal for civil society engagement, to reflect new OCDS data becoming available from platforms.**
45. **Component 10: Design and develop an online web portal for smart public contract register with business intelligence technologies.**
46. **Component 11: Pilot a new smart public contract register with project leaders/champion cities.**
47. **Component 12: Evaluation of pilot and lessons learned workshop.**
48. **Implementation Phase – Roll Out – by November 30, 2021/March 30, 2022**
49. **Component 13: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register – Pilot 2: Members of Association of Polish Cities**
50. **Component 14: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register – Pilot 3: Voluntary users – non-members of Association of Polish Cities**
51. **Component 15: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register – Pilot 4: Civic Engagement**
52. **Component 16: Pilot 2: Pilot a smart public contract register with members of Association of Polish Cities – by November 30th, 2021.**
53. **Component 17: Pilot 3: Pilot a smart public contract register with interested local government organisations – non-members of Association of Polish Cities – by March 30, 2022**
54. **Component 18: Assist with selection of an appropriate reporting and/or monitoring tool from the OCDS-based open-source resources for statistical reporting – internally and to national public procurement regulatory authority (UZP).**
55. **Component 19: Assist with selection of an appropriate monitoring tool from the OCDS-based open-source resources for red flags monitoring of public procurement.**
56. **Component 20: Outreach and stakeholder engagement**
57. **Public Procurement Process in Local Government** – **OECD Study of Local Practice in Poland** – OECD/ Local Legal Consultant
58. **Digital Procurement – Key Concepts** – EBRD Open Government Lab
59. **Open Data Concepts – Introduction** - Fundacja ePaństwo ENG/PL
60. **Open Contracting Data Standard – Introduction** - Open Contracting Partnership
61. **2019 Public Procurement Law of Poland – Key Concepts for Open Data** – Local Legal Consultant/Local OCDS Consultant
62. **e-Zamowienia UZP – Key Dependencies** – Local IT Consultant/ Local OCDS Data Consultant
63. **EZD PUW – Electronic Documents for Public Administration – Key Dependencies –**Local Business Process Consultant/Local IT Consultant/ Local OCDS Data Consultant
64. **eFaktura – Key Dependencies** – Local IT Consultant/ Local Business Process Consultant/ Local OCDS Data Consultant
65. **Handover Phase – by September 1, 2022**
66. **Component 21: Technical audit**
67. **Component 22: GitHub publication**
68. **Component 23: Implementation of Sustainable operation mechanism – governmental/non-governmental**
69. **Component 24: Launch of Procurement Dashboards Online at Association of Polish Cities. An online contributors’ community for public procurement officers and technical experts in the local government that are users of the open source OCDS analytical tools.** The community objective is to foster public procurement data literacy among representatives of public administration**.**
70. **Evaluation Phase – by October 30, 2022**
71. **Component 25: OCP Evaluation report**
72. **Component 26: DG GROW Working Group review - Peer review assessment**
73. **Component 27: OECD review**
74. **Closing Phase – by November 30th, 2022**

## Estimated duration.

The estimated duration of the pilot project is as follows:

* 3 months for inception and knowledge transfer technical cooperation activities;
* 6 months for technical development and implementation of the first pilot;
* 6 months for technical development and implementation of the follow up pilots;
* 6 months for technical development and implementation of the roll-out
* 3 months for transfer to local sustainable operation (handover) and evaluation of the lessons learned by the pilot project
* 1 month for closing activities, including final invoicing and reporting

As several technical consultants are required, pilot project phases may be implemented in parallel, as required by progress of technical development of digital tools and maturity of capacity building activities.

## Provisional and detailed work plan

# *****Project team*****

A dedicated project team, combining governance, legal, business and technology experts and engaged by the EBRD together with Open Contracting Partnership will implement the project.

The project team is working under supervision of the EBRD Operation Leader, responsible for quality delivery of TC components and accomplishing expected outcomes within schedule.

The EBRD procures technical consultants to contribute to the conceptual stage and assist with the implementation of the pilot projects, including **translation or interpretation from/to official language.**

**T**erms of reference for pilot project technical consultants are included below:

1. Local Legal Consultant **(Assignment 1).**
2. Local OCDS Data Consultant **(Assignment 2).**
3. Procurement Data Learning Expert **(Assignment 3)**.
4. Local Business Process Consultant **(Assignment 4).**
5. Local IT Consultant **(Assignment 5).**
6. Project Officer **(Assignment 6).**
7. Results Manager **(Assignment 7)**
8. **Assignment 8** – Technical Inputs of Pilot Partners – eProcurement platforms
9. **Assignment 9** – Technical Inputs of Pilot Partners – EDZ PUW platform
10. **Assignment 10** – Technical Inputs of Pilot Partners – Open Contracting Partnership
11. **Assignment 11** – Technical Inputs of Pilot Partners – Fundacja ePaństwo

In addition, terms of reference for technical inputs – OCDS APIs required from public or commercial electronic platforms participating in the pilot in the capacity of pilot partners: Marketplanet.pl, Przetargowa.pl, and Proebiz.pl are attached **(Assignment 8)** and EDZ PUW platform **(Assignment 9)**. Finally, a description of contributions by Open Contracting Partnership **(Assignment 10)** and ePaństwo Foundation **(Assignment 11)** are included.

# *****Project schedule*****

The technical cooperation activities started in December 2020, with identification of technical consultants and capacity building activities for the pilot project counterparts and stakeholders delivered by the EBRD internal team. Presently, technical consultants are identified and necessary technical inputs from electronic platforms and contributions from the pilot project partners are defined and agreed.

It is anticipated that the pilot project Phase 1 will be delivered by the end of Q4 2021 and Phase 2 will be delivered by Q3 2022 (indicative timelines). Indicative timeline are taking into account challenges related to implementation of the TC activities in the remote working conditions and formulated on the assumption that there is continuing support and commitment by the authorities and there are no delays in establishing meetings with pilot countries, stakeholders, selection of the pilot project, access to relevant policy, legal and regulatory documentation and organization of relevant workshops and availability of participants for the workshops.

The Project shall start with a kick-off meeting in which all key parties will participate. In order to provide direction and consistency to the Project, a Steering Committee shall be established which will provide the authorizing environment for the activities undertaken by the project. The Steering Committee will oversee, monitor and guide the technical aspects of the project, follow up activities and discuss and approve the reports, work plans and deliverables. The Steering Committee will also discuss the draft of quarterly and half yearly reports submitted to it beforehand and recommend corrections and shall meet not less than once.

# *****Provisional work plan*****

The section below presents a provisional work plan with a summary of technical cooperation activities and their outputs/deliverables for key phases and technical cooperation components of the pilot project.

# *****Detailed work plan*****

To enable online collaboration and implementation of the project technical cooperation activities in remote working conditions necessitated by COVID-19 pandemic a detailed work plan for the pilot project with schedule (Gantt charts) and resourcing is developed in the online collaboration tools:

1. [**Breeze.pm**](https://app.breeze.pm/projects/155199)
2. [**Huddle**](https://my.huddle.net/workspace/36712039/files/#/folder/48948332/list)

##### 0. Inception and Knowledge Sharing 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.  Kick-off workshops will take place to establish and agree with the EBRD Operation Leader (OL), the EBRD team and the counterparts the main aspects of the pilot project.   1. **Activity/Output 0-0**: **Mobilisation of the EBRD internal team: OL, Project Officer, and Results Manager**  * Set-up the EBRD team, project team as well as the Project Coordinator * Identify government representatives and other relevant stakeholders and introduce the EBRD team. * Establish the project management rules and coordination mechanisms with government representatives, identify and procure online collaboration tools. * Prepare the kick-off workshops.  1. **Activity/Output 0-1: Development of terms of reference for implementation of the pilot project, with a final scope of work, procurement plan for consultancy services necessary to implement technical cooperation activities and identification of technical consultants.**  * Review the provisional terms of reference. * Define a final version of the work plan for conceptual stage. * Prepare a procurement plan. * Identify technical outputs required and relevant technical consultants and contributors.  1. **Activity/Output 0-2: On-boarding of local teams – technical consultants, contributors, and partners.**  * Set-up and introduce the EBRD team and local project teams – Legal, Business Process, Data, and IT as well as the project coordinator at the beneficiary organisation. * Establish the project management rules, introduce online collaboration tools, the meetings schedule and other coordination mechanisms.  1. **Kick-off workshop for local team**:    * Local Legal Consultant (Magdalena Michałowska)    * Local OCDS Data Consultant (Tadeusz Rudnicki)    * Procurement Data Learning Expert (Przemyslaw Lisiecki)    * Local Business Process Consultant (Piotr Biernacki)    * Local IT Consultant (Pentacomp)    * Project Officer (Alexandru Dumitru)    * Results Manager (Reinventions/Chris Smith) 2. **Kick-off workshop for counterparts:**    * OCP (Karolis Granickas)    * ZMP (Joanna Nowaczyk)    * ePaństwo (Krzysztof Izdebski, Monika Kaliatidis)    * Przetargowa.pl (Norbert Jakubiak)    * Marketplanet.pl (Piotr Kalinski)    * Proebiz.pl (Katarina Ionova)    * EDZ PUW (Andrzej Kosowski) 3. **Virtual workshop: EBRD Practice Guide: Technical Cooperation for Digital Transformation** 4. **Virtual workshop: EBRD TC Project Management Resources and Tools.** 5. **Activity/Output 0-3: Development of a detailed work plan for the pilot project in the online collaboration tools:** [**Huddle**](https://my.huddle.net/workspace/36712039/files/#/folder/48948332/list) **and** [**Breeze.pm**](https://app.breeze.pm/projects/155199)**, to enable implementation of the project activities in remote working conditions necessitated by COVID-19 pandemic, with schedule and resourcing.** 6. **Activity/Output 0-4: Knowledge transfer workshops** 7. **Virtual workshop 1: Digital Procurement – Key Concepts** – EBRD Open Government Lab 8. **Virtual workshop 2: Open Data Concepts – Introduction** - Fundacja ePaństwo 9. **Virtual workshop 3: Open Contracting Data Standard – Introduction -** Open Contracting Partnership 10. **Virtual workshop 4: 2019 Public Procurement Law of Poland – Key Concepts for Open Data –** Local Legal Consultant/Local Business Process Consultant 11. **Virtual workshop 5: Public Procurement Process in Local Government – OECD Study of Local Practice in Poland –** OECD/ Local Legal Consultant 12. **Virtual workshop 6: e-Zamowienia UZP – Key Dependencies –** Local OCDS Data Consultant 13. **Virtual workshop 7: EZD PUW – Electronic Documents for Public Administration – Key Dependencies –** Local Business Process Consultant/Local IT Consultant 14. **Virtual workshop 8: eFaktura – Key Dependencies –** Local IT Consultant/ Local OCDS Data Consultant 15. **Activity/Output 0-5: Development of the stakeholder engagement strategy for the pilot (stakeholder mapping, project leaders/champion cities, website, awareness raising, storytelling, showcasing)** 16. **Activity/Output 0-6: Development of the pilot project communication strategy and key documents in Polish language** 17. **Activity/Output 0-7: Development of training curriculum and training materials for technical consultants: Business Process Notation Modelling (in Polish)** 18. **Activity/Output 0-8: Development of training curriculum and training materials for technical consultants: Open Contracting Data Standard (in Polish** 19. **Activity/Output 0-9: Outreach and stakeholder engagement** 20. **Virtual workshop with project leaders** – by invitation 21. **Virtual workshop** – Ministry of Digitalisation and UZP 22. **Webinar for local government bodies** – members of Związek Miast Polskich – by invitation 23. **Activity/Output 0-10: Open awareness raising webinar - Open data in Public Procurement** with DG Regio and Ministry of Digitalisation, 10-20 April 2021 (OCP, ePanstwo Foundation) | | |
| **Deliverables** | * Mobilised project teams – EBRD, Legal, Data, IT, counterparts, and partners/contributors * Final work plan * Organised online collaboration mechanism | | |
| **Key success factors** | * Good coordination between participants * Ability to identify relevant information and stakeholders. * Knowledge baseline established | **Duration** | 3 months |
| **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 organisational 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 commencement date of the pilot project, the project team will prepare and submit to the provisional work plan and a schedule for the conceptual desing phase of the project, to be agreed with the national counterparts. | | |
| **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:   1. local legislation on public procurement and open data. 2. data availability in the local public procurement data sources, and 3. decisions regarding technique for public procurement data collection. 4. 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 a final work plan for the conceptual phase of the pilot project, reviewed methodology, identified project team, identification of stakeholders involved, and establishing the necessary coordination and reporting mechanisms. | | |

##### Conceptual Design – Development of public procurement Open Data OCDS concept for decentralised procurement in local government bodies

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| **Description** | Develop a public procurement Open Data OCDS concept for smart contract register for local government bodies in Poland describing the legal, business and technology requirements taking into account the relevant EU legislation, the national public procurement law as well as the draft national law on Open Data.  This assignment will assist with delivering the OECD recommendations as follows:   1. Review and clarify secondary legislation and electronic processes regarding transparency requirements and procurement information that has to be published in the various national systems for every procurement type and for each stage. 2. Promote a new standard for public procurement cycle and public contract information. 3. Establish quality control procedures for checking the information published in the various systems regarding the procurement procedures. | | |
| **Deliverables** | 1. **Component 1: Development of a policy paper regarding public procurement transparency requirements for electronic public procurement in the new Polish public procurement legislation in the context of the EU policies and international best practice.** 2. **Component 2: Development of a beneficiary engagement plan towards local government organisations, members, and non-members of Association of Polish Cities, to secure binding commitment for voluntary publication of public procurement data, including micro public contracts below the threshold of public procurement law, in the open data format of the OCDS PLUS for the 2014 EU Public Procurement Directive (memorandum or integrity pact format, to be agreed with the Ministry of Digitalisation)** 3. **Component 3:** **Development of a technical concept (legal, business and technology choices) for the OCDS public procurement open data smart public contract register for local government bodies in Poland, covering legal, business and technology issues and taking into account relevant EU legislation, the 2019 Public Procurement Law that entered into force on 1 January 2021** (*Ustawa z dnia 11 września 2019 r. - Prawo zamówień publicznych*) **and draft law on *open data* as published by the Ministry of Digitalisation of Poland** (*Projekt ustawy o otwartych danych i ponownym wykorzystywaniu informacji sektora publicznego*) | | |
| **Key success factors** | * Knowledge of the overall objectives and guidelines of the Open Data OCDS concept. * Ability to identify 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** | The Open Government principles and concepts will be relied upon to engage the national public procurement authority, the Ministry of Digitalisation and local government organisations, civil society organisations and business associations in securing a commitment for voluntary publication of public procurement data in the OCDS format and designing a public contract register for Poland. | | |
| **Methodology** | * **Identification of objectives** of the OCDS concept for the purposes of public procurement in Poland. 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. * **Roundtable** with the government, business, and civil society stakeholders regarding Open Data OCDS concept and the challenges and benefits of applying OCDS. The roundtable 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 roundtable 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 barriers which can hinder adoption of a more comprehensive OCDS concept.   + **Business**: Identification of the 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. | | |
| **Expected Results** | * The beneficiaries will acquire increased knowledge on the Open Data OCDS concept. * Roundtable 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 Poland. | | |

##### 1. Conceptual Design: Standardised Business Process Blueprint Model and Localised OCDS public procurement dataset for public contract register.

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| **Description** | Prepare a standardised level 3 business process blueprint model and a standardised and localised OCDS dataset for end-to-end planning to payment public procurement process at the level for local government organisation to enable equal and unrestricted access to public procurement information in accordance with the national legislation on access to public information for all stakeholders, covering four types of contracts:   1. Micro-value contracts 2. Low value public procurement contracts 3. High value public procurement contracts 4. Centralised framework agreements. | | |
| **Deliverables** | 1. **Component 4: Preparation of a standardised level 3 public procurement business process model for an end-to-end planning to payment public procurement process at the local government organisation, covering:** 2. **Micro value contracts** 3. **Low value public procurement contracts** 4. **High value public procurement contracts** 5. **Centralised framework agreements** 6. **Component 5: Preparation of a standardised and localized OCDS public procurement data set for an end-to-end planning to payment public procurement process at the local government organisation, covering:** 7. **micro value contracts** 8. **low value public procurement contracts** 9. **high value public procurement contracts** 10. **centralised framework agreements.** | | |
| **Key success factors** | * Identification of current data sources and selection of data sets to be made publicly available. * Unrestricted access to key public procurement information in line with the Open Data OCDS concept. | **Duration** | 3 months |
| **Approach to the activity** | Design of the busines process model is an essential step in describing the public procurement process and the relevant regulatory requirements to publication of public procurement data in the OCDS format. The business process model will also serve as a baseline for the development of the OCDS dataset.  Preparation of a public procurement dataset 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 Poland, it will be important to understand the current data sets currently available and those that can potentially become available based on the current legislation on public procurement and public sector information. 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 analysed 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. | | |
| **Expected Results** | * Standardised level 3 business process model for end-to-end from planning to payment public procurement process is developed. * Field mapping of existing fields in current e-procurement system(s) is completed. * Localised OCDS dataset is designed. * Implementation model for the localised OCDS dataset is developed | | |

##### Implementation – Pilot: Implementation of the Open Contracting Data Standard with partnering electronic platforms.

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| **Description** | Undertake an implementation of the Open Contracting Data Standard (version PLUS, for the EU Member States) in the electronic procurement systems, through mapping of public procurement data collected by national public procurement system(s) to new flexible Open Data OCDS database that can be used for a wide range of specialised data analysis tools:   * Introduce an open data standard. * Enable flexible and easy search capability covering public procurement information stored in various existing systems. * Implement solution to provide analytical and monitoring Business Intelligence capabilities for multidimensional analysis and reporting on public procurement procedures conducted across the existing systems. * Implement a unique registry of EOs across procurement platforms, that will include in one place all the information related to each EO. * Prepare a localised comprehensive public procurement dataset for Open Data, based on the Open Contracting Partnership case studies to enable open access to public procurement information for public, business community and civil society organisations. | | |
| **Deliverables** | 1. **Component 6: Implementation of beneficiary engagement plan towards local government organisations, members, and non-members of Association of Polish Cities, to secure binding commitment for voluntary publication of public procurement data in the open data format of the OCDS PLUS for the 2014 EU Public Procurement Directive (memorandum or integrity pact format, TBD):** 2. **Public Procurement Process in Local Government – OECD Study of Local Practice in Poland** – OECD/ Local Legal Consultant 3. **Open Data Concepts – Introduction** - Fundacja ePaństwo 4. **Open Contracting Data Standard – Introduction** - Local OCDS Consultant 5. **2019 Public Procurement Law of Poland – Key Concepts for Open Data** – Local Legal Consultant/Local OCDS Consultant 6. **e-Zamowienia UZP – Key Dependencies** – Local IT Consultant/ Local OCDS Data Consultant 7. **Component 7: Implementation of the OCDS PLUS for the 2014 EU Public Procurement Directive across identified selected sources of public procurement data for local government bodies in Poland, in the format of the OCDS REST API with public points.** 8. **Component 8: Development and implementation of data integration and consolidation concept for data available in the OCDS PLUS for the 2014 EU Public Procurement Directive.** | | |
| **Key success factors** | * Established knowledge on the additional datasets required for the e-procurement system(s). * Implementation of the OCDS datasets into the e-procurement system(s). | **Duration** | 3 months |
| **Approach to the activity** | Implementing the OCDS PLUS will involve incorporating the established datasets into the e-procurement system(s).  This activity involves working in close collaboration with the current system operators and developers in Poland, 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:   * Data integration project development * Project set-up, to engage suppliers of existing electronic systems * Data analysis and discovery of existing master data sources covering all existing procurement-related systems * Transactions Consolidation mapping * Data preparation and transformation requirements * Data integration and DWH (CDB) development * Integrated DWH deployment transfer and trainings * OCDS export (publishing) and OCDS API requirements * OCDS API development * OCDS API deployment transfer and trainings | | |
| **Methodology** | * **Identify business processes and system features** required to implement the localised OCDS datasets. This will inform on the steps that are required to be taken in order to apply the OCDS datasets into the current e-procurement system(s), which can include the editing of procurement documentation, development of new features to adapt to the needs of the new OCDS dataset, 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 REST API and any necessary modifications in the eProcurement system(s), if necessary.** * **Establish guidelines for the use of the localised OCDS dataset.** 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 local government bodies on management of OCDS data based on the guidelines for the use of the localised OCDS dataset. Materials for the trainings will be developed in the local language. | | |
| **Expected Results** | * Beneficiary engagement plan is implemented. * the OCDS PLUS for the 2014 EU Public Procurement Directive across identified selected sources of public procurement data for local government bodies in Poland is implemented. * The OCDS data export mechanism and the OCDS REST API is implemented in the eProcurement system(s). * Guidelines for the use of the localised OCDS data set are developed. * Training for staff of management and development of the OCDS datasets for public contract register is delivered. | | |

##### Implementation – Pilot: Design and develop a public access web portal to the OCDS Open Data 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 organisations. | | |
| **Deliverables** | 1. **Component 9: Design and develop an update to RECORD web portal for civil society engagement, to reflect new OCDS data becoming available from platforms.** 2. **Component 10: Design and develop an online web portal for smart public contract register with business intelligence technologies.** 3. **Component 11: Pilot a new smart public contract register with project leaders/champion cities.** 4. **Component 12: Evaluation of pilot and lessons learned workshop.** | | |
| **Key success factors** | Improved access to public procurement information through portal, which will promote transparency and facilitate SME participation. | **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 is more likely to be used by beneficiaries. | | |
| **Methodology** | * **Review best practices** on open data portals for OCDS publication. Current open data portals will be reviewed to learn approaches, strategies, and tools utilized to successfully design and develop similar open data portals. Reviewing similar tools, with their successes and their challenges, will help inform the design and development strategy to minimize errors and encourage efficient implementation of the portal. * **Identify stakeholder needs** through a selection of surveys and interviews to understand how the portal can be designed to ensure maximum benefit for users. Open Contracting Partnership will be involved to facilitate a comprehensive understanding of the international best practices. * **Design of the open data portal** will be based on the international best-practice and will take due account of the needs from the portal identified by stakeholders. The design will prioritise the 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 and the EBRD 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 localised 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. | | |
| **Expected Results** | * Functioning and user-friendly public access portal to the OCDS Open Data for government organisations, civil society and businesses is made available. | | |

##### Implementation – Roll out: Facilitate stakeholder engagement to promote participation in the pilot.

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| --- | --- | --- | --- |
| **Description** | Facilitate stakeholder engagement to promote participation in the pilot and use of the smart contract register by Members of Association of Polish Cities, voluntary users, and civil society. | | |
| **Deliverables** | 1. **Component 13: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register – Pilot 2: Members of Association of Polish Cities** 2. **Component 14: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register – Pilot 3: Voluntary users – non-members of Association of Polish Cities** 3. **Component 15: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register – Pilot 4: Civic Engagement** | | |
| **Key success factors** | Stakeholders within local government organisations and civil society are well informed of the new OCDS smart contract register, available tools 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 local government organisation of the new Open Data OCDS for smart contract register and its implementation with champion/leader cities in Poland to facilitate participation and use of the smart contract register by Members of Association of Polish Cities, voluntary users – non-members of the Association of Polish Cities, and civil society – Civic Engagement. | | |
| **Methodology** | The methodology for the awareness raising campaigns is as follows:   * Identification of Participants: Identify the key users to whom the awareness raising campaigns should be directed within the target organisations – members of the Association of Polish Cities, Voluntary Users – non-members of the Association, and civil society. * Design the stakeholder engagement plan for targeted organisations * Defining Aims and Objectives: The Project Team will define the content for the awareness raising campaigns according to the target organisation – local government organisations, and civil society. * The awareness raising program will be developed in collaboration with Open Contracting Partnership, and the lead civil society organisation ePantswo Foundation. | | |
| **Expected Results** | Three awareness-raising campaigns with the relevant stakeholders to facilitate stakeholder engagement are delivered. | | |

##### Implementation – Roll-out: Pilot 2 and 3 of Smart Contract Register with the Members of Association of Polish Cities and Voluntary Users

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| **Description** | Pilot the smart contract register with local government organisations members of the Association of Polish Cities and voluntary users – non-members of the Associations. | | |
| **Deliverables** | 1. **Component 16: Pilot 2: Pilot a smart public contract register with members of Association of Polish Cities** 2. **Component 17: Pilot 3: Pilot a smart public contract register with interested local government organisations – non-members of Association of Polish Cities** | | |
| **Key success factors** | Effectively apply lessons learned from the previous pilot of smart contract register with champion/leader cities. | **Duration** | 6 months |
| **Approach to the activity** | This component will draw on lessons learned from the first pilot implementation of smart contract register with champion/leader cities and identify the requirements of the new pilot and fine-tune the tools to effectively implement the pilot with the members of the Association of Polish Cities and voluntary users. | | |
| **Methodology** | In order to adequately update the current systems, it is important to have a complete understanding of its functions and capabilities. Once the present state is identified, it must be compared with the vision of what is needed in order to identify where the gaps in the current system reside which need to be altered to include the updated datasets. In order to accomplish this, 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, 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 the current system in order to adapt to the new OCDS concept and datasets. 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 implement the tools into 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. | | |
| **Expected Results** | * Pilots of the smart contract register with the members of the Association of Polish Cities and voluntary users are implemented. | | |

##### Implementation – Roll out: Identifying and implementing the OCDS business intelligence tools for public contract register

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| --- | --- | --- | --- |
| **Description** | 1. Assist with identifying and implementing of the OCDS-based Public Procurement Open Data (Observer) reporting tool. The specialised data access and reporting tool for public procurement information will suit the electronic public procurement systems and local needs. After necessary adaptations application will be ready for integration with national eProcurement systems and shall offer general public and civil society organisations access to public procurement information visualisation capabilities via accessible dashboards through a dedicated web portal. 2. Assist with identifying and implementing of the Public procurement Open Data (Explorer) monitoring tool. The specialised monitoring tool for electronically conducted public procurement will suit the local regulatory requirements and will operate based on the data collected by local electronic public procurement system(s). The application will provide new data-driven evidence–based monitoring tools for national public procurement authority and public spending controls. | | |
| **Deliverables** | 1. **Component 18: Assist with selection of an appropriate reporting and/or monitoring tool from the OCDS-based open-source resources for statistical reporting – internally and to national public procurement regulatory authority (UZP).** | | |
| **Key success factors** | OCDS-based Open Data monitoring and reporting tools are integrated in the government infrastructure. | **Duration** | 2 months |
| **Approach to the activity** | Part of ensuring transparency and accountability within the public procurement is facilitating the search of data on procurement. OCDS Open Data reporting/monitoring tools facilitate access to historical information on public procurement that can be important to SMEs searching to participate as well as civil society organizations working to ensure the system remains fair and transparent. Taking into account the OCDS concept and the new datasets identified, the OCDS-based Open Data reporting and monitoring tools will need to reflect the changes in the e-procurement system and the modified OCDS data model. | | |
| **Methodology** | In order to adequately update the current systems, it is important to have a complete understanding of its functions and capabilities. Once the present state is identified, it must be compared with the vision of what is needed in order to identify where the gaps in the current system reside which need to be altered to include the updated data sets. In order to accomplish this, 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, 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 the current system in order to adapt to the new OCDS concept and datasets. 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 implement the tools into 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. | | |
| **Expected Results** | * Roadmap to assist with identifying and implementing the OCDS-based Open Data reporting and monitoring tools in compliance with new OCDS concept. | | |

##### Implementation – Roll out: Selection of the OCDS-based Open Data red flags monitoring tool for public procurement

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| --- | --- | --- | --- |
| **Description** | Assist with selection of an appropriate OCDS-based Open Data red flags monitoring tool to be used by the monitoring units as required. | | |
| **Deliverable/s** | 1. **Component 19: Assist with selection of an appropriate monitoring tool from the OCDS-based open-source resources for red flags monitoring of public procurement** | | |
| **Key success factors** | OCDS Open Data red flag monitoring tool that properly monitors all new datasets included in the OCDS concept is selected. | **Duration** | 2 months |
| **Approach to the activity** | Monitoring tools for public procurement help promote accountability. If the OCDS concept will include additional fields of data, it will be important to properly alter the OCDS Open Data red flags monitoring tool to also monitor new data. Ensuring these modifications are reflected will support in the generation of confidence in the transparency and of the e-procurement systems. It will be important to work closely with the public procurement monitoring bodies in Poland. Working closely with these key stakeholders will help ensure all changes are compatible with existing systems as well as to generate a sense of ownership over any new changes made. | | |
| **Methodology** | In order to adequately update the current systems, it is important to have a complete understanding of its functions and capabilities. Once the present state is identified, it must be compared with the vision of what is needed in order to identify where the gaps in the current system reside which need to be altered to include the updated data sets. In order to accomplish this, 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. This will be compared with the needs required from the current 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. 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. | | |
| **Expected Results** | Roadmap to assist with the selection of an appropriate OCDS-based Open Data red flags monitoring tool compatible with new OCDS concept is adopted. | | |

##### Implementation – Roll-out: Outreach and 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. | | |
| **Deliverables** | 1. **Component 20: Outreach and stakeholder engagement** 2. **Public Procurement Process in Local Government – OECD Study of Local Practice in Poland –** OECD/ Local Legal Consultant 3. **Digital Procurement** – Key Concepts – EBRD Open Government Lab 4. **Open Data Concepts – Introduction –** Fundacja ePaństwo ENG/PL 5. **Open Contracting Data Standard – Introduction -** Open Contracting Partnership 6. **2019 Public Procurement Law of Poland – Key Concepts for Open Data –** Local Legal Consultant/Local OCDS Consultant 7. **e-Zamowienia UZP – Key Dependencies –** Local IT Consultant/ Local OCDS Data Consultant 8. **EZD PUW – Electronic Documents for Public Administration – Key Dependencies –** Local Business Process Consultant/Local IT Consultant/ Local OCDS Data Consultant 9. **eFaktura – Key Dependencies –** Local IT Consultant/ Local Business Process Consultant/ Local OCDS Data Consultant | | |
| **Key success factors** | Stakeholders within civil society, business, and government are well informed of the new OCDS, available tools 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 in Polish 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 to whom trainings will be directed to in order to design trainings that respond to their needs (SMEs, contracting authorities, etc.). * Design Necessary Outreach Strategy: In the case where the targeted participants of the trainings are individuals or groups related to SMEs, a specific outreach strategy will be designed to target SME business owners and local organizations involved with SME networking, and SME focused NGOs a Civil Society organizations. * 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. | | |
| **Expected Results** | * Specific capacity building and awareness-raising program to facilitate stakeholder engagement. | | |

##### 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 at DG GROW and the OECD on contract registers to promote further innovation in the area of public procurement data and contract registers.  A technical workshop will take place in Poland 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 | | |
| **Deliverables** | 1. **Component 25: OCP Evaluation report** 2. **Component 26: DG GROW Working Group review – Peer review assessment.** 3. **Component 27: OECD review** | | |
| **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** | 2 month |
| **Approach to the activity** | * All project team members and the DG GROW Working Group 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. | | |
| **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:   1. local legislation on public procurement and open data 2. data availability in the local public procurement data sources and 3. decisions regarding technique for public procurement data collection 4. 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 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 localised 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. | | |
| **Deliverables** | **Component 28: Final report** | | |
| **Key success factors** | * Detailed and complete monitoring of all activities by the Project Team * Correct documentation of activities | **Duration** | 1 month |
| **Approach to the activity** | This phase aims at closing the project. This implies ensuring that all the work and knowledge produced during the project is adequately archived and easy-to-find. Moreover, 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 analyse 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 was delivered in an effective and timely manner * The results obtained in and lessons learned from 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. | | |
| **Expected Results** | * Final Report is completed. | | |

**Risks and mitigation**

The following table will summarize the main risks and the foreseen risk-mitigation actions for the project.

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| **Risk** | **Group** | **Description** | **Risk-mitigation Actions** |
| Difficulties in key/relevant stakeholders’ engagement. Lack of commitment/support from the authorities in the pilot countries undertaking the project. | Stakeholders Management | Different stakeholders may be operationally involved in the project and must be identified from the very beginning of the project. Some of these stakeholders may be difficult to engage due to lack of knowledge regarding public procurement and more specifically, open data for public procurement. | * The EBRD team will maintain close contact with the authorities throughout the project timeline to ensure close coordination * Identify, select and propose a list (and a reserve list) of relevant stakeholders during the inception phase and involve them when necessary; * Include local experts in the project team with longstanding experience and knowledge in the field; * Establish increased assistance for stakeholders to ensure that they are well informed of the new regulation regarding framework agreements. |
|  | Time Management |  |  |
| Problems in communication among pilot project parties | Stakeholders & Communication Management | Communication among all parties involved in the project is key in order to guarantee effective coordination and excellence in the work to be performed, as many problems can be caused by lack of information, misunderstanding, etc. | * Fluent and periodic communication through defined meetings and other non-formal channels (e.g. defined project tools, video and phone calls, etc.). * Frequent communication between all parties (mainly the Operation Leader, Project Coordinator and backstopping team) in order to briefly summarize main aspects of the work done during the day, detected problems, etc. |
| Unrealistic expectations and/or undefined project scope or with insufficient detail | Stakeholders, Communication & Scope Management | The lack of customer knowledge and awareness about the project objectives and benefits, may lead to expectations that do not conform to reality, causing dissatisfaction. In addition, project scope must be clear for all involved parties in order to avoid rework and its potential impact to the project plan. | * Start the project with a kick of meeting to align the team and the client objectives. * Perform monitoring and steering meetings for tracking the status of the project phases, activities and deliverables. Address scope management during these meetings. * Elaborate, execute and maintain a change management plan including a communication plan from the beginning of the project. * During the inception phase, define and agree among all parties the key activities for each phase of the project, including main objectives, assumptions, sub-activities, required inputs and main outputs / deliverables. |
| Information request not covered in time and / or depth | Communication Management | The EBRD and/or national counterparts may require any information needed to carry out any of the activities of the project. Having this information available in time and / or depth is critical to avoid impact to the project. | * During the inception phase, define in detail a list of required inputs/information. * Perform monitoring and steering meetings for tracking the status of the information requirements. |
| Delays in selection and procuring the experts and consultants. | Time Management |  | * The EBRD team will closely oversee the process of selection and contracting the experts and consultants. |
| Delays and low quality of the consultant’s work during implementation stage of the pilot projects. Deviation from the deliverables’ deadlines / project plan | Time Management & Scope Management | A delay in the delivery (and validation) of project deliverables may have an impact on subsequent project phases and activities. In the same way, beyond a deliverable, deviations from the project plan must be foreseen, controlled and managed. | * The EBRD team will undertake the selection of the consultants and will closely monitor the consultants’ work, including by reviewing the inputs as needed. * Perform monitoring and steering meetings for tracking the status of the project phases, activities and deliverables. * Monitoring and controlling project performance on a regular basis in order to determine any deviations from the project plan, not only in time (e.g. identifying critical paths), but in cost and scope. |

## Proposed methodological approach

***Contract register concept - problem definition and solution.***

In spite of operating sophisticated electronic public procurement system/s, countries frequently do not have consolidated data on public procurement on the national or regional levels. This is typically due to traditional fragmentation of public procurement processes, when the eProcurement system handles the procurement process from publishing procurement opportunities up to award decisions and other ICT systems are used by government for procurement planning, preparation, contract signing and contract management. In addition, in many countries with decentralized public procurement, different eProcurement platforms are used by contracting authorities, depending on their needs and level of digitalization. In cases where early contract registers were introduced, most were designed in the format of Excel files published monthly or annually on government open data portals. This may satisfy basic transparency requirements in the public procurement legislation but does not allow governments to benefit from access to quality and machine-readable data. In the most advanced cases, like Portugal or Slovak Republic, contract registers are operated as databases with dedicated web services, but no analytical capabilities and no API for facilitating availability of data. Another aspect of public procurement visibility is availability of information post-award – about changes to public contracts, contract performance and payments. Very often, if available digitally data on contract implementation is distributed between various systems that are not standardized and not interoperable. Therefore, even in the cases where contract registries exist, there is no reliable and factual information on contract performance, payments, termination, etc. This also suggests that public procurement data consolidation, integration and interoperability should be at the heart of modern public contract registers design.

***Data consolidation***

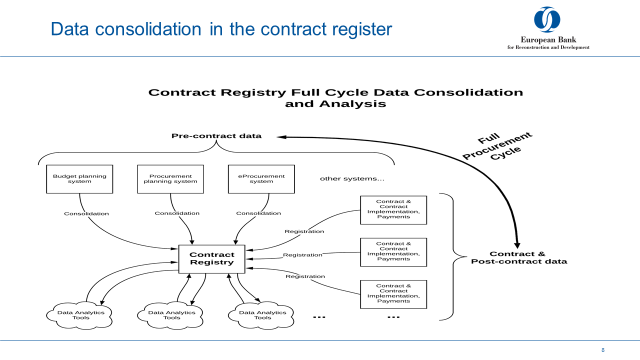
Public procurement data integration and consolidation is an overarching principle for designing public contract register. It generates the most value from the contract register itself. Only with consolidated public procurement data, a full picture of public procurement market can be achieved for governments and enable accurate, evidence-based analytical conclusions. Contract register should act as a single point of information on public tenders and concluded public procurement contracts gathering all information for full-cycle visibility of the public procurement - from budgeting and payment to contract, contract implementation and payments.

Taking into account various levels of digitalization and interoperability of public procurement process, the contract register should contain the following consolidated data on every and each public contract:

* Budgeting
* Procurement planning
* Pre-tendering stage (PIN, market consultations, etc.)
* Tendering stage
* Awarding stage with reviews
* Contract conclusion stage
* Reference to or copy of eContract
* Changes to the Contract
* Contract implementation monitoring (if available)
* Payments
* Final report on contract completion/termination

To present it graphically, the contract register data should collect public procurement information about entire public procurement cycle, regardless how many ITC systems are supporting the cycle in practice:

**Figure 8. Data Consolidation in the contract register**

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***Inheritance and reference***

One of the reasons why information about public contracts is not been consolidated is lack of standardization, in particular when public contract conclusion is not expressed in terms of data sets or not linked to different data layers in the e-government systems that are not mapped to public procurement process but are necessary for public contract award and conclusion. For instance, one budget line in the state budget may be utilized to fund multiple procurements; one procurement procedure may bring multiple public contracts, etc. Moreover, the responsibility for contracting process is horizontally spread among different organizations, each responsible for one stage of the cycle - budget, tendering, contract signing, contract implementation, payments. These parts are handled separately and very often without any interoperability of the systems. Therefore, in an abstract way contract registration line in the contract register should ‘inherit’ all information from relevant previous processes like budgeting, planning, tendering, award as well as serves as a reference for next stage processes like payments or contract completion reports.

With a higher level of interoperability of the systems, contract register can contain a reference to the information stored in other systems instead of copying it to the consolidated storage. For instance, if digital online contracts are implemented, the contract register may consolidate information about procurement and contracting process from the data collected by the e-Contract application. Contract register will have a reference to the e-Contract stored in one or several public contracts records.

***Interoperability***

A contract register must be designed in a way that allows full interoperability with other systems. Being a consolidation centre it must be able to receive data packages from other services and systems validate it and store it to its database. All services that will need to receive data on the full contracting process must access this data via API using OCDS as the main data structure.

***Contract registration and the e-Contracting***

Electronic or smart e-contracts should not be confused with contract registers. The e-Contract, when enabled under public procurement laws, is concluded based on the award decision and legally binding legal instrument in respect to responsibilities and rights of the parties. The contract register may collect copies of the e-contracts but its main purpose is to provide public procurement cycle information and register this contract. Registration of the contract is a procedure that triggers other services to provide information on how the contract was generated from which source and to start a reference to capture its changes, implementation, and payments. In some cases, contract registration procedure, ID, and timestamp can be used as an event that enables payments by the treasury, but these cases should be discussed separately.

***Contract changes***

In several countries, changes to public contracts, addendums or milestone reports are required to be published under public procurement or open data laws; however, publication happens in a decentralized way, resulting with lack of consolidated and aggregated information on public contract implementation. In such cases, no policy improvements are required but technology challenges around public contract register should be resolved. The modern contract register should be designed to collect published public contract information automatically and provide for a single online resource of public contract data.

Drawing on published contract information, the contract register should cover:

* Changes to the contract
* Addendums to the contract
* Milestones report to the contract (if available)
* Payments for the contract deliverables/invoices
* Report on contract completion/termination
* Complaints and claims

Having public contract information consolidated on the national level enables many analytical services to support the work of government departments - competition bodies, auditors and other oversight authorities.

***Payments***

Unless decentralized, Treasuries in central and regional government bodies handle most of payments for public procurement contracts. The contract register must be able to receive payment data from decentralized payment systems and link them to the contract. Payments data will be available to other governmental services via OCDS API.

Monitoring of payments under public contracts has tremendous value for state budget oversight and availability of the payments information linked to the contracts can enable:

* Contract implementation risk management
* Money availability predictions/liquidity of the state budget
* Ex-post monitoring and audit of public procurement

***Search engine***

The basic requirements of the contract register include the possibility to find a contract without much effort and to filter the list of public contracts. Having all information about the full cycle of the contracting process consolidated it is very important to enable flexible searching and filtering functionalities. Contract Register should have a modern search engine for users with different levels of access as well as for the services connected via API.

***Aggregated data analysis and quantitative indicators***

A contract register provides a basis for data-driven decision-making by public spending stakeholders. Therefore, besides search capabilities, the contract register should provide aggregated information on contracting authorities, suppliers, regions and markets. It can help to understand the whole picture of the public spending on the country level from budgeting to the contract implementation and payment as well as on the single contracting process. The contract register should be supported by the methodology of quantitative indicators to deliver this aggregated information to the stakeholders.

***Data visualizations and dashboards***

Gathered and consolidated data on each contracting process enables data discovery and the use of flexible analytical techniques such as business intelligence. Dashboards should be designed to cover all main stages of the contracting process on the aggregation levels as well as on the single contracting process level. Visualizations should be responsive and interactive allowing filtering and selections.

***Risk indicators and risks management***

One of the biggest clients of the smart contract register are monitoring units and oversight bodies responsible for procurement risk management and evaluation of performance of public spending. From the risk management perspective, contract register brings opportunities to analyse and mitigate procurement risks:

Risk management and prevention on the transactional level for:

* Projects/budget implementation
* Procurement planning
* Procurement process
* Contract signing
* Contract implementation

Ex-post control, and risk management on the contracting authority level for:

* Procurement planning and market competency
* Procurement practices and organizational readiness
* Contract management and contract implementation practices

When contract register consolidates data across the entire procurement cycle, it can facilitate both risk management on the single procurement - budget, planning, and tendering stages as well as aggregated risk management on the national or regional level. Using data-driven risk management tools, relevant government departments are able to oversee the procurement process on market-level and make better management decisions.

As regards ex-post monitoring and audit, data consolidation enables risk management on the contracting authority’s level, sectoral level or national level. For instance, hospitals or their CPBs can be grouped together and analysed for risk management purposes in their specific peer group and market conditions.

***Transparency, open data and confidentiality issues***

Public procurement laws and open data legislation regulate transparency safeguards and use of open data in public procurement. The concept of smart public contract register increases levels of transparency in government and champions open government values. The pilot project promotes use of the OCDS advanced level open data to create smart public contract registers that bring quality market intelligence to governments, business community and civil society organizations.

However, it needs to be noted that use of the OCDS open data does not undermine protection of legitimate confidentiality and trade secrets. Use of the OCDS open data for public procurement data consolidation and integration in the public contract register does not exclude data access management. Technically, one contract register database with the OCDS data can serve internal and external purposes, it can collect all public procurement data and publish data in open online access in accordance to requirements of local public procurement laws and open data legislation. In other words, access to the OCDS data in the smart public contract register can be managed. In cases when national legislation does not fully embrace Open Government values, the OCDS contract register may operate two APIs, one OCDS API for internal use of by government departments and governmental analytical tools and another OCDS API for open data publication to be used by the business community and public.

**Outputs, outcomes and outcomes indicators**

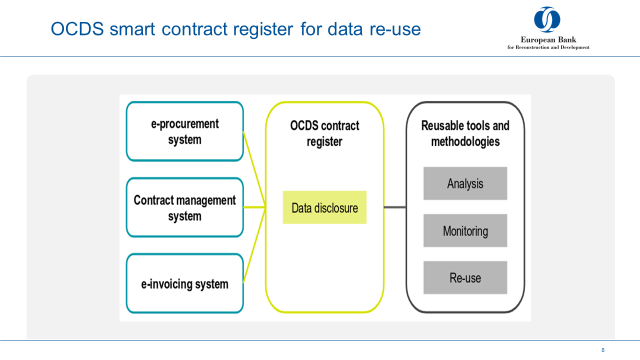
***Key outcomes***

The key outcome of establishing a smart public contract register is the visibility and traceability of the public procurement process enabled equally for all market stakeholders – the government, business community and citizens. Public contract register brings more transparency of the process and more accountability for the government. Reliable, clean and easily accessible data on public procurement can better support decision–making in the government as well as support the Ministry of Finance in the public finance management process.

Public procurement data access created by a smart public contract register will also provide basis for improvement and innovation in the government. The OCDS public contract register methodology is providing the government with a priceless combination of full-cycle public procurement data for each public procurement, country-level consolidation of public procurement data, and data analysis capacity on the national level, within specific markets or at the level of individual contracting authority that was not available before.

Building on this data availability, different governmental departments may be able to develop specialized analytical tools, introduce new and data-driven government processes and improve their public service delivery.

**Figure 9. OCDS Smart Contract Register for re-use of public procurement data**



***Expected results***

Overall, the implementation of the project will lead to the following results:

1. Increased visibility of public procurement processes allowing for better transparency and better insights into efficiency of public procurements;
2. Deeper understanding of government spending and higher engagement through timely and unrestricted online access to data;
3. Improved capacity of key government stakeholders through innovative management processes;
4. Improved level of understanding of the complex procurement process by citizens and civil society organisations;
5. Better communication between public and private stakeholders on public procurement process and outcomes.

# Assignment 1 - Local Legal Consultant

# Background

The European Commission, the [European Bank for Reconstruction and Development](https://www.ebrd.com/) (EBRD), and the [Open Contracting Partnership](https://www.open-contracting.org/) (OCP) have joined forces to work with the Greek and Polish governments to improve the quality and transparency of public procurement with a special focus on EU Cohesion investments.

The pilot projects will provide expertise and hands-on support to public authorities in both countries, with a focus on publishing procurement open data and promoting its use, to help public administrations to better plan, implement and monitor the procurement of works, goods and services. This will improve the use of public resources and increase opportunities for businesses, especially for small and medium companies (SMEs). Moreover, thanks to cooperation with local civil society organizations, this initiative will also favor transparency of public spending and stimulate citizens' participation in the monitoring of investments with a direct impact on the community, such as investments in sustainability, local development, and social inclusion.

In Poland, the pilot project will support Polish local government authorities to introduce open data in public procurement and promote automated collection, standardization, and consolidation of procurement data on public tenders that will allow for wider procurement monitoring.

A new model of smart contract register aims to fulfil mandatory policy requirements on the public procurement transparency safeguards and bring together latest open data concepts and new open data standard for public procurement - Open Contracting Data Standard (OCDS) and create a multi-purpose machine-readable online data resource on public procurement market in local government in Poland.

The smart register developed under the pilot project shall include data on low and high value public contracts in local government in Poland. It shall collect data online in the OCDS open data format, where possible in real time from the eProcurement platforms and make it easily accessible to local government public buyers. The register shall embed business intelligence technologies to provide procurement officers in the local government not only with better access to their own and market public procurement data but also with new analytical tools to work with the data. To encourage popular use, the register shall integrate a set of analytical tools to support basic reporting responsibilities of public procurement managers: public procurement statistical analysis, public procurement market analysis and mandatory periodical reporting. For municipalities with more substantial public procurement data resources, additional online tools for public procurement monitoring will be made available.

The smart public contract register will be developed at Związek Miast Polskich (Association of Polish Cities), [www.miasta.pl](http://www.miasta.pl) and targets members of the association, but will be available to interested local government bodies committed to open data and wishing to benefit from the OCDS analytical tools for public procurement.

The smart register shall support:

1. an online access to open data on public procurement in local government in Poland, in digital machine-readable OCDS format, in compliance with Open Data for Government Standard and fulfilling requirements of national legislation on access to public information, recently adopted public procurement law and planned new law on open data in Poland;
2. integrated business intelligence technology tools for procurement officers in the local government administration to access, analyse and interpret public procurement data to improve quality of statistical reporting on and analysis of public procurement market;
3. innovative data-driven public procurement compliance monitoring methodologies for local government monitoring units;
4. a learning community for public procurement officers in local government, facilitated by Zwiazek Miast Polskich, [www.miasta.pl](http://www.miasta.pl), to explore and innovate with use of public procurement open data.

# Objectives of the Assignment

The objective of the Consultant – Local Legal Consultant is to collaborate with the beneficiary organisation – Związek Miast Polskich and counterparts, in particular the Ministry of Digitalisation and the Open Contracting Partnership as well as the pilot project partners – electronic public procurement platforms to provide legal and policy advice necessary to achieve the goals of the pilot project.

The Consultant – Local Legal Consultant shall assist with:

1. Identifying mandatory policy requirements on the public procurement transparency safeguards and defining compliance requirements for the data and IT technical consultants.
2. Identifying policy requirements and applicable best practice for public procurement open data and defining compliance requirements to be implemented in the contract register by the data and IT technical consultants.
3. Developing training and communication materials advising on transparency standards and requirements as well as promoting governance benefits and business opportunities in re-useable open data in public procurement.
4. Engaging with beneficiaries of the project – local government organisations to create a learning community for public procurement officers in local government, to explore and innovate with use of public procurement open data.
5. Providing regulatory advice in respect to public procurement and use of electronic public procurement platforms to the beneficiary organisation – Związek Miast Polskich, as required by the management of the association.
6. Drafting inputs to the design of the smart contract register, and
7. Providing legal capacity building to the pilot project team, as required.

# Scope of Work

The Consultant – Local Legal Consultant is expected to collaborate with other project team members, partners, contributors, and counterparts and participate in or contribute to - as appropriate based on the professional expertise and experience and as envisaged in the detailed work plan specified in the online project management plan to the following TC components:

1. **Inception and Knowledge Transfer Phase – by April 30, 2021**

**Participate in**

1. **Activity/Output 0-2: On-boarding of local teams.**
2. **Kick-off workshop for local team**
3. **Kick-off workshop for counterparts**
4. **Activity/Output 0-3: Development of a detailed work plan for the pilot project in the online collaboration tools:** [**Huddle**](https://my.huddle.net/workspace/36712039/files/#/folder/48948332/list) **and** [**Breeze.pm**](https://app.breeze.pm/projects/155199)**, to enable implementation of the project activities in remote working conditions necessitated by COVID-19 pandemic, with schedule and resourcing**

**Contribute to**

1. **Activity/Output 0-4: Knowledge transfer workshops.**
2. **2019 Public Procurement Law of Poland – Key Concepts for Open Data** – Local Legal Consultant/Local Business Process Consultant

**Participate in**

1. **Public Procurement Process in Local Government – OECD Study of Local Practice in Poland** – OECD/ Local Legal Consultant
2. **Activity/Output 0-5: Development of the stakeholder engagement strategy for the pilot (stakeholder mapping, project leaders/champion cities, website, awareness raising, storytelling, showcasing)**

**Contribute to**

**Contribute to**

1. **Activity/Output 0-6: Development of the pilot project communication strategy and key documents in Polish language**
2. **Activity/Output 0-9: Outreach and stakeholder engagement**

**Contribute to**

1. Webinar with project leaders – by invitation
2. Virtual workshop – Ministry of Digitalisation and UZP
3. Webinar for local government bodies – members of association – by invitation
4. **Conceptual Design Phase – by May 30, 2021**
5. **Component 1: Development of a policy paper regarding public procurement transparency requirements for electronic public procurement in the new Polish public procurement legislation in the context of the EU policies and international best practice**

**Responsible for**

1. **Component 2: Development of a beneficiary engagement plan towards local government organisations, members and non-members of Association of Polish Cities, to secure binding commitment for voluntary publication of public procurement data, including micro public contracts below the threshold of public procurement law, in the open data format of the OCDS PLUS for the 2014 EU Public Procurement Directive (terms of use, memorandum or integrity pact format, to be agreed with the Ministry of Digitalisation)**

**Contribute to**

1. **Component 3: Development of a technical concept (legal, business and technology choices) for the OCDS public procurement open data smart public contract register for local government bodies in Poland, covering legal, business and technology issues and taking into account relevant EU legislation, the 2019 Public Procurement Law that entered into force on 1 January 2021 (Ustawa z dnia 11 września 2019 r. - Prawo zamówień publicznych) and draft law on open data as published by the Ministry of Digitalisation of Poland (Projekt ustawy o otwartych danych i ponownym wykorzystywaniu informacji sektora publicznego):** [**available here**](https://mc.bip.gov.pl/projekty-aktow-prawnych-mc/projekt-ustawy-o-otwartych-danych-i-ponownym-wykorzystywaniu-informacji-sektora-publicznego.html)

**Contribute to**

1. **Component 4: Preparation of a standardised level 3 public procurement business process model for an end-to-end planning to payment public procurement process at the local government organisation, covering**:

**Contribute to**

1. **Micro value contracts.**
2. **Low value public procurement contracts.**
3. **High value public procurement contracts.**
4. **Centralised framework agreements**.
5. **Implementation Phase – Pilot – By August 30, 21**
6. **Component 6: Implementation of beneficiary engagement plan towards project leaders - local government organisations, members, and non-members of Association of Polish Cities, to secure binding commitment for voluntary publication of public procurement data in the open data format of the OCDS PLUS for the 2014 EU Public Procurement Directive (memorandum or integrity pact format, TBD)**

**Contribute to**

**Participate in**

**Contribute to**

1. **Component 12: Evaluation of pilot with project leaders and lessons learned workshop.**
2. **Implementation Phase – Roll Out – by November 30, 2021/March 30, 22**

**Contribute to**

1. **Component 13: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register – Pilot 2: Voluntary users – members of Association of Polish Cities**
2. **Component 14: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register – Pilot 3: Voluntary users – non-members of Association of Polish Cities**

**Contribute to**

**Responsible for**

1. **Component 20: Outreach and stakeholder engagement**
2. **Handover Phase – by September 1, 2022**

**Contribute to**

1. **Component 23: Implementation of Sustainable operation mechanism – governmental/non-governmental**
2. **Component 24: Launch of Procurement Dashboards Online at Association of Polish Cities. An online contributors’ community for public procurement officers and technical experts in the local government that are users of the open source OCDS analytical tools**. The community objective is to foster data literacy among representatives of public administration.

**Contribute to**

# Provisional list of outputs/deliverables

The Consultant – Local Legal Consultant is responsible for preparing the following outputs:

1. **A policy paper regarding public procurement transparency requirements for electronic public procurement in the new Polish public procurement legislation in the context of the EU policies and international best practice**

The Consultant – Local Legal Consultant shall perform a legal gap analysis of public procurement and open data legislation and benchmarking against the EU policy requirements and international standards and best practice. The Consultant – Local Legal Consultant shall identify:

1. international standards and best practices that could be implemented within public procurement legislation and new secondary legislation on public procurement.
2. best practices that would require legislative amendments in the regulatory framework for public procurement, public finance management and/or open data.

The policy paper shall in particular discuss the legal requirements for specific datasets in public procurement on micro public contract and low and high value public procurement contracts and automation of public procurement online data collection and publication for the re-use in the open data format.

1. **Legal analysis regarding public procurement regulatory framework as required during the pilot project implementation.**

The Consultant – Local Legal Consultant shall provide legal analysis and advice in respect to mandatory and non-mandatory requirements of public procurement and open data legislation to facilitate and contribute to the work of Local Business Process Consultant, Data Learning Consultant and Local IT Consultant.

In particular, the Consultant – Local Legal Consultant shall contribute to:

1. a review of business process models for public procurement methods prescribed in public procurement law;
2. a review of business process models for small value public contracts not regulated by public procurement law but subject to requirements of public finance and open data laws;
3. a section on legal requirements to the technical concept for smart public contract register;
4. a draft memorandum for local government organisations joining the pilot project and committing to the OCDS publication of their public procurement data on voluntary basis, in respect to data not covered by mandatory transparency requirements;
5. a review of template public procurement record for micro, small and high value contracts for the online smart contract register;
6. a review of templates for public procurement statistical reporting;
7. a review of methodologies for online monitoring of compliance of public tenders with public procurement regulation;

Outputs of the Consultant – Local Legal Consultant shall include developing outlines, drafts, elaborating key provisions of the drafts, engaging with government counterparts and civil society partners and providing required inputs to the discussion with relevant policy stakeholders.

1. **Capacity building, virtual workshops, and contribution to stakeholder engagement activities**

The Consultant – Local Legal Consultant shall carry out technical workshops (online or in person) for the project team, beneficiaries, counterparts and stakeholders. The purpose of this activity shall be for Consultant to present legal and policy requirements, relevant international experience and best practices, demonstrate and explain the regulatory approach for implementation of smart public contract register as well as promote governance benefits and business opportunities resulting from machine-readable open data in public procurement. The workshops will further serve as a platform to facilitate consensus and capacity among relevant stakeholders regarding the policy approach.

The Consultant – Local Legal Consultant shall be responsible for the workshop preparation, developing relevant presentation materials facilitation or delivery of training session and collaboration with the EBRD Project Officer in respect to logistical coordination of online or blended sessions and virtual workshops.

It is envisaged that regular online seminars will be organized for contracting authorities – local government entities once per calendar month (regular training programme promoted online and in the social media). One-to-one capacity building sessions will be offered upon request to members and non-members of the association, with a minimum one session available every week for the entire duration of the pilot project.

1. **On-going regulatory advice and legal support to the beneficiary organisation and local government beneficiaries during the implementation of pilot project**

The Consultant – Local Legal Consultant shall assist Związek Miast Polskich, as required by the management of the association, providing legal advice and support in respect to public procurement and use of electronic public procurement platforms by Zwiazek Miast Polskich.

In particular the Consultant – Local Legal Consultant shall closely collaborate with Data Learning Consultant and engage with beneficiaries of the project – local government organisations in order to create a public procurement OCDS open data learning community for public procurement officers in local government, to explore digital public procurement and innovate with use of public procurement open data.

The Consultant will provide ongoing advice, including legal advice and support for the period of up to December 2022. In respect to tasks allocated under this activity, the Consultant shall report to the management of the association, in accordance to their standard procedures and work practices.

The Consultant – Local Legal Consultant is expected to submit to the Bank the following deliverables:

|  |  |  |
| --- | --- | --- |
| **Outputs/deliverables** | **Description** | **Provisional schedule** |
| **Deliverable 0** | 1. Online complete and up to date: 2. project work plan in Breeze.pm regarding the Assignment; 3. records of technical documents in Huddle regarding the Assignment; 4. Full set of project deliverables in the online technical cooperation project repository in Huddle, GlueUp, Moodle and GitHub, as appropriate, including all outputs as specified for the Assignment in the detailed work plan in Breeze.pm. 5. Record of Breeze.pm automated weekly progress reports for the Consultant.      1. Record of Breeze.pm automated monthly progress report for the Assignment. 2. Final report, with a summary case study for the TC Assignment. | On-going |
| **Deliverable 1** | 1. Draft Policy Paper 2. Online Workshop with the project team to collect feedback. 3. Online/Local Strategic workshop to facilitate a coordinated policy approach and implementation plan among counterparts and project stakeholders. 4. Final Policy Paper |  |
| **Deliverable 2** | 1. Draft summary report/comments to the review of business process models for public procurement methods prescribed in the public procurement law. 2. Online Workshop with the project team to collect feedback |  |
| **Deliverable 3** | 1. Draft summary report/comments to the review of business process models for small value public contracts not regulated by public procurement law but subject to requirements of public finance, access to public information and open data laws. 2. Online Workshop with the project team to collect feedback |  |
| **Deliverable 4** | 1. A draft section on legal requirements to the technical concept for smart public contract register 2. Online Workshop with the project team to collect feedback. 3. Final section on legal requirements to the technical concept for smart public contract register |  |
| **Deliverable 5** | 1. A draft memorandum for local government organisations joining the pilot project and committing to the OCDS publication of their public procurement data on voluntary basis, in respect to data not covered by mandatory transparency requirements. 2. Online Workshop with the project team to collect feedback. 3. Final memorandum for local government organisations joining the pilot project and committing to the OCDS publication of their public procurement data on voluntary basis, in respect to data not covered by mandatory transparency requirements. |  |
| **Deliverable 6** | 1. Draft summary report/comments to draft templates for public procurement record for micro, small and high value contracts for the online smart contract register      1. Online Workshop with the project team to collect feedback. 2. Final summary report/comments to draft templates for public procurement record for micro, small and high value contracts for the online smart contract register |  |
| **Deliverable 7** | 1. Draft summary report/comments to draft templates for public procurement statistical reporting 2. Online Workshop with the project team to collect feedback. 3. Final summary report/comments to draft templates for public procurement statistical reporting |  |
| **Deliverable 8** | 1. Draft summary report/comments to draft methodologies for online monitoring of compliance of public tenders with public procurement regulation 2. Online Workshop with the project team to collect feedback. 3. Final summary report/comments to draft methodologies for online monitoring of compliance of public tenders with public procurement regulation |  |
| **Deliverable 9** | Report from capacity building and stakeholder engagement activities provided throughout the implementation of pilot project |  |
| **Deliverable 10** | Report on provided on-going policy advice and legal support throughout the implementation of pilot project |  |

# Implementation arrangements

# Assignment 2 – Procurement Data Learning Consultant

# Background

The European Commission, the [European Bank for Reconstruction and Development](https://www.ebrd.com/) (EBRD), and the [Open Contracting Partnership](https://www.open-contracting.org/) (OCP) have joined forces to work with the Greek and Polish governments to improve the quality and transparency of public procurement with a special focus on EU Cohesion investments.

The pilot projects will provide expertise and hands-on support to public authorities in both countries, with a focus on publishing procurement open data and promoting its use, to help public administrations to better plan, implement and monitor the procurement of works, goods and services. This will improve the use of public resources and increase opportunities for businesses, especially for small and medium companies (SMEs). Moreover, thanks to cooperation with local civil society organizations, this initiative will also favor transparency of public spending and stimulate citizens' participation in the monitoring of investments with a direct impact on the community, such as investments in sustainability, local development, and social inclusion.

In Poland, the pilot project will support Polish local government authorities to introduce open data in public procurement and promote automated collection, standardization, and consolidation of procurement data on public tenders that will allow for wider procurement monitoring.

A new model of smart contract register aims to fulfil mandatory policy requirements on the public procurement transparency safeguards and bring together latest open data concepts and new open data standard for public procurement - Open Contracting Data Standard (OCDS) and create a multi-purpose machine-readable online data resource on public procurement market in local government in Poland.

The smart register developed under the pilot project shall include data on low and high value public contracts in local government in Poland. It shall collect data online in the OCDS open data format, where possible in real time from the eProcurement platforms and make it easily accessible to local government public buyers. The register shall embed business intelligence technologies to provide procurement officers in the local government not only with better access to their own and market public procurement data but also with new analytical tools to work with the data. To encourage popular use, the register shall integrate a set of analytical tools to support basic reporting responsibilities of public procurement managers: public procurement statistical analysis, public procurement market analysis and mandatory periodical reporting. For municipalities with more substantial public procurement data resources, additional online tools for public procurement monitoring will be made available.

The smart public contract register will be developed at Związek Miast Polskich (Association of Polish Cities), [www.miasta.pl](http://www.miasta.pl) and targets members of the association, but will be available to interested local government bodies committed to open data and wishing to benefit from the OCDS analytical tools for public procurement.

The smart register shall support:

1. an online access to open data on public procurement in local government in Poland, in digital machine-readable OCDS format, in compliance with Open Data for Government Standard and fulfilling requirements of national legislation on access to public information, recently adopted public procurement law and planned new law on open data in Poland;
2. integrated business intelligence technology tools for procurement officers in the local government administration to access, analyse and interpret public procurement data to improve quality of statistical reporting on and analysis of public procurement market;
3. innovative data-driven public procurement compliance monitoring methodologies for local government monitoring units;
4. a learning community for public procurement officers in local government, facilitated by Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl), to explore and innovate with use of public procurement open data.

# Objectives of the Assignment

The objective of the Consultant – Procurement Data Learning Consultant is to collaborate with the beneficiary organisation – Związek Miast Polskich and Open Contracting Partnership and pilot project partners – electronic public procurement platforms - to provide public procurement policy advice necessary to achieve the goals of the pilot project.

The Consultant – Procurement Data Learning Consultant shall assist with:

1. Transposing mandatory policy requirements to the definition of the public procurement policy compliance requirements for the business process and IT technical consultants.
2. Identifying policy requirements and applicable best practice for public procurement open data and defining compliance requirements to be implemented in the contract register by the data and IT technical consultants.
3. Developing training and communication materials advising on transparency standards and requirements as well as promoting governance benefits and business opportunities in re-useable open data in public procurement.
4. Engaging with beneficiaries of the project – local government organisations to create a learning community for public procurement officers in local government, to explore and innovate with use of public procurement open data.
5. Providing regulatory advice in respect to public procurement and use of electronic public procurement platforms to the beneficiary organisation – Związek Miast Polskich, as required by the management of the association.
6. Drafting inputs to the design of the smart contract register, and
7. Providing legal capacity building to the pilot project team, as required.

# Scope of Work

The Consultant – Procurement Data Learning Consultant is expected to collaborate with other project team members, partners, contributors and counterparts and participate in or contribute to - as appropriate based on the professional expertise and experience and as envisaged in the detailed work plan specified in the online project management plan to the following TC components:

1. **Inception and Knowledge Transfer Phase – by April 30, 2021**
2. **Activity/Output 0-2: On-boarding of local teams.**

**Participate in**

1. **Kick-off workshop for counterparts**: OCP (Karolis Granickas), ZMP (Joanna Nowaczyk), ePaństwo (Krzysztof Izdebski, Monika Kaliatidis), Przetargowa.pl (Norbert Jakubiak), Marketplanet.pl (Piotr Kalinski), Proebiz.pl (Katarina Ionova), EDZ PUW (Andrzej Kosowski);
2. **Activity/Output 0-3: Development of a detailed work plan for the pilot project in the online collaboration tools:** [**Huddle**](https://my.huddle.net/workspace/36712039/files/#/folder/48948332/list) **and** [**Breeze.pm**](https://app.breeze.pm/projects/155199)**, to enable implementation of the project activities in remote working conditions necessitated by COVID-19 pandemic, with schedule and resourcing**

**Contribute to**

1. **Activity/Output 0-4: Knowledge transfer workshops**
   * 1. **Open Contracting Data Standard – Introduction** - Open Contracting Partnership

**Participate in**

* + 1. **e-Zamowienia UZP – Key Dependencies** – Local OCDS Data Consultant
    2. **EZD PUW – Electronic Documents for Public Administration – Key Dependencies** –Local Business Process Consultant/Procurement Data Learning Consultant

**Responsible for**

* + 1. **eFaktura – Key Dependencies** - Local OCDS Data Consultant/ Procurement Data Learning Consultant

1. **Activity/Output 0-5: Development of the stakeholder engagement strategy for the pilot (stakeholder mapping, project leaders/champion cities, website, awareness raising, storytelling, showcasing)**

**Contribute to**

**Contribute to**

1. **Activity/Output 0-6: Development of the pilot project communication strategy and key documents in Polish language**
2. **Activity/Output 0-9: Outreach and stakeholder engagement**

**Contribute to**

1. **Webinar with project leaders** – by invitation
2. **Virtual workshop** – Ministry of Digitalisation and UZP

**Participate in**

1. **Activity/Output 0-10: Open awareness raising webinar Open data in Public Procurement – DG Regio, Ministry of Digitalisation** – 10-20 April 2021 – OCP, ePaństwo
2. **Conceptual Design Phase – by May 30, 2021**
3. **Component 1: Development of a policy paper regarding public procurement transparency requirements for electronic public procurement in the new Polish public procurement legislation in the context of the EU policies and international best practice.**

**Contribute to**

* 1. **Component 3: Development of a technical concept (legal, business and technology choices) for the OCDS public procurement open data smart public contract register for local government bodies in Poland, covering legal, business and technology issues and taking into account relevant EU legislation, the 2019 Public Procurement Law that entered into force on 1 January 2021 (Ustawa z dnia 11 września 2019 r. - Prawo zamówień publicznych) and draft law on open data as published by the Ministry of Digitalisation of Poland (Projekt ustawy o otwartych danych i ponownym wykorzystywaniu informacji sektora publicznego):** [**available here**](1.1%09https:/mc.bip.gov.pl/projekty-aktow-prawnych-mc/projekt-ustawy-o-otwartych-danych-i-ponownym-wykorzystywaniu-informacji-sektora-publicznego.html;)

**Contribute to**

* 1. **Component 4: Preparation of a standardised level 3 public procurement business process model for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Contribute to**

* + 1. **Micro value contracts.**
    2. **Low value public procurement contracts.**
    3. **High value public procurement contracts.**
    4. **Centralised framework agreements**.
  1. **Component 5: Preparation of a standardised and localized OCDS public procurement data set for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Contribute to**

* + 1. **Micro value contracts.**
    2. **Low value public procurement contracts.**
    3. **High value public procurement contracts.**
    4. **Centralised framework agreements.**

1. **Implementation Phase – Pilot – By August 30, 21**
2. **Component 6: Implementation of beneficiary engagement plan towards local government organisations, members and non-members of Association of Polish Cities, to secure binding commitment for voluntary publication of public procurement data in the open data format of the OCDS PLUS for the 2014 EU Public Procurement Directive (memorandum or integrity pact format, TBD)**

**Contribute to**

**Contribute to**

1. **Component 11: Pilot a new smart public contract register with project leaders/champion cities.**

**Contribute to**

1. **Component 12: Evaluation of pilot with project leaders/champion cities and lessons learned workshop.**
2. **Implementation Phase – Roll Out – by November 30, 2021/March, 30, 22**

**Contribute to**

1. **Component 13: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register - Path 1: Members of Association of Polish Cities**

**Contribute to**

1. **Component 14: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register - Path 2: Voluntary users – non-members of Association of Polish Cities**
2. **Component 18: Assist with selection of an appropriate reporting and/or monitoring tool from the OCDS-based open-source resources for statistical reporting – internally and to national public procurement regulatory authority (UZP)**

**Responsible for**

**Responsible for**

1. **Component 19: Assist with selection of an appropriate monitoring tool from the OCDS-based open-source resources for red flags monitoring of public procurement.**

**Responsible for**

1. **Component 20: Outreach and stakeholder engagement**
2. **Handover Phase – by September 1, 2022**
3. **Component 24: Launch of Procurement Dashboards Online at Association of Polish Cities. An online contributors’ community for public procurement officers and technical experts in the local government that are users of the open source OCDS analytical tools. The community objective is to foster data literacy among representatives of public administration.**

**Responsible for**

1. **Evaluation Phase – by October 30, 2022**

**Responsible for**

1. **Component 25: OCP Evaluation report**

# Provisional list of outputs/deliverables

The Consultant – Procurement Data Learning is expected to produce the following outputs:

1. **A chapter to the policy paper regarding transparency requirements for electronic public procurement in the context of the EU policies and international best practice**

The Consultant – Procurement Data Learning shall perform a legal gap analysis of public procurement and open data legislation and benchmarking against the EU policy requirements and international standards and best practice. The Consultant – Procurement Data Learning Consultant shall identify:

1. EU policy and international standards and best practices that could be implemented within public procurement legislation and new secondary legislation on public procurement.
2. Best practices that would require legislative amendments in the regulatory framework for public procurement, public finance management and/or open data.

The chapter to the policy paper shall in particular discuss requirements on compliance monitoring and statistical reporting to be reflected in the design of the datasets in public procurement on micro public contract and low and high value public procurement contracts and automation of public procurement online data collection and publication for the re-use in the open data format.

1. **Data and business analysis regarding public procurement policy requirements**

The Consultant – Procurement Data Learning shall provide analysis and advice in respect to mandatory and non-mandatory requirements of public procurement and open data legislation to facilitate and contribute to the work of Local Business Process Consultant, Local OCDS Consultant and Local IT Consultant.

In particular, the Consultant – Procurement Data Learning shall contribute with:

1. A review of business process models for public procurement methods prescribed in public procurement law.
2. A review of business process models for small value public contracts not regulated by public procurement law but subject to requirements of public finance and open data law.
3. A section on data, monitoring and statistical analysis requirements to the technical concept for smart public contract register.
4. Draft templates for public procurement record for micro, small and high value contracts for the online smart contract register.
5. Draft templates for public procurement statistical reporting.
6. Draft design of the business intelligence dashboards for smart contract register.
7. A review of methodologies for online monitoring of compliance of public tenders with public procurement regulation.

Outputs of the Consultant – Procurement Data Learning shall include developing outlines, drafts, and datasets, engaging with government counterparts and civil society partners and providing required inputs to the discussion with relevant counterparts and policy stakeholders.

1. **Capacity building, virtual workshops and contribution to stakeholder engagement activities**

The Consultant – Procurement Data Learning shall contribute to the technical workshops (online or in person) for the project team, beneficiaries, counterparts and stakeholders. The purpose of this activity shall be for Consultant to present policy requirements, relevant international experience and best practices, demonstrate and explain the methodologies and concepts of smart public contract register as well as promote governance benefits and business opportunities resulting from machine-readable open data in public procurement. The workshops will further serve as a platform to facilitate consensus and capacity among relevant stakeholders regarding the policy approach.

The Consultant – Procurement Data Learning Consultant shall be required to contribute to the workshop preparation, developing relevant presentation materials facilitation or delivery of training session and collaboration with the EBRD Project Officer in respect to logistical coordination of online or blended sessions and virtual workshops.

It is envisaged that regular online seminars will be organized for contracting authorities – local government entities once per month (regular training programme promoted online and in the social media).

Online one-to-one capacity building sessions will be offered to members and non-members of the association upon request, with a minimum one session available every week for the entire duration of the pilot project.

1. **On-going policy and business advice to the beneficiary organisation and local government bodies during the implementation of pilot project**

The Consultant – Procurement Data Learning shall assist Związek Miast Polskich, as required by the management of the association, providing legal advice and support in respect to public procurement, use of electronic public procurement platforms by Związek Miast Polskich and operation of a smart public contract register.

In particular the Consultant – Procurement Data Learning shall closely collaborate with the Consultant – Local Legal Consultant and engage with beneficiaries of the project – local government bodies in order to create a public procurement OCDS open data learning community for public procurement officers in local government, to explore digital public procurement and innovate with use of public procurement open data.

The Consultant – Procurement Data Learning will provide ongoing advice, including legal advice and support for the period of up to December 2022. In respect to tasks allocated under this activity, the Consultant shall report to the management of the association, in accordance to their standard procedures and work practices.

The Consultant – Procurement Data Learning is responsible to develop for the following deliverables:

|  |  |  |
| --- | --- | --- |
| **Outputs/deliverables** | **Description** | **Provisional schedule** |
| **Deliverable 0** | 1. Online complete and up to date: 2. project work plan in Breeze.pm regarding the Assignment. 3. records of technical documents in Huddle regarding the Assignment. 4. Full set of project deliverables in the online technical cooperation project repository in Huddle, GlueUp, Moodle and GitHub, as appropriate, including all outputs as specified for the Assignment in the detailed work plan in Breeze.pm. 5. Record of Breeze.pm automated weekly progress reports for the Consultant.      1. Record of Breeze.pm automated monthly progress report for the Assignment. 2. Final report, with a summary case study for the Assignment. | On-going |
| **Deliverable 1** | 1. A draft section on the EU policy requirements and international best practice for compliance monitoring and statistical reporting on public procurement to the draft Policy Paper 2. Online Workshop with the project team to collect feedback. 3. Online/Local Strategic workshop to facilitate a coordinated policy approach and implementation plan among counterparts and project stakeholders. 4. Final section on the EU policy requirements and international best practice for compliance monitoring and statistical reporting on public procurement to the Policy Paper |  |
| **Deliverable 2** | 1. Draft summary report/comments to the review of business process models for public procurement methods prescribed in the public procurement law. 2. Online Workshop with the project team to collect feedback |  |
| **Deliverable 3** | 1. Draft summary report/comments to the review of business process models for small value public contracts not regulated by public procurement law but subject to requirements of public finance, access to public information and open data laws. 2. Online Workshop with the project team to collect feedback |  |
| **Deliverable 4** | 1. A draft section on data, monitoring and statistical analysis requirements to the technical concept for smart public contract register 2. Online Workshop with the project team to collect feedback. 3. Final section on data, monitoring and statistical analysis requirements to the technical concept for smart public contract register |  |
| **Deliverable 5** | 1. Draft templates for public procurement record for micro, small and high value contracts for the online smart contract register 2. Online Workshop with the project team to collect feedback. 3. Final summary report/comments to draft templates for public procurement record for micro, small and high value contracts for the online smart contract register |  |
| **Deliverable 6** | 1. Draft templates for public procurement statistical reporting 2. Online Workshop with the project team to collect feedback. 3. Final templates for public procurement statistical reporting |  |
| **Deliverable 7** | 1. Draft dashboard design for default business intelligence analytical tools for smart public contract register 2. Online Workshop with the project team to collect feedback. 3. Final dashboard design for default business intelligence analytical tools for smart public contract register |  |
| **Deliverable 8** | 1. Draft methodologies for online monitoring of compliance of public tenders with public procurement regulation 2. Online Workshop with the project team to collect feedback. 3. Final methodologies for online monitoring of compliance of public tenders with public procurement regulation |  |
| **Deliverable 9** | 1. Draft concept for procurement data academy to facilitate a learning community among procurement officers at the local government bodies. 2. Online Workshop with the project team and electronic platforms to collect feedback. 3. Final concept for procurement data academy to facilitate a learning community among procurement officers at the local government bodies |  |
| **Deliverable 10** | Report from capacity building and stakeholder engagement activities provided throughout the implementation of pilot project |  |

# Implementation arrangements

# Assignment 3 - Local Business Process Consultant

##### Background

The European Commission, the [European Bank for Reconstruction and Development](https://www.ebrd.com/) (EBRD), and the [Open Contracting Partnership](https://www.open-contracting.org/) (OCP) have joined forces to work with the Greek and Polish governments to improve the quality and transparency of public procurement with a special focus on EU Cohesion investments.

The pilot projects will provide expertise and hands-on support to public authorities in both countries, with a focus on publishing procurement open data and promoting its use, to help public administrations to better plan, implement and monitor the procurement of works, goods and services. This will improve the use of public resources and increase opportunities for businesses, especially for small and medium companies (SMEs). Moreover, thanks to cooperation with local civil society organizations, this initiative will also favor transparency of public spending and stimulate citizens' participation in the monitoring of investments with a direct impact on the community, such as investments in sustainability, local development, and social inclusion.

In Poland, the pilot project will support Polish local government authorities to introduce open data in public procurement and promote automated collection, standardization, and consolidation of procurement data on public tenders that will allow for wider procurement monitoring.

A new model of smart contract register aims to fulfil mandatory policy requirements on the public procurement transparency safeguards and bring together latest open data concepts and new open data standard for public procurement - Open Contracting Data Standard (OCDS) and create a multi-purpose machine-readable online data resource on public procurement market in local government in Poland.

The smart register shall include data on low and high value public contracts in local government in Poland. It shall collect data online in the OCDS open data format and use business intelligence technologies to provide local government public buyers with analytical tools to work with this data. To encourage popular use, the register will integrate a set of tools for public procurement officers in the local government in respect to public procurement statistical analysis, public procurement market analysis and mandatory periodical reporting. For municipalities with more substantial public procurement data resources, additional online tools for public procurement monitoring will be made available.

The smart public contract register will be developed at Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl) and targets members of the Association, but will be available to interested local government bodies committed to open data and wishing to benefit from the OCDS analytical tools for public procurement.

The smart register shall support:

1. an online access to open data on public procurement in local government in Poland, in digital machine-readable OCDS format, in compliance with Open Data for Government Standard and fulfilling requirements of national legislation on access to public information, recently adopted public procurement law and planned new law on open data in Poland;
2. integrated business intelligence technology tools for procurement officers in the local government administration to access, analyse and interpret public procurement data to improve quality of statistical reporting on and analysis of public procurement market;
3. innovative data-driven public procurement compliance monitoring methodologies for local government monitoring units;
4. a learning community for public procurement officers in local government, facilitated by Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl), to explore and innovate with use of public procurement open data.

##### Objectives of the assignment

The Consultant will provide business analysis and governance processes modelling advice to the technical policy advice, legal and IT consultants responsible for the implementation of the smart public contract register and in particular will contribute business process designs for the public procurement methods to facilitate OCDS data standardization and improved quality of the data-driven analytics.

1. **BMPN Process Maps for electronic public procurement procedures**

The Consultant shall prepare *business process models* (“*TO-BE*”) for each type of procurement method, *inter alia* describing the minimum scope of institutional capacity building and process change required to support the implementation of digital public procurement cycle.

The models shall be prepared in Business Process Modelling Notation *(BPMN*)[[2]](#footnote-2) for types of procurement method micro, low and high value public contracts.

The BPMNs will serve as a basis to define:

1. OCDS model data structures for each stage for all types of procurement method, with various evaluation methodologies, including lists of data fields and data sources mapped against relevant stages of the procurement process.
2. Default datasets for automated evaluation methodologies, including key criteria at each stage for each type of the private party selection process, normalising and weighting methods as to prioritise certain criteria and ensure comparability of data collected during the evaluation process.
3. Procedures for deployment - these are procedures for BPM tools, for the long-term maintenance and updating of processes for the smart public contract register.

The Consultants shall prepare business process models (“*TO-BE*”) for digital procurement pilots as identified in the Implementation Plan.

##### Scope of work

The Consultant – Local Business Process Consultant is expected to collaborate with other project team members, partners, contributors and counterparts and participate in or contribute to - as appropriate based on the professional expertise and experience and as envisaged in the detailed work plan specified in the online project management plan to the following TC components:

1. **Inception and Knowledge Transfer Phase – by April 30, 2021**

**Contribute to**

1. **Activity/Output 0-1: Development of terms of reference for implementation of the pilot project, with a final scope of work and procurement plan for consultancy services necessary to implement technical cooperation activities.**
2. **Activity/Output 0-2: On-boarding of local teams.**

**Participate in**

1. **Kick-off workshop for counterparts**: OCP (Karolis Granickas), ZMP (Joanna Nowaczyk), ePaństwo (Krzysztof Izdebski, Monika Kaliatidis), Przetargowa.pl (Norbert Jakubiak), Marketplanet.pl (Piotr Kalinski), Proebiz.pl (Katarina Ionova), EDZ PUW (Andrzej Kosowski).
2. **Activity/Output 0-3: Development of a detailed work plan for the pilot project in the online collaboration tools:** [**Huddle**](https://my.huddle.net/workspace/36712039/files/#/folder/48948332/list) **and** [**Breeze.pm**](https://app.breeze.pm/projects/155199)**, to enable implementation of the project activities in remote working conditions necessitated by COVID-19 pandemic, with schedule and resourcing**

**Contribute to**

1. **Activity/Output 0-4: Knowledge transfer workshops**
2. **2019 Public Procurement Law of Poland – Key Concepts for Open Data** – Local Legal Consultant/Local Business Process Consultant

**Responsible for**

1. **EZD PUW – Electronic Documents for Public Administration – Key Dependencies –**Local Business Process Consultant/Local OCDS Consultant/ Local IT Consultant
2. **eFaktura – Key Dependencies** – Local Business Process Consultant/Local OCDS Consultant/ Local IT Consultant

**Responsible for**

1. **Activity/Output 0-7: Development of training curriculum and training materials for technical consultants: Business Process Notation Modelling (in Polish)**
2. **Conceptual Design Phase – by May 30, 2021**
3. **Component 3: Development of a technical concept (legal, business and technology choices) for the OCDS public procurement open data smart public contract register for local government bodies in Poland, covering legal, business and technology issues and taking into account relevant EU legislation, the 2019 Public Procurement Law that entered into force on 1 January 2021 (Ustawa z dnia 11 września 2019 r. - Prawo zamówień publicznych) and draft law on open data as published by the Ministry of Digitalisation of Poland (Projekt ustawy o otwartych danych i ponownym wykorzystywaniu informacji sektora publicznego):** [**available here**](https://mc.bip.gov.pl/projekty-aktow-prawnych-mc/projekt-ustawy-o-otwartych-danych-i-ponownym-wykorzystywaniu-informacji-sektora-publicznego.html;).

**Contribute to**

1. **Component 4: Preparation of a standardised level 3 public procurement business process model for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Responsible for**

1. **Micro value contracts.**
2. **Low value public procurement contracts.**
3. **High value public procurement contracts.**
4. **Centralised framework agreements.**
5. **Component 5: Preparation of a standardised and localized OCDS public procurement data set for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Contribute to**

1. **Micro value contracts.**
2. **Low value public procurement contracts.**
3. **High value public procurement contracts.**
4. **Centralised framework agreements.**
5. **Implementation Phase – Pilot – By August 30, 21**

**Contribute to**

1. **Component 12: Evaluation of pilot with project leaders/champion cities and lessons learned workshop.**
2. **Implementation Phase – Roll Out – by November 30, 2021/March, 30, 22**

**Contribute to**

1. **Component 20: Outreach and stakeholder engagement**
2. **Handover Phase – by September 1, 2022**

**Contribute to**

1. **Component 21: Technical audit**

##### Provisional list of outputs/deliverables

The Consultant - Local Business Process Consultant is responsible for the following deliverables:

| **Deliverables** | **Description** | **Provisional schedule** |
| --- | --- | --- |
| **Deliverable 0** | 1. Online complete and up to date: 2. project work plan in Breeze.pm regarding the Assignment; 3. records of technical documents in Huddle regarding the Assignment; 4. Full set of project deliverables in the online technical cooperation project repository in Huddle, GlueUp, Moodle and GitHub, as appropriate, including all outputs as specified for the Assignment in the detailed work plan in Breeze.pm; 5. Record of Breeze.pm automated weekly progress reports for the Consultant; 6. Record of Breeze.pm automated monthly progress report for the Assignment; 7. Final report, with a summary case study for the Assignment. | On-going |
| **Deliverable 1** | 1. Stock-taking report – Level 1-3 AS-IS business process map of the EDZ PUW in respect to public procurement process at the local government bodies and electronic public procurement procedures of the electronic platforms participating in the pilot 2. Standardised Level 2 business process model for the EDZ PUW (mandatory compliance requirements) 3. Standardised Level 3 business process model for the electronic public procurement (mandatory EU compliance requirements, mandatory local law requirements) |  |
| **Deliverable 2** | 1. Draft/Final BPMN for planning-to-purchase request for quotation, with and without the e-catalogue or electronic bidding with reverse auction for micro value contracts 2. Online workshop to discuss the final BPMN for the procurement method |  |
| **Deliverable 3** | 1. Draft/Final BPMN for planning-to-contract open tender in the request for quotation format, with and without electronic reverse auction and two evaluation methodologies 2. Online workshop to discuss the final BPMN for the procurement method |  |
| **Deliverable 4** | 1. Draft/Final BPMN for planning-to-contract open tender in the request for proposal format, with and without electronic reverse auction and three evaluation methodologies 2. Online workshop to discuss the final BPMN for the procurement method |  |
| **Deliverable 5** | Draft/Final BPMN for planning-to-contract restricted tender with pre-qualification and three evaluation methodologies |  |
| **Deliverable 6** | 1. Draft/Final BPMN for planning-to-contract restricted tender with pre-selection of participants and three evaluation methodologies 2. Online workshop to discuss the final BPMN for the procurement method |  |
| **Deliverable 7** | 1. Draft/Final BPMN for planning-to-contract negotiated procedure with publication, with pre-selection of participants and three evaluation methodologies. 2. Online workshop to discuss the final BPMN for the procurement method |  |
| **Deliverable 8** | 1. Draft/Final BPMN for planning-to-contract negotiated procedure without publication, with one (direct award) or more suppliers 2. Online workshop to discuss the final BPMN for the procurement method |  |
| **Deliverable 9** | 1. Draft/Final BPMN for planning-to-purchase framework agreement Type 1 (Cyprus) 2. Online workshop to discuss the final BPMN for the procurement method |  |
| **Deliverable 10** | 1. Draft/Final BPMN for planning-to-purchase framework agreement Type 2 (MEPA) 2. Online workshop to discuss the final BPMN for the procurement method |  |
| **Deliverable 11** | Online BPMNs repository in CAWEMO and maintenance manual for pilot platforms, Local OCDS Data Consultant and Procurement Data Learning Consultant |  |
| **Deliverable 12** | 1. Online training materials for Technical Owner 2. Online workshop with the technical consultants and pilot platform partners to present online repository and deliver training on maintenance of the repository and training materials |  |

##### Implementation arrangements

# Assignment 4 - Local OCDS Consultant

##### Background

The European Commission, the [European Bank for Reconstruction and Development](https://www.ebrd.com/) (EBRD), and the [Open Contracting Partnership](https://www.open-contracting.org/) (OCP) have joined forces to work with the Greek and Polish governments to improve the quality and transparency of public procurement with a special focus on EU Cohesion investments.

The pilot projects will provide expertise and hands-on support to public authorities in both countries, with a focus on publishing procurement open data and promoting its use, to help public administrations to better plan, implement and monitor the procurement of works, goods and services. This will improve the use of public resources and increase opportunities for businesses, especially for small and medium companies (SMEs). Moreover, thanks to cooperation with local civil society organizations, this initiative will also favor transparency of public spending and stimulate citizens' participation in the monitoring of investments with a direct impact on the community, such as investments in sustainability, local development, and social inclusion.

In Poland, the pilot project will support Polish local government authorities to introduce open data in public procurement and promote automated collection, standardization, and consolidation of procurement data on public tenders that will allow for wider procurement monitoring.

A new model of smart contract register aims to fulfil mandatory policy requirements on the public procurement transparency safeguards and bring together latest open data concepts and new open data standard for public procurement - Open Contracting Data Standard (OCDS) and create a multi-purpose machine-readable online data resource on public procurement market in local government in Poland.

The smart register shall include data on low and high value public contracts in local government in Poland. It shall collect data online in the OCDS open data format and use business intelligence technologies to provide local government public buyers with analytical tools to work with this data. To encourage popular use, the register will integrate a set of tools for public procurement officers in the local government in respect to public procurement statistical analysis, public procurement market analysis and mandatory periodical reporting. For municipalities with more substantial public procurement data resources, additional online tools for public procurement monitoring will be made available.

The smart public contract register will be developed at Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl) and targets members of the Association, but will be available to interested local government bodies committed to open data and wishing to benefit from the OCDS analytical tools for public procurement.

The smart register shall support:

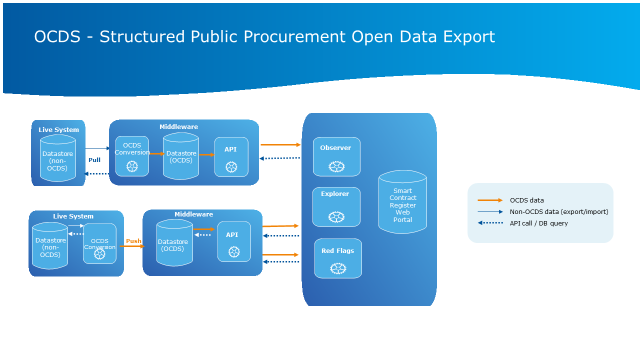
1. an online access to open data on public procurement in local government in Poland, in digital machine-readable OCDS format, in compliance with Open Data for Government Standard and fulfilling requirements of national legislation on access to public information, recently adopted public procurement law and planned new law on open data in Poland;
2. integrated business intelligence technology tools for procurement officers in the local government administration to access, analyse and interpret public procurement data to improve quality of statistical reporting on and analysis of public procurement market;
3. innovative data-driven public procurement compliance monitoring methodologies for local government monitoring units;
4. a learning community for public procurement officers in local government, facilitated by Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl), to explore and innovate with use of public procurement open data.

##### Objectives of the Assignment

The Consultant - Local OCDS Consultant will provide OCDS data design and OCDS methodological and modelling analysis and capacity building to the business, IT and Procurement Data Learning consultants responsible for the implementation of the smart public contract register.

In particular, the Consultant - Local OCDS Consultant will:

1. Collaborate with Help Desk of the Open Contracting Partnership regarding the OCDS data model design for micro, low and high value public contracts in Poland.
2. Collaborate with the EBRD Open Government Lab regarding lessons learned from implementing the OCDS-based analytical tools under the EBRD technical cooperation projects, in particular in Moldova and Ukraine, where the EU open data standards were applied.
3. Contribute with OCDS mapping and modelling expertise to designing the OCDS APIs and OCDS databases of the smart public contract register as envisaged for the Local IT Consultant:



The Consultant shall also participate in and contribute to the business process designs for the public procurement methods to facilitate the OCDS data standardization for improved quality of the OCDS-based data-driven analytics for public procurement in the local government in Poland.

##### Scope of Work

The Consultant – Local OCDS Consultant is expected to collaborate with other project team members, partners, contributors and counterparts and participate in or contribute to - as appropriate based on the professional expertise and experience and as envisaged in the detailed work plan specified in the online project management plan to the following TC components:

1. **Inception and Knowledge Transfer Phase – by May 30, 2021**
2. **Activity/Output 0-1: Development of terms of reference for implementation of the pilot project, with a final scope of work and procurement plan for consultancy services necessary to implement technical cooperation activities.**

**Contribute to**

1. **Activity/Output 0-2: On-boarding of local teams.**
2. **Kick-off workshop for local team**: Local Legal Consultant (Magdalena Michalowska), Local OCDS Data Consultant (Tadeusz Rudnicki), Data Learning Expert (Przemyslaw Lisiecki), Local Business Process Consultant (Piotr Biernacki), Local IT Consultant (Pentacomp), Project Officer (Ada/Alexandru Dumitru) and Results Manager (Reinventions/Chris Smith).

**Participate in**

1. **Kick-off workshop for counterparts**: OCP (Karolis Granickas), ZMP (Joanna Nowaczyk), ePaństwo (Krzysztof Izdebski, Monika Kaliatidis), Przetargowa.pl (Norbert Jakubiak), Marketplanet.pl (Piotr Kalinski), Proebiz.pl (Katarina Ionova), EDZ PUW (Andrzej Kosowski).

**Contribute to**

**0.3 Activity/Output 0-3: Development of a detailed work plan for the pilot project in the online collaboration tools:** [**Huddle**](https://my.huddle.net/workspace/36712039/files/#/folder/48948332/list) **and** [**Breeze.pm**](https://app.breeze.pm/projects/155199)**, to enable implementation of the project activities in remote working conditions necessitated by COVID-19 pandemic, with schedule and resourcing**

**Contribute to**

1. **Activity/Output 0-4: Knowledge transfer workshops**

**Contribute to**

1. **Open Contracting Data Standard – Introduction** – Open Contracting Partnership

**Responsible for**

1. **e-Zamowienia UZP – Key Dependencies** – Local OCDS Data Consultant/Local IT Consultant

**Contribute to**

1. EDZ PUW – Electronic Documents for Public Administration – Key Dependencies – Local Business Process Consultant/ Local OCDS Consultant/Local IT Consultant

**Responsible for**

1. **eFaktura – Key Dependencies** – Local OCDS Consultant/Local Business Process Consultant
2. **Activity/Output 0-8: Development of training curriculum and training materials for technical consultants: Open Contracting Data Standard (in Polish) – Local OCDS Consultant**

**Responsible for**

1. **Activity/Output 0-9: Outreach and stakeholder engagement**

**Contribute to**

1. Webinar with project leaders – by invitation

**Contribute to**

1. **Activity/Output 0-10: Open awareness raising webinar Open data in Public Procurement – DG Regio, Ministry of Digitalisation – 10-20 April 2021** – OCP, ePanstwo

1. **Conceptual Design Phase – by May 30, 2021**
2. **Component 3: Development of a technical concept (legal, business and technology choices) for the OCDS public procurement open data smart public contract register for local government bodies in Poland, covering legal, business and technology issues and taking into account relevant EU legislation, the 2019 Public Procurement Law that entered into force on 1 January 2021 (Ustawa z dnia 11 września 2019 r. - Prawo zamówień publicznych) and draft law on open data as published by the Ministry of Digitalisation of Poland (Projekt ustawy o otwartych danych i ponownym wykorzystywaniu informacji sektora publicznego):** [**available here**]():%20https:/mc.bip.gov.pl/projekty-aktow-prawnych-mc/projekt-ustawy-o-otwartych-danych-i-ponownym-wykorzystywaniu-informacji-sektora-publicznego.html)**.**

**Contribute to**

1. **Component 4: Preparation of a standardised level 3 public procurement business process model for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Contribute to**

1. **Micro value contracts.**
2. **Low value public procurement contracts.**
3. **High value public procurement contracts.**
4. **Centralised framework agreements**.
5. **Component 5: Preparation of a standardised and localized OCDS public procurement data set for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Responsible for**

1. **Micro value contracts.**
2. **Low value public procurement contracts.**
3. **High value public procurement contracts.**
4. **Centralised framework agreements.**
5. **Implementation Phase – Pilot 1 – By August 30, 21**
6. **Component 7: Implementation of the OCDS PLUS for the 2014 EU Public Procurement Directive across identified selected sources of public procurement data for local government bodies in Poland, in the format of the OCDS REST API with public points.**

**Contribute to**

1. **Component 8: Development and implementation of data integration and consolidation concept for data available in the OCDS PLUS for the 2014 EU Public Procurement Directive across**.

**Contribute to**

**Contribute to**

1. **Component 9: Design and develop an update to RECORD web portal for civil society engagement, to reflect new OCDS data becoming available from platforms.**

**Contribute to**

1. **Component 11: Pilot a new smart public contract register with project leaders/champion cities.**

**Contribute to**

1. **Component 12: Evaluation of pilot, lessons learned and outreach**
2. **Implementation Phase – Roll Out – by November 30, 2021/March, 30, 22**

**Contribute to**

1. **Component 16: Pilot a smart public contract register with members of Polish Towns Association –** by November 30,2021

**Contribute to**

1. **Component 17: Pilot a smart public contract register with interested local government organisations – non-members of Polish Towns Association** – by March 30, 2022

**Contribute to**

1. **Component 18: Assist with selection of an appropriate reporting and/or monitoring tool from the OCDS-based open-source resources for statistical reporting – internally and to national public procurement regulatory authority (UZP)**

**Contribute to**

1. **Component 19: Assist with selection of an appropriate monitoring tool from the OCDS-based open-source resources for red flags monitoring of public procurement.**
2. **Component 20: Outreach and stakeholder engagement**

**Responsible for**

1. **Open Contracting Data Standard Policy Owner**

**Responsible for**

1. **Open Contracting Data Standard Technical Owner**

**Responsible for**

**Responsible for**

1. **e-Zamowienia UZP –** Key Dependencies for Collaboration

**Contribute to**

1. **EDZ PUW – Electronic Documents for Public Administration** – Key Dependencies for Collaboration
2. **eFaktura** – Key Dependencies for Collaboration

**Responsible for**

1. **Handover Phase – by September 1, 2022**
2. **Component 24: Launch of Procurement Dashboards Online at Association of Polish Cities. An online contributors’ community for public procurement officers and technical experts in the local government that are users of the open source OCDS analytical tools.** The community objective is to foster data literacy among representatives of public administration.

**Contribute to**

1. **Evaluation Phase – by October 30, 2022**

**Responsible for**

1. **Component 25: OCP Evaluation report**
2. **Closing Phase – by November 30, 2022**

##### Provisional list of outputs/deliverables

The Consultant – Local OCDS Consultant is expected to submit the following deliverables:

| **Deliverables** | **Description** | **Provisional schedule** |
| --- | --- | --- |
| **Deliverable 0** | 1. Online complete and up to date: 2. project work plan in Breeze.pm regarding the Assignment; 3. records of technical documents in Huddle regarding the Assignment. 4. Full set of project deliverables in the online technical cooperation project repository in Huddle, GlueUp, Moodle and GitHub, as appropriate, including all outputs as specified for the Assignment in the detailed work plan in Breeze.pm. 5. Record of Breeze.pm automated weekly progress reports for the Consultant.      1. Record of Breeze.pm automated monthly progress report for the Assignment. 2. Final report, with a summary case study for the Assignment. | On-going |
| **Deliverable 1** | Review report – OCDS mapping of the existing data of pilot platform partners to the OCDS (separate report for each pilot partner: Marketplanet, Przetargowa, Proebiz, EZD PUW) |  |
| **Deliverable 2** | 1. Draft OCDS dataset for planning-to-purchase request for quotation, with and without the e-catalogue or electronic bidding with reverse auction for micro value contracts      1. Online workshop with technical consultants and pilot platform partners to discuss the final OCDS dataset for the procurement methods. 2. Final OCDS dataset for planning-to-purchase request for quotation, with and without the e-catalogue or electronic bidding with reverse auction for micro value contracts. |  |
| **Deliverable 3** | 1. Draft/Final OCDS dataset for planning-to-contract open tender in the request for quotation format, with and without electronic reverse auction and two evaluation methodologies 2. Online workshop with technical consultants and pilot platform partners to discuss the final OCDS dataset for the procurement method |  |
| **Deliverable 4** | 1. Draft/Final OCDS dataset for planning-to-contract open tender in the request for proposal format, with and without electronic reverse auction and three evaluation methodologies 2. Online workshop with technical consultants and pilot platform partners to discuss the final OCDS dataset for the procurement method |  |
| **Deliverable 5** | 1. Draft/Final OCDS dataset for planning-to-contract restricted tender with pre-qualification and three evaluation methodologies 2. Online workshop with technical consultants and pilot platform partners to discuss the final OCDS dataset for the procurement method |  |
| **Deliverable 6** | 1. Draft/Final OCDS dataset for planning-to-contract restricted tender with pre-selection of participants and three evaluation methodologies 2. Online workshop with technical consultants and pilot platform partners to discuss the final OCDS dataset for the procurement method |  |
| **Deliverable 7** | 1. Draft/Final OCDS dataset for planning-to-contract negotiated procedure with publication, with pre-selection of participants and three evaluation methodologies. 2. Online workshop with technical consultants and pilot platform partners to discuss the final OCDS dataset for the procurement method |  |
| **Deliverable 8** | 1. Draft/Final OCDS dataset for planning-to-contract negotiated procedure without publication, with one (direct award) or more suppliers. 2. Online workshop with technical consultants and pilot platform partners to discuss the final OCDS dataset for the procurement method |  |
| **Deliverable 9** | 1. Draft/Final OCDS data set for planning-to-purchase framework agreement Type 1 (Cyprus) 2. Online workshop with technical consultants and pilot platform partners to discuss the final OCDS dataset for the procurement method |  |
| **Deliverable 10** | 1. Draft/Final OCDS dataset for planning-to-purchase framework agreement Type 2 (MEPA) 2. Online workshop with technical consultants and pilot platform partners to discuss the final OCDS dataset for the procurement method |  |
| **Deliverable 11** | GitHub repository of the OCDS datasets and maintenance manual for the OCP Help Desk |  |
| **Deliverable 12** | 1. Online training materials for the OCP Help Desk, pilot platform partners and Procurement Data Learning Consultant 2. Online workshop with the OCP Help Desk, technical consultants and pilot platform partners to present online repository and deliver training on maintenance of the repository and training materials |  |

##### Implementation arrangements

# Assignment 5 Local IT Consultant

##### Background

The European Commission, the [European Bank for Reconstruction and Development](https://www.ebrd.com/) (EBRD), and the [Open Contracting Partnership](https://www.open-contracting.org/) (OCP) have joined forces to work with the Greek and Polish governments to improve the quality and transparency of public procurement with a special focus on EU Cohesion investments.

The pilot projects will provide expertise and hands-on support to public authorities in both countries, with a focus on publishing procurement open data and promoting its use, to help public administrations to better plan, implement and monitor the procurement of works, goods and services. This will improve the use of public resources and increase opportunities for businesses, especially for small and medium companies (SMEs). Moreover, thanks to cooperation with local civil society organizations, this initiative will also favor transparency of public spending and stimulate citizens' participation in the monitoring of investments with a direct impact on the community, such as investments in sustainability, local development, and social inclusion.

In Poland, the pilot project will support Polish local government authorities to introduce open data in public procurement and promote automated collection, standardization, and consolidation of procurement data on public tenders that will allow for wider procurement monitoring.

A new model of smart contract register aims to fulfil mandatory policy requirements on the public procurement transparency safeguards and bring together latest open data concepts and new open data standard for public procurement - Open Contracting Data Standard (OCDS) and create a multi-purpose machine-readable online data resource on public procurement market in local government in Poland.

The smart register shall include data on low and high value public contracts in local government in Poland. It shall collect data online in the OCDS open data format and use business intelligence technologies to provide local government public buyers with analytical tools to work with this data. To encourage popular use, the register will integrate a set of tools for public procurement officers in the local government in respect to public procurement statistical analysis, public procurement market analysis and mandatory periodical reporting. For municipalities with more substantial public procurement data resources, additional online tools for public procurement monitoring will be made available.

The smart public contract register will be developed at Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl) and targets members of the Association but will be available to interested local government bodies committed to open data and wishing to benefit from the OCDS analytical tools for public procurement.

The smart register shall support:

1. an online access to open data on public procurement in local government in Poland, in digital machine-readable OCDS format, in compliance with Open Data for Government Standard and fulfilling requirements of national legislation on access to public information, recently adopted public procurement law and planned new law on open data in Poland;
2. integrated business intelligence technology tools for procurement officers in the local government administration to access, analyse and interpret public procurement data to improve quality of statistical reporting on and analysis of public procurement market;
3. innovative data-driven public procurement compliance monitoring methodologies for local government monitoring units;
4. a learning community for public procurement officers in local government, facilitated by Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl), to explore and innovate with use of public procurement open data.

##### Objectives of the Assignment

The review of the existing public online public procurement data resources and scope of eProcurement services provided by commercial electronic eProcurement platforms – pilot partners aimed to identify:

1. open data availability in public resources compared to the OCDS benchmarks for micro, low and high value public contracts.
2. data availability in the pilot partners platform and scope of the data that qualifies as public procurement open data in accordance with the OCDS benchmarks for micro, low and high value public contracts.
3. infrastructure environment, in order to decide on the available solutions for creating a smart public contract register for local government in Poland.
4. basic requirements of the public procurement officers in the local government bodies.
5. issues impacting on the design of the statistical reporting and market analysis modules, their development and implementation as a single window public procurement open data resource for the local government.

The following issues have been identified that should be addressed during the pilot project implementation.

1. There is no single-window access and there are several unconsolidated public procurement data sources.
2. Information about procurement procedures and public contracts in the local government bodies if stored electronically is separated among several systems, in particular between UZP mini-portal, EDZ PUW and relevant commercial eProcurement platform working under the contract for the local government body. There is no automated collection and integration mechanism in place between these systems and for this reason data is very difficult to retrieve, despite existing electronic solutions for electronic documents and eProcurement being satisfactory in terms of supporting steps of public procurement procedure that are required to be electronic by law. Most local government bodies does not purchase digital services for steps of the procurement procedure that are not required to be electronic by law, in spite of their availability in the existing commercial eProcurement platforms.
3. Government resources of public procurement data are not structured and no open data standards are mandatory, therefore analytics is hard to perform and it is difficult to achieve reliable research results;
4. There is not an automated analytical workflow management capability accessible to all public procurement process stakeholders;

The objective of the Consultant – Local IT Consultant is to deliver the methodology, consultancy services and development work intended to build, test, train and launch OCDS-based public procurement open data resources using inter alia business intelligence technologies to deliver critical governance functions for public procurement in the local government:

1. a single open data source for public procurement information to be used by local government departments, business community and civil society organisations.
2. an OCDS evidence-based public procurement monitoring tools for the local government departments.
3. an OCDS market analysis tools for preparation of specialised public procurement market research reports on public spending necessary for programming high value infrastructure projects and regular repetitive purchases of the national governments.

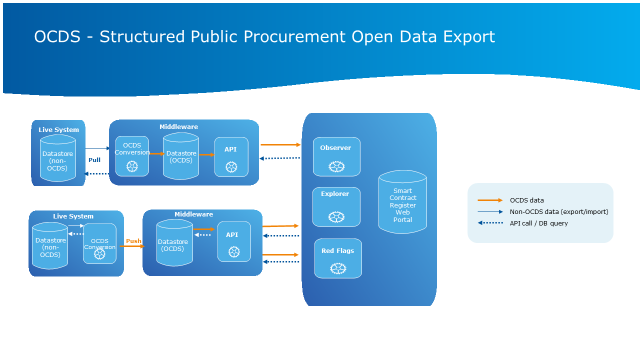
It is expected that the implementation of the TC Assignment will achieve the following results:

1. Increase the visibility of public procurement processes, which allows for better transparency and better insights into the efficiency of public procurement.
2. Improve the level of understanding of the complex procurement process by citizens and civil society organisations by employing data visualisation, allowing to correctly and unambiguously interpret any procurement-related information recorded on the electronic public procurement system.
3. Create analytical resource to be used by local government procurement officers. With minimal training via online tutorials government staff shall be able to efficiently access comprehensive information on individual procurement process as well as general procurement market trends.
4. Increase the capacity of key government stakeholders by improving their public procurement monitoring capacity.

##### Scope of Work and Expertise Required

The Consultant – Local IT Consultant is responsible for and shall perform the following technical cooperation activities:

1. Design and develop accessible public access portal to the OCDS Open Data Smart Contract Register and relevant GitHub repository for digital tools developed or integrated to access the OCDS open data on public procurement in the local government in Poland.
2. Integrate OCDS public procurement open data in accordance with the public procurement law and relevant secondary legislation as well as open data and citizens access to public information rules applicable to public procurement, in particular in respect to state budget planning, budgetary allocation for public investment purposes, and public contracts below public procurement law thresholds.
3. Assist with redeveloping the EBRD OCDS Public Procurement Open Data Observer and Explorer for local implementation to include a comprehensive dataset on planning-to payment public procurement in the local government in Poland.
4. Assist with redeveloping the EBRD open source OCDS Public Procurement Red Flags monitoring tool for project leaders/champion cities.



The expertise required from the Consultant – Local IT Consultant includes:

1. Business Analyst
2. Data Analyst
3. Data Quality
4. Developers
5. Data Engineers
6. OCDS Data Integration
7. OCDS API Developers.

To implement the aforementioned technical cooperation described above, the Consultant – Local IT Consultant is required to develop the following activities:

1. Review the report on the business process models (BPMNs) for electronic public procurement and public contracts in the local government bodies, in order to clarify the scope of digital data available from the existing eProcurement system/s and public databases by pilot partners.
2. Review the report on the OCDS public procurement data that can be made available from the existing eProcurement system/s and public databases by pilot partners.
3. Develop a technical concept for OCDS public procurement open data integration, including a proposed OCDS dataset for micro, low and high value public contracts and the OCDS API design.
4. Redevelop the EBRD OCDS Public Procurement Open Data Observer and Explorer to create a smart contract register for local implementation to include a comprehensive dataset on planning-to payment public procurement in the local government in Poland:
   1. Online data-driven OCDS-based reporting tool - Pilot 1 – standard OCDS 1.1 dashboards for statistical analysis and market intelligence reflecting the EU policy and national public procurement and open data standards, including standard dashboards design in new technology, if required, to be agreed with relevant pilot partners and the national eProcurement system/s operator.
   2. Online data-driven OCDS-based reporting tool - Pilot 2 – new dedicated dashboards (OCDS 1.1 Extensions to be registered with OCP Help Desk) for statistical analysis and market intelligence as requested by the local government beneficiaries to provide for local jurisdiction requirements, to be agreed with relevant pilot partners and the national eProcurement system/s operator.
5. Redevelop the EBRD open source OCDS Public Procurement Red Flags monitoring tool to create an analytical tool for the public contract OCDS datasets at project leaders/champion cities:
   1. Online data-driven OCDS-based monitoring tool - Pilot 1 – standard red-flags compliance monitoring dashboards (Red-flags for OCDS 1.1 methodology tested in Ukraine and the Kyrgyz Republic) as requested by the monitoring unit of the national public procurement regulatory authority, including standard dashboards design in new technology, if required, to be agreed with the eProcurement system/s operator.
   2. Online data-driven OCDS-based monitoring tool - Pilot 2 – new red-flags compliance monitoring dashboards as requested by the monitoring unit of the national public procurement regulatory authority to provide for local jurisdiction compliance requirements, to be agreed with the eProcurement system/s operator.

The Consultant – Local IT Consultant is expected to collaborate with other project team members, partners, contributors and counterparts and participate in or contribute to - as appropriate based on the professional expertise and experience and as envisaged in the detailed work plan specified in the online project management plan to the following TC components:

1. **Inception and Knowledge Transfer Phase – by April 30, 2021**

**Participate in**

1. **Activity/Output 0-2: On-boarding of local teams.**
2. **Kick-off workshop for counterparts**: Ministry of Digitalisation, UZP, ZMP (Joanna Nowaczyk), OCP (Karolis Granickas), ePaństwo (Krzysztof Izdebski, Monika Kaliatidis), Przetargowa.pl (Norbert Jakubiak), Marketplanet.pl (Piotr Kalinski), Proebiz.pl (Katarina Ionova), EDZ PUW (Andrzej Kosowski).
3. **Digital Transformation: EBRD Practice Guide for Technical Cooperation**
4. **EBRD TC Project Management Resources and Tools**
5. **Activity/Output 0-3: Development and approval of the detailed work plan for the pilot project in the online collaboration tools:** [**Huddle**](https://my.huddle.net/workspace/36712039/files/#/folder/48948332/list) **and** [**Breeze.pm**](https://app.breeze.pm/projects/155199)**, to enable implementation of the project activities in remote working conditions necessitated by COVID-19 pandemic, with schedule and resourcing.**

**Contribute to**

1. **Activity/Output 0-4: Knowledge transfer workshops**
   * 1. **Public Procurement Process in Local Government** – **OECD Study of Local Practice in Poland** – OECD/ Local Legal Consultant
     2. **Digital Procurement – Key Concepts** – EBRD Open Government Lab
     3. **Open Data Concepts – Introduction** - Fundacja ePaństwo

**Participate in**

* + 1. **Open Contracting Data Standard – Introduction** – Open Contracting Partnership
    2. **2019 Public Procurement Law of Poland – Key Concepts for Open Data** – Local Legal Consultant/Local Business Process Consultant
    3. **e-Zamowienia UZP – Key Dependencies** – Local OCDS Data Consultant

**Contribute to**

* + 1. **EZD PUW – Electronic Documents for Public Administration – Key Dependencies** – Local Business Process Consultant/Local IT Consultant/ Local OCDS Data Consultant

**Contribute to**

* + 1. **eFaktura – Key Dependencies** – Local IT Consultant/ Local Business Process Consultant/ Local OCDS Data Consultant

**Participate in**

1. **Activity/Output 0-7: Development of training curriculum and training materials for technical consultants: Business Process Notation Modelling (in Polish)**

**Participate in**

1. **Activity/Output 0-8: Development of training curriculum and training materials for technical consultants: Open Contracting Data Standard (in Polish)**
2. **Activity/Output 0-9: Outreach and stakeholder engagement**

**Contribute to**

1. **Webinar with project leaders** – by invitation
2. **Virtual workshop** – Ministry of Digitalisation and UZP
3. **Activity/Output 0-10: Open awareness raising webinar Open data in Public Procurement – DG Regio, Ministry of Digitalisation – 10-20 April 2021, two events – OCP, ePanstwo and Vouliwatch**

**Participate in**

1. **Conceptual Design Phase – by May 30, 2021**
2. **Component 3: Development of a technical concept (legal, business and technology choices) for the OCDS public procurement open data smart public contract register for local government bodies in Poland, covering legal, business and technology issues and taking into account relevant EU legislation, the 2019 Public Procurement Law that entered into force on 1 January 2021 (Ustawa z dnia 11 września 2019 r. - Prawo zamówień publicznych) and draft law on open data as published by the Ministry of Digitalisation of Poland (Projekt ustawy o otwartych danych i ponownym wykorzystywaniu informacji sektora publicznego):** [**available here**](https://mc.bip.gov.pl/projekty-aktow-prawnych-mc/projekt-ustawy-o-otwartych-danych-i-ponownym-wykorzystywaniu-informacji-sektora-publicznego.html;).

**Responsible for**

1. **Component 4: Preparation of a standardised level 3 public procurement business process model for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Contribute to**

* + 1. **Micro value contracts.**
    2. **Low value public procurement contracts.**
    3. **High value public procurement contracts.**
    4. **Centralised framework agreements**.

1. **Component 5: Preparation of a standardised and localized OCDS public procurement data set for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Contribute to**

1. **Micro value contracts.**
2. **Low value public procurement contracts.**
3. **High value public procurement contracts.**
4. **Centralised framework agreements.**
5. **Implementation Phase – Pilot – By August 30, 21**

**Responsible for**

1. **Component 8: Development and implementation of data integration and consolidation concept for data available in the OCDS PLUS for the 2014 EU Public Procurement Directive.**

**Responsible for**

1. **Component 10: Design and develop an online web portal for smart public contract register with business intelligence technologies.**

**Responsible for**

1. **Component 11: Pilot a new smart public contract register with project leaders/champion cities.**
2. **Implementation Phase – Roll Out – by November 30, 2021/March, 30, 22**

**Responsible for**

* 1. **Component 16: Pilot 2: Pilot a smart public contract register with members of Association of Polish Cities** – by November 30,2021
  2. **Component 17: Pilot 3: Pilot a smart public contract register with (Voluntary) interested local government organisations** – non-members of Association of Polish Cities – by March 30, 2022

**Responsible for**

**Responsible for**

* 1. **Component 18: Assist with selection of an appropriate reporting and/or monitoring tool from the OCDS-based open-source resources for statistical reporting – internally and to national public procurement regulatory authority (UZP).**

**Responsible for**

* 1. **Component 19: Assist with selection of an appropriate monitoring tool from the OCDS-based open-source resources for red flags monitoring of public procurement.**

**Responsible for**

* 1. **Component 20: Outreach and stakeholder engagement**

1. **Handover Phase – by September 1, 2022**

**Responsible for**

1. **Component 21: Technical audit**

**Responsible for**

1. **Component 22: GitHub publication**
2. **Evaluation Phase – by October 30, 2022**

**Contribute to**

1. **Component 25: OCP Evaluation report**
2. **Closing Phase – by November 30, 2022**

##### Provisional work plan and key milestones

| **Task 1** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task description:** Develop flexible multi-purpose Open Data database for the automatic extraction of information from the electronic procurement system in real time that ensures data integrity and prevents data manipulation, thus enabling unaltered public procurement information to be made available easily and free of charge to the general public | | | | | |
| **Task activities:**   * Design database architecture based on the developed OCDS localized schema considering business, environmental, security requirements. * Develop smart contract register database based on the OCDS localized schema; * Test the developed solution and fix detected bugs; * Deploy the developed database and integrate it with other data sources; * Create and handover all technical and non-technical documentation. * Draft and submit for approval report on the technical implementation | | | | | |
| **Deliverables for this Output (as listed in the terms of reference)** | | **Deliverable type** | **Planned date submission to OL for approval** | **Planned date for approval by OL** | **Planned date for beneficiary acceptance** |
|  | Ready-to-use comprehensive and flexible OCDS database for smart contract register | Report on the technical implementation |  |  |  |

| **Task 2** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task description:** Assist with redeveloping and implementing the EBRD OCDS Open Data Public Procurement Observer (a specialised data access and reporting tool for public procurement information produced under previous LTP technical cooperation projects) to suit local electronic public procurement system and local needs. Upon the introduction of necessary adaptations, the application will be ready for integration with the national eProcurement system and will offer the general public and civil society organisations accessible dashboards via a dedicated website | | | | | |
| **Task outputs:**   * Create and implement a methodology of public procurement performance measurements and indicators (KPI); * Calculate selected metrics and displaying visualisations; * Design and confirm mock-ups for dashboards; * Redevelop the EBRD OCDS Open Data Public Procurement Observer into the designed solution; * Test the developed solution and fix detected bugs; * Deployment of the developed application; * Create and handover all technical and non-technical documentation. * Draft report on the technical implementation | | | | | |
| **Deliverables for this Output (as listed in the terms of reference)** | | **Deliverable type** | **Planned date submission to OL for approval** | **Planned date for approval by OL** | **Planned date for beneficiary acceptance** |
|  | Ready-to-use Open Access OCDS Observer application, integrated with local government electronic procurement data sources and the smart contract register web-portal | Report on the technical implementation |  |  |  |

| **Task 3** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task description:** Assist with redeveloping and implementing the EBRD OCDS Open Data Public Procurement Explorer (a specialised monitoring tool for electronically-conducted public procurement produced under previous LTP technical cooperation projects implemented in cooperation with Transparency International) to suit local regulatory requirements and to operate based on the data collected by national electronic public procurement system(s). The Explorer application will provide new data-driven evidence-based monitoring tools for national the public procurement authority and public spending controls in the Ministry of Finance. | | | | | |
| **Task outputs:**   * Design and assist with the implementation of the unified contract registration process; * Develop electronic automatically generated unified contract registration forms for all parties involved to collect required contract data; * Develop ETL to convert the submitted data through the forms to the OCDS and store in the Open Data database; * Develop the contract register engine to generate automatic reports and notifications-red-flags informing interested parties on contracts statuses registered in the smart public contract register, and data incompleteness as well as data quality issues; * Design and confirm mock-ups for an online web portal for public contract register; * Develop an online web portal for public contract register with embedded search engine; * Redevelop the Public Procurement Open Data Explorer into an online web public contract register; * Test the developed solutions and fix detected bugs; * Deploy the developed solutions; * Create and handover all technical and non-technical documentation; * Draft and submit for approval report on the technical implementation. | | | | | |
| **Deliverables for this Output (as listed in the terms of reference)** | | **Deliverable type** | **Planned date submission to OL for approval** | **Planned date for approval by OL** | **Planned date for beneficiary acceptance** |
|  | Ready-to-use Open Access Explorer application redeveloped into contract register, integrated with local electronic procurement data sources and the national public procurement web-portal | Report on the technical implementation |  |  |  |

| **Task 4** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task description:** Assist with designing and implementing EBRD OCDS Open Data Public Procurement Red Flags for advanced smart contract register users. Upon the introduction of necessary adaptations to the prototype, the application will be ready for integration with the smart contract register and will offer advanced users accessible online monitoring dashboards for their public procurement procedures conducted electronically via a dedicated website. | | | | | |
| **Task outputs:**   * Adjust to local jurisdiction and implement a methodology for OCDS red flags; * Calculate selected metrics and displaying visualisations; * Design and confirm mock-ups for dashboards; * Redevelop the EBRD OCDS Open Data Public Procurement Red Flags into the designed solution; * Test the developed solution and fix detected bugs; * Deployment of the developed application; * Create and handover all technical and non-technical documentation. * Draft report on the technical implementation | | | | | |
| **Deliverables for this Output (as listed in the terms of reference)** | | **Deliverable type** | **Planned date submission to OL for approval** | **Planned date for approval by OL** | **Planned date for beneficiary acceptance** |
|  | Ready-to-use EBRD OCDS Open Data Public Procurement Red Flags application, integrated with local government electronic procurement data sources and the smart contract register web-portal | Report on the technical implementation |  |  |  |

| **Task 5** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task description:** Design, develop and deliver online training programme for key users and advanced users of smart contract register | | | | | |
| **Task activities:**   * Create training programme for key end users; * Design online training materials for key end users; * Create training programme for advanced end users; * Design online training materials for advanced end users; * Create training programme for smart contract register administrator and Procurement Data Learning Consultant; * Design online training materials for smart contract register administrator and Procurement Data Learning Consultant; * Organize and perform training programme for smart contract register administrator and Procurement Data Learning Consultant; * Organize and perform training programme for key users; * Organize and perform training programme for advanced key users; * Collect and process feedback from training sessions; * Fine-tune developed solutions based on the received feedback, if applicable; | | | | | |
| **Deliverables for this Output (as listed in the terms of reference)** | | **Deliverable type** | **Planned date submission to OL for approval** | **Planned date for approval by OL** | **Planned date for beneficiary acceptance** |
|  | Online training materials for the smart contract register applications:  OCDS database  OCDS API  OCDS BI module | Online training materials  Record of completed training sessions  Report from feedback and addressing requested changes |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Key milestones** | **Baseline Start date** | **Baseline End date** |
| Conceptual design approval |  |  |
| Requirements review |  |  |
| Technical investigation |  |  |
| Design complete |  |  |
| Development |  |  |
| Test review |  |  |
| Bug fix |  |  |
| Operational readiness review |  |  |
| Pilot 1 product operational |  |  |
| Pilot 2 product operational |  |  |
| Pilot 3 product operational |  |  |
| Training: administrators, key users, advanced users |  |  |
| Training: key end users |  |  |
| Training: advanced users |  |  |
| Audit |  |  |
| Handover to local operations |  |  |
| Closing |  |  |

##### Provisional list of outputs/deliverables

The Consultant – IT Key Expert is expected to submit the following deliverables:

| **Deliverables** | **Description** | **Provisional Schedule** |
| --- | --- | --- |
| **Deliverable 0** | 1. Online complete and up to date: 2. project work plan in Breeze.pm regarding the TC Assignment. 3. records of technical documents in Huddle regarding the Assignment.      1. Full set of project deliverables in the online technical cooperation project repository in Huddle, GlueUp, Moodle and GitHub, as appropriate, including all outputs as specified for the Assignment in the detailed work plan in Breeze.pm. 2. Record of Breeze.pm automated weekly progress reports for the Consultant. 3. Record of Breeze.pm automated monthly progress report for the Assignment.   Final report, with a summary case study for the TC Assignment. | On-going |
| **Deliverable 1** | Report from review of a business process models (BPMNs) for electronic public procurement and public contracts in the local government bodies and the OCDS public procurement data that can be made available from public databases and the existing eProcurement system/s by pilot partners |  |
| **Deliverable 2** | 1. Draft Technical Concept (Solution technical concept and the blueprint. Functional requirements, technical design, technological choices) for OCDS public procurement open data integration, including a proposed OCDS API design and the OCDS datasets for micro, low and high value public contracts. 2. Online Workshop with the Beneficiary team to collect feedback. 3. Online/Local Technical workshop with Policy Owner, technical stakeholders, and existing eProcurement platforms 4. Final Technical Concept |  |
| **Deliverable 3** | Developed and implemented flexible multi-purpose OCDS Open Data database for the automatic extraction of information from the electronic procurement system in real time that ensures data integrity and prevents data manipulation, thus enabling unaltered public procurement information to be made available easily and free of charge to the general public |  |
| **Deliverable 4** | 1. Redeveloped and localised the EBRD OCDS Public Procurement Open Data Observer to create a smart contract register for local implementation to include a comprehensive dataset on planning-to payment public procurement in the local government in Poland. 2. Online data-driven OCDS-based reporting tool - Pilot 1 – standard OCDS 1.1 dashboards for statistical analysis and market intelligence reflecting the EU policy and national public procurement and open data standards, including standard dashboards design in new technology, if required, to be agreed with relevant pilot partners and the national eProcurement system/s operator. 3. Online data-driven OCDS-based reporting tool - Pilot 2 – new dedicated dashboards (OCDS 1.1 Extensions to be registered with OCP Help Desk) for statistical analysis and market intelligence as requested by the local government beneficiaries to provide for local jurisdiction requirements, to be agreed with relevant pilot partners and the national eProcurement system/s operator. |  |
| **Deliverable 5** | 1. Redeveloped and localised the EBRD OCDS Public Procurement Open Data Explorer to create a smart contract register for local implementation to include a comprehensive dataset on planning-to payment public procurement in the local government in Poland. 2. Online data-driven OCDS-based reporting tool - Pilot 1 – standard OCDS 1.1 dashboards for statistical analysis and market intelligence reflecting the EU policy and national public procurement and open data standards, including standard dashboards design in new technology, if required, to be agreed with relevant pilot partners and the national eProcurement system/s operator. 3. Online data-driven OCDS-based reporting tool - Pilot 2 – new dedicated dashboards (OCDS 1.1 Extensions to be registered with OCP Help Desk) for statistical analysis and market intelligence as requested by the local government beneficiaries to provide for local jurisdiction requirements, to be agreed with relevant pilot partners and the national eProcurement system/s operator. |  |
| **Deliverable 6** | Redeveloped and localised the EBRD open source OCDS Public Procurement Red Flags monitoring tool to create an analytical tool for the public contract OCDS datasets at project leaders/champion cities:   1. Online data-driven OCDS-based monitoring tool - Pilot 1 – standard red-flags compliance monitoring dashboards (Red-flags for OCDS 1.1 methodology tested in Ukraine and the Kyrgyz Republic) as requested by the monitoring unit of the national public procurement regulatory authority, including standard dashboards design in new technology, if required, to be agreed with the eProcurement system/s operator. 2. Online data-driven OCDS-based monitoring tool - Pilot 2 – new red-flags compliance monitoring dashboards as requested by the monitoring unit of the national public procurement regulatory authority to provide for local jurisdiction compliance requirements, to be agreed with the eProcurement system/s operator. |  |
| **Deliverable 7** | 1. Draft Technical Documentation      1. Online Workshop with the technical consultants and the beneficiary team to collect feedback. 2. Online/Local Technical workshop with technical stakeholders      1. Final Technical Documentation (Detailed implementation documentation as an interactive guidelines automatically generated from GitHub sources; presentation, communications and ongoing advisory) |  |
| **Deliverable 8** | Releases, Testing and Acceptance Protocols for each pilot completed |  |
| **Deliverable 9** | Report from provision of services in respect to system administration, maintenance and other SLA services during the TC project |  |
| **Deliverable 10** | GitHub repository of the OCDS datasets and maintenance manual for the OCP Help Desk |  |
| **Deliverable 11** | 1. Online training materials for the OCP Help Desk, pilot platform partners and Procurement Data Learning Consultant 2. Online workshop with the OCP Help Desk, technical consultants and pilot platform partners to present online repository and deliver training on maintenance of the repository and training materials |  |
| **Deliverable 12** | Final report, including detailed case study |  |

A final list of deliverables and relevant outputs and their technical requirements will be described in the work plan developed in the online project management tool, Breeze.pm.

##### Implementation Arrangements

# Assignment 6. Project Officer

##### Background

The European Commission, the [European Bank for Reconstruction and Development](https://www.ebrd.com/) (EBRD), and the [Open Contracting Partnership](https://www.open-contracting.org/) (OCP) have joined forces to work with the Greek and Polish governments to improve the quality and transparency of public procurement with a special focus on EU Cohesion investments.

The pilot projects will provide expertise and hands-on support to public authorities in both countries, with a focus on publishing procurement open data and promoting its use, to help public administrations to better plan, implement and monitor the procurement of works, goods and services. This will improve the use of public resources and increase opportunities for businesses, especially for small and medium companies (SMEs). Moreover, thanks to cooperation with local civil society organizations, this initiative will also favor transparency of public spending and stimulate citizens' participation in the monitoring of investments with a direct impact on the community, such as investments in sustainability, local development, and social inclusion. In Poland, the pilot project will support Polish local government authorities to introduce open data in public procurement and promote automated collection, standardization, and consolidation of procurement data on public tenders that will allow for wider procurement monitoring.

In order to comply with requirements on TC management and progress monitoring and reporting, the EBRD Legal Transition Programme (LTP) now seeks to recruit a Project Officer (PO) to support the EBRD Operation Leaders (OLs). While working with relevant TC consultants and within their project teams, the Project Officer will report directly to the relevant OLs to ensure that output and deliverables of the TC Assignments are delivered timely, and compliant with relevant EBRD remote working and reporting requirements.

##### Objectives of the Assignment

The objective of the assignment is to assist the EBRD, UNCITRAL and GPA OLs to coordinate the TC project management, including the progress monitoring and reporting, in a manner that fulfils the Bank’s internal and external online reporting requirements. The Project Officer will be responsible for managing the implementation of the TC Assignment in line with the EBRD TC Guide. S/he will work with the TC consultant to establish the work plan in Breeze.pm according to the milestones agreed, drafting and submitting the progress reports, and proposing practical solutions for the successful implementation of the system. Additionally, he/she will be responsible for supporting OLs and Results Manager and Outreach Coordinators (RMs) with stakeholder management, liaising with the TC Beneficiaries and monitoring the TC work progress against the work schedule in the Inception Report.

##### Scope of Work

The scope of work includes the following:

1. Supervising the TC consultant’s preparation of the work plan for the TC Assignment and keeping it up-to date for the EBRD OLs.
2. The PO shall prepare a work plan that shall consist of a concise descriptive document outlining the TC Assignment objectives for the calendar period, to be included in the OLs annual work planning and the detailed work plan with the TC consultants in the Project Officer workspace in Breeze.pm, in the PO swimlane in each TC assignment project.
3. Participating and contributing to the RM meetings with the TC consultants, in the weekly or monthly schedule and keep it up to date in the project calendars.
4. Supervising in coordination with the RM the outreach planning by the TC consultants for each TC assignment and work with the TC consultants to maintain it up to date throughout the TC programme implementation. The TC outreach planner in Breeze.pm and Huddle should include as a minimum:
   1. plan of project meetings with the TC beneficiaries for each TC assignment.
   2. plan of local events with stakeholders, to be organised in the country of the TC implementation.
   3. plan of webinars, with a minimum of one online outreach for each TC assignment under implementation and maximum of one online outreach for each deliverable of the TC assignment under implementation.
   4. plan of regional seminars for the TC programme, to be organised in the online format or as a conference.
5. Participating in monthly OL progress report videoconferences with the TC teams; to review minutes prepared by appointed project officers, with action points clearly identified, and disseminate them to the OLs for comments; and to circulate the final minutes to all TC project teams via Huddle in a timely manner.
6. Supporting the OLs efforts on visibility of the TC project portfolio, liaising as necessary with Donor Visibility and Communications consultants and with clients and stakeholders in the projects.

The Project Officer (PO) will undertake the following on-going TC management tasks:

1. Coordinate and manage implementation of the TC Assignments according to agreed timeframes, budgets and quality criteria.
2. Perform day-to-day project management activities, including, but not limited to:
   * 1. Developing, organising and keeping project records based on Prince2 or Prince2 Agile standard or equivalent, and the EBRD TC Project Management templates.
     2. Monitor the TC project meetings (workshops and missions) and supervise the TC consultants planning of the TC meetings and missions to implement the scope of work from the work plan in the Inception Report.

* + 1. Coordinate the TC consultants working on the TC paths of the TC project, to ensure collaboration, knowledge sharing and aligning all deliverables for the TC checkpoints as per TC Guide.
    2. Estimating the resources needed to achieve project goals.
    3. Maintaining overall control of the scope, schedule, tasks and deliverables.
    4. Maintaining effective communication with all project stakeholders.
    5. Managing project expectations with team members and other stakeholders.
    6. Identifying and managing project dependencies and critical path and project risks.
    7. Proactively managing changes in project scope, identifying potential crises, and devising contingency plans.
    8. Building and developing relationships with project stakeholders, vital to the success of the project.
    9. Develop lessons learned, best practices and tools for project management.
    10. Develop and deliver and present periodic progress reports to project stakeholders.
    11. Assisting the OLs and TC beneficiary institutions with validation and sign-off of project deliverables.

The Project Officer may be required to:

1. Undertake a desk review of Back To Office Reports (BTORs) received from ongoing TC projects.
2. Interview consultants responsible for TC project implementation and assess their progress and achievements.
3. Prepare a summary report for TC projects delivered in specific countries, including an evaluation of progress of relevant TC programmes.
4. Collect feedback from local counterparts, assist the OLs with necessary adjustments to TC project work plan and support peer reviewers and external evaluation specialist when engaged to review or audit the TC projects.
5. Assist the Results Manager, as required to fulfil their duties, upon request.

##### Provisional list of outputs/deliverables

The outputs of the Project Officer will include:

1. Complete and up to date (a) project work plan in Breeze.pm and (b) project records in Huddle.
2. Full set of project deliverables in the online technical cooperation project repository in Huddle, including all outputs as specified in the detailed work plan in Breeze.pm. The list of outputs and deliverables, which will be specified in Breeze.pm and required to be kept up to date by all technical consultants, contributors and counterparts will at least cover:
   1. Up-to-date online inception report including project management assignments: a result matrix, risk matrix and mitigation strategy.
   2. Up-to-date online work plan implementation plan.
   3. Project coordination mechanisms set-up for online collaboration and online technical documentation repositories and open-source publications.
   4. Map of stakeholders involved and the proposed interactions with them.
   5. Record of Breeze.pm automated weekly progress reports for each technical consultant in charge of any output
   6. Record of Breeze.pm automated monthly progress report for the entire project, each assignment and each technical consultant in charge of any output
   7. Final report, with summary case studies for each assignment and detailed case study for the pilot project

##### Implementation arrangements

The overall duration of the assignment is up to 24 months/December 2022.

The Project Officer will report to Eliza Niewiadomska, EBRD Legal Transition Programme, Luisa Balbi/Cristina Buzasu, EBRD Civil Society Unit (the OLs).

The Project Officer will liaise on a weekly basis with the responsible OLs, as well as the individual TC assignment OLs, as appropriate and on an as-needed basis.

Close collaboration and information sharing between the Results Managers and Project Officers will be required along with Open Contracting Partnership, Transparency International, Digital Whistleblower and UNDP Innovations teams as necessary as well as with EBRD Resident Offices in countries with TC projects and the EBRD Open Government Lab.

The Results Manager and Outreach Coordinator will record their activities in Breeze and produce a monthly timesheet report from Breeze and submit it to the OL on Huddle for approval. Cope of these timesheets should be attached to the Results Manager and Outreach Coordinator’s invoices when submitting them for payment against a purchase order issued by the Bank.

##### Qualifications

The Consultant shall be an individual expert with:

* Interest in investment climate and governance reforms.
* Understanding of, and ideally hands-on experience with public procurement technical cooperation, TC programme management and results reporting requirements.
* Fluent English communication skills, verbal and written. Fluent Russian communication skills, verbal and written, when required by the EBRD OLs.
* Professional report-writing and editing skills.
* Computer literacy, including advanced Excel, PowerPoint, Huddle, GlueUp, Zoom, Moodle and Breeze.pm, as well as working knowledge of Trello, and Tableau.
* Ability to engage constructively with a wide array of disciplinary teams, to multi-task on a daily basis, to engage effectively and communicate efficiently with a wide variety of internal and external stakeholders. University degree in areas such as law, economics, computer sciences, or related;
* International certification in project management (PRINCE2, PRINCE2Agile) or equivalent);
* Demonstrated experience in the project management in public sectors and working remotely with dispersed teams (3 years);
* Knowledge of Public Procurement, eProcurement and the e-Government agenda would be an asset as would Open Contracting and Open Contracting Data Standard;
* Experience with development organizations and public-sector reform in an international context would be an asset;
* Excellent time-, team-, meeting- and conflict- management skills;
* Strong self-organization and planning skills;
* Autonomy and ability to work with minimum supervision;

# Assignment 7. Results Manager and Outreach Coordinator

##### Background

The European Commission, the [European Bank for Reconstruction and Development](https://www.ebrd.com/) (EBRD), and the [Open Contracting Partnership](https://www.open-contracting.org/) (OCP) have joined forces to work with the Greek and Polish governments to improve the quality and transparency of public procurement with a special focus on EU Cohesion investments.

The pilot projects will provide expertise and hands-on support to public authorities in both countries, with a focus on publishing procurement open data and promoting its use, to help public administrations to better plan, implement and monitor the procurement of works, goods and services. This will improve the use of public resources and increase opportunities for businesses, especially for small and medium companies (SMEs). Moreover, thanks to cooperation with local civil society organizations, this initiative will also favor transparency of public spending and stimulate citizens' participation in the monitoring of investments with a direct impact on the community, such as investments in sustainability, local development, and social inclusion. In Poland, the pilot project will support Polish local government authorities to introduce open data in public procurement and promote automated collection, standardization, and consolidation of procurement data on public tenders that will allow for wider procurement monitoring.

A new model of smart contract register aims to fulfil mandatory policy requirements on the public procurement transparency safeguards and bring together latest open data concepts and new open data standard for public procurement - Open Contracting Data Standard (OCDS) and create a multi-purpose machine-readable online data resource on public procurement market in local government in Poland.

The smart register shall include data on low and high value public contracts in local government in Poland. It shall collect data online in the OCDS open data format and use business intelligence technologies to provide local government public buyers with analytical tools to work with this data. To encourage popular use, the register will integrate a set of tools for public procurement officers in the local government in respect to public procurement statistical analysis, public procurement market analysis and mandatory periodical reporting. For municipalities with more substantial public procurement data resources, additional online tools for public procurement monitoring will be made available.

The smart public contract register will be developed at Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl) and targets members of the Association, but will be available to interested local government bodies committed to open data and wishing to benefit from the OCDS analytical tools for public procurement.

The smart register shall support:

1. an online access to open data on public procurement in local government in Poland, in digital machine-readable OCDS format, in compliance with Open Data for Government Standard and fulfilling requirements of national legislation on access to public information, recently adopted public procurement law and planned new law on open data in Poland;
2. integrated business intelligence technology tools for procurement officers in the local government administration to access, analyse and interpret public procurement data to improve quality of statistical reporting on and analysis of public procurement market;
3. innovative data-driven public procurement compliance monitoring methodologies for local government monitoring units;
4. a learning community for public procurement officers in local government, facilitated by Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl), to explore and innovate with use of public procurement open data.

In order to comply with requirements on TC management and results reporting, the EBRD Legal Transition Programme (LTP) now seeks to recruit a Results Manager and Outreach Coordinator to support the EBRD Operation Leaders (OLs). The role of Results Manager and Communications Coordinator is included in the design of each TC project, the role would be budgeted under individual TC project budgets and contracted on the TC project/TC assignment basis.

While working with relevant TC consultants and within their project teams, the Results Manager and Outreach Coordinator will report directly to the relevant OLs to ensure that output and outcomes reporting is timely, action and results orientated and compliant with relevant EBRD remote working and reporting requirements.

##### Objectives of the Assignment

The objective of the assignment is to assist the EBRD OLs to coordinate the TC project management, including the results framework supervision and reporting, in a manner that fulfils the Bank’s internal and external online reporting requirements and will facilitate inputs to the TC outreach and communication strategy and development of policy papers.

##### Scope of Work

The scope of work includes the following:

1. To review, in cooperation with the EBRD Open Government Lab, existing implementations of the OCDS-based contract registers and analytical tools implemented under the EBRD projects to select methodologies and middleware prototypes suitable for the pilot project in the local government in Poland.
2. To review and ensure that all deliverables submitted by the consultants to the EBRD OL are responsive to expected outputs and outcomes of TC project including (1) structure and content of the project work plan and inception report, (2) budget (including allocation of TC funds between fees, costs and direct expenses of the TC project) , (3) the results matrix, and (4) the communications and donor visibility strategy;
3. To monitor quality of consultancy services provided to the Bank by their TC consultants, achieved results and collecting lessons learned by ongoing TC assignments for analysis and sharing with TC consultants delivering other projects;
4. To support preparation of final reports as well as completion reports for each TC assignment, in terms of identifying lessons learned and assessing their level of innovation and achievement and collaborate with OLs on development of standard setting policy papers based on TC projects implemented by the Bank;
5. To request and coordinate regular updates from consultants on progress in the implementation of their projects, including with respect to the results framework and the milestones specified therein, and to ensure the results framework is kept up to date and reported on regularly, flagging up any issues to the relevant OLs;
6. To review monthly and bi-annual written reports, prepared by the consultants to a standard and format that is approved by OLs, drawing on inputs from the TC project teams and demonstrating progress against the outcomes and process milestones included in the results framework;
7. To review draft presentation materials prepared by the TC consultants and make suggestions for any improvements in content and ensure use of the agreed templates and EBRD style guide;
8. To participate in monthly progress report videoconferences with the TC teams; to review minutes prepared by appointed project officers, with action points clearly identified, and disseminate them to the OLs for comments; and to circulate the final minutes to all TC project teams via Huddle in a timely manner;
9. To support the OLs efforts on visibility of the TC project portfolio, liaising as necessary with Donor Visibility and Communications consultants and with clients and stakeholders in the projects;
10. The Consultant may be required to:
11. undertake a desk review of draft deliverables and BTORs received from ongoing TC projects to contribute to TC results’ analysis;
12. interview consultants responsible for TC project implementation and assess their progress and achievements;
13. prepare a summary report for TC projects delivered in specific countries, including an evaluation of progress of relevant TC projects;
14. collect feedback from local counterparts, assist the OLs with necessary adjustments to TC project work plan and result matrix and support peer reviewers and external evaluation specialist when engaged to review TC projects;
15. mentor and coach TC consultants to develop their consultancy and communication skills.

To implement the scope of work, the Results Manager (RM) shall:

1. Prepare a work plan for the TC programme or work stream s/he is responsible for and keep it up-to date to be presented at 1-hour weekly meetings with the EBRD OLs. The RM work plan shall consist of a concise descriptive document outlining the TC programme objectives for the calendar period, to be included in the OLs annual work planning and the detailed work plan with the TC consultants in the Results Manager workspace in Breeze.pm, either in separate Breeze project for RM activities or in the RM swimlane in each TC assignment project in Breeze.pm;
2. Decide upon and agree with the EBRD OLs the schedule of the RM meetings with the TC consultants and plan regular meetings, joint or individual, in the weekly or monthly schedule kept up to date in the project calendars and Breeze.pl. Individual meetings should always include the relevant EBRD project officer and representatives of the TC beneficiaries, when appropriate;
3. Design outreach plan for the TC assignment with the TC consultants and work with the relevant Project Officer to maintain it up to date throughout the TC programme implementation. The outreach planner should include as a minimum:
   1. plan of project meetings with the TC beneficiaries for each TC assignment.
   2. plan of local events with stakeholders, to be organised in the country of the TC implementation.
   3. plan of webinars, with a minimum of one online outreach for each TC assignment under implementation and maximum of one online outreach for each deliverable of the TC assignment under implementation.
   4. plan of regional seminars for the TC programme, to be organised in the online format or as a conference.
4. Decide upon and agree with the EBRD OLs inputs to the TC mini websites to be prepared by the TC consultants for each TC assignment under implementation. As a minimum, the TC consultant shall publish on the mini-website each outreach event webpage from the event app, GlueUp or other, summary case studies on 30 May and 30 October each calendar year and a detailed case study upon completion of the TC Assignment. The detailed case study should be published upon approval of the TC assignment final report and before processing a final invoice for the assignment.

##### Implementation arrangements

The overall duration of the assignment is 12 months. The Results Manager and Communications Coordinator will report to Eliza Niewiadomska, EBRD Legal Transition Programme and Luisa Balbi/Cristina Buzasu, EBRD Civil Society Unit (the OLs).

The Results Manager and Communications Coordinator will liaise on a weekly basis with the responsible OLs, as well as the individual TC assignment OLs, as appropriate and on an as-needed basis.

Close collaboration will be required with Open Contracting Partnership, Transparency International, Digital Whistleblower and UNDP Innovations teams as well as with EBRD Resident Offices in countries with TC projects.

The Results Manager and Communications Coordinator will, within the context of his/her work, produce the following deliverables:

* Quarterly work-plans for the following six months for each TC pipeline, updated on a rolling basis, identifying expected TC activities and outputs, to be reported on behalf of the EBRD to relevant donors and international organisations.
* Report on the Results Manager and Communications Coordinator activities (actual and planned) on Huddle on a weekly basis.
* Provide additional support as necessary to OLs on outreach e.g. preparation for participation in forthcoming conferences, project workshops etc.
* Other deliverables as required by the OLs.

##### Qualifications

The Consultant shall be an individual expert with:

* + Interest in investment climate and governance reform.
  + Understanding of, and ideally hands-on experience with public procurement technical cooperation, TC programme management and results reporting requirements.
  + Fluent English communication skills, verbal and written. Fluent Russian communication skills, verbal and written, when required by the EBRD OLs.
  + Professional report-writing and editing skills.
  + Computer literacy, including advanced Excel, PowerPoint, Huddle, and Breeze.pm, as well as working knowledge of Trello, GlueUp, Zoom, Moodle and Tableau.

Ability to engage constructively with a wide array of disciplinary teams, to multi-task on a daily basis, to engage effectively and communicate efficiently with a wide variety of internal and external stakeholders.

# Assignment 8 Technical Inputs of Project Partners – eProcurement platforms

##### Background

The European Commission, the [European Bank for Reconstruction and Development](https://www.ebrd.com/) (EBRD), and the [Open Contracting Partnership](https://www.open-contracting.org/) (OCP) have joined forces to work with the Greek and Polish governments to improve the quality and transparency of public procurement with a special focus on EU Cohesion investments.

The pilot projects will provide expertise and hands-on support to public authorities in both countries, with a focus on publishing procurement open data and promoting its use, to help public administrations to better plan, implement and monitor the procurement of works, goods and services. This will improve the use of public resources and increase opportunities for businesses, especially for small and medium companies (SMEs). Moreover, thanks to cooperation with local civil society organizations, this initiative will also favor transparency of public spending and stimulate citizens' participation in the monitoring of investments with a direct impact on the community, such as investments in sustainability, local development, and social inclusion. In Poland, the pilot project will support Polish local government authorities to introduce open data in public procurement and promote automated collection, standardization, and consolidation of procurement data on public tenders that will allow for wider procurement monitoring.

A new model of smart contract register aims to fulfil mandatory policy requirements on the public procurement transparency safeguards and bring together latest open data concepts and new open data standard for public procurement - Open Contracting Data Standard (OCDS) and create a multi-purpose machine-readable online data resource on public procurement market in local government in Poland.

The smart register shall include data on low and high value public contracts in local government in Poland. It shall collect data online in the OCDS open data format and use business intelligence technologies to provide local government public buyers with analytical tools to work with this data. To encourage popular use, the register will integrate a set of tools for public procurement officers in the local government in respect to public procurement statistical analysis, public procurement market analysis and mandatory periodical reporting. For municipalities with more substantial public procurement data resources, additional online tools for public procurement monitoring will be made available.

The smart public contract register will be developed at Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl) and targets members of the Association but will be available to interested local government bodies committed to open data and wishing to benefit from the OCDS analytical tools for public procurement.

The smart register shall support:

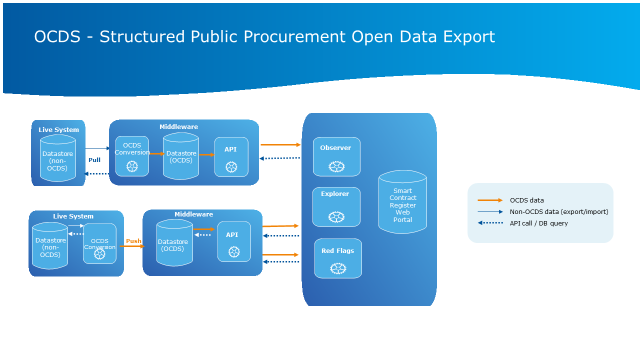
1. an online access to open data on public procurement in local government in Poland, in digital machine-readable OCDS format, in compliance with Open Data for Government Standard and fulfilling requirements of national legislation on access to public information, recently adopted public procurement law and planned new law on open data in Poland;
2. integrated business intelligence technology tools for procurement officers in the local government administration to access, analyse and interpret public procurement data to improve quality of statistical reporting on and analysis of public procurement market;
3. innovative data-driven public procurement compliance monitoring methodologies for local government monitoring units;
4. a learning community for public procurement officers in local government, facilitated by Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl), to explore and innovate with use of public procurement open data.

##### Objectives of the Assignment

The Pilot Partner – eProcurement Platform will implement the OCDS data in their electronic public procurement platform along a standardised business processes for public procurement procedures and the OCDS API expert in order to enable automated collection of public procurement open data in the OCDS open data format and contribute to the implementation of the smart public contract register.

The Pilot Partner – eProcurement Platform will collaborate with technical consultants, the EBRD Open Government Lab and the OCP HelpDesk regarding a development of the business process and the OCDS data design for micro, low and high value public contracts in Poland to enable creation of a smart public contract register for local government in Poland.

In particular, the Pilot Partner will contribute an OCDS API public point to facilitate the OCDS data standardization and improved quality of the data-driven analytics in the smart contract register developed in accordance to the below model in line with the EU policy standards for public procurement and open data:



##### Scope of Work

The Pilot Partner – eProcurement Platform is expected to collaborate with other project team members, partners, contributors and counterparts and participate in or contribute to - as appropriate based on the professional expertise and experience and as envisaged in the detailed work plan specified in the online project management plan, to the following TC components:

1. **Inception and Knowledge Transfer Phase – by April 30, 2021**

**Participate in**

1. **Activity/Output 0-2: On-boarding of local teams.**
   * 1. **Kick-off workshop for counterparts**: Ministry of Digitalisation, UZP, ZMP (Joanna Nowaczyk), OCP (Karolis Granickas), ePaństwo (Krzysztof Izdebski, Monika Kaliatidis), Przetargowa.pl (Norbert Jakubiak), Marketplanet.pl (Piotr Kalinski), Proebiz.pl (Katarina Ionova), EDZ PUW (Andrzej Kosowski)
     2. **Digital Transformation: EBRD Practice Guide for Technical Cooperation**
     3. **EBRD TC Project Management Resources and Tools**
   1. **Activity/Output 0-3: Development and approval of the detailed work plan for the pilot project in the online collaboration tools:** [**Huddle**](https://my.huddle.net/workspace/36712039/files/#/folder/48948332/list) **and** [**Breeze.pm**](https://app.breeze.pm/projects/155199)**, to enable implementation of the project activities in remote working conditions necessitated by COVID-19 pandemic, with schedule and resourcing**

**Participate in**

**Participate in**

1. **Activity/Output 0-4: Knowledge transfer workshops**
2. **Digital Procurement – Key Concepts** – EBRD Open Government Lab

1. **Open Data Concepts – Introduction** - Fundacja ePaństwo
2. **Open Contracting Data Standard – Introduction** – Open Contracting Partnership
3. **2019 Public Procurement Law of Poland – Key Concepts for Open Data** – Local Legal Consultant/Local Business Process Consultant
4. **Public Procurement Process in Local Government – OECD Study of Local Practice in Poland** – OECD/ Local Legal Consultant
5. **e-Zamowienia UZP – Key Dependencies** – Local OCDS Data Consultant
6. **EZD PUW – Electronic Documents for Public Administration – Key Dependencies** – Local Business Process Consultant/Local IT Consultant/ Local OCDS Data Consultant
7. **eFaktura – Key Dependencies** – Local IT Consultant/ Local Business Process Consultant/ Local OCDS Data Consultant

**Participate in**

1. **Activity/Output 0-9: Outreach and stakeholder engagement.**
2. **Webinar with project leaders** – by invitation
3. **Virtual workshop** – Ministry of Digitalisation and UZP

**Participate in**

1. **Activity/Output 0-10: Open awareness raising webinar Open data in Public Procurement** – DG Regio, Ministry of Digitalisation – 10-20 April 2021, two events – OCP, ePanstwo and Vouliwatch
2. **Conceptual Design Phase – by May 30, 2021**
3. **Component 3: Development of a technical concept (legal, business and technology choices) for the OCDS public procurement open data smart public contract register for local government bodies in Poland, covering legal, business and technology issues and taking into account relevant EU legislation, the 2019 Public Procurement Law that entered into force on 1 January 2021 (Ustawa z dnia 11 września 2019 r. - Prawo zamówień publicznych) and draft law on open data as published by the Ministry of Digitalisation of Poland (Projekt ustawy o otwartych danych i ponownym wykorzystywaniu informacji sektora publicznego):** [**available here**](https://mc.bip.gov.pl/projekty-aktow-prawnych-mc/projekt-ustawy-o-otwartych-danych-i-ponownym-wykorzystywaniu-informacji-sektora-publicznego.html).

**Contribute to**

1. **Component 4: Preparation of a standardised level 3 public procurement business process model for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Contribute to**

* + 1. **Micro value contracts.**
    2. **Low value public procurement contracts.**
    3. **High value public procurement contracts.**
    4. **Centralised framework agreements.**

1. **Component 5: Preparation of a standardised and localized OCDS public procurement data set for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Contribute to**

1. **Micro value contracts.**
2. **Low value public procurement contracts.**
3. **High value public procurement contracts.**
4. **Centralised framework agreements.**
5. **Implementation Phase – Pilot – By August 30, 21**

**Responsible for**

1. **Component 7: Implementation of the OCDS PLUS for the 2014 EU Public Procurement Directive, with the OCDS REST API with public point.**

**Contribute to**

1. **Component 8: Development and implementation of data integration and consolidation concept for data available in the OCDS PLUS for the 2014 EU Public Procurement Directive.**

**Contribute to**

1. **Component 11: Pilot a new smart public contract register with project leaders/champion cities.**

**Contribute to**

1. **Component 12: Evaluation of pilot and lessons learned workshop.**
2. **Implementation Phase – Roll Out – by November 30, 2021/March, 30, 2022**

**Contribute to**

1. **Component 16: Pilot 2: Pilot a smart public contract register with members of Association of Polish Cities** – by November 30,2021
2. **Component 17: Pilot 3: Pilot a smart public contract register with (Voluntary) interested local government organisations – non-members of Association of Polish Cities** – by March 30, 2022

**Contribute to**

**Contribute to**

1. **Component 18: Assist with selection of an appropriate reporting and/or monitoring tool from the OCDS-based open-source resources for statistical reporting – internally and to national public procurement regulatory authority (UZP).**

**Contribute to**

1. **Component 19: Assist with selection of an appropriate monitoring tool from the OCDS-based open-source resources for red flags monitoring of public procurement.**
2. **Handover Phase – by September 1, 2022**

**Contribute to**

1. **Component 21: Technical audit**

**Contribute to**

1. **Component 24: Launch of Procurement Dashboards Online at Association of Polish Cities. An online contributors’ community for public procurement officers and technical experts in the local government that are users of the open source OCDS analytical tools. The community objective is to foster public procurement data literacy among representatives of public administration.**
2. **Evaluation Phase – by October 30, 2022**

**Contribute to**

1. **Component 25: OCP Evaluation report**
2. **Closing Phase – by November 30, 2022**

##### Provisional work plan and schedule

The Pilot Partner – eProcurement Platform shall undertake the following technical cooperation activities:

| **Task 1** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task description:** Prepare an OCDS mapping of the data processed by the eProcurement platform for micro, small and high value public contracts | | | | | |
| **Task activities:**   * Examine and benchmark an existing eProcurement platform infrastructure, identifying data sources and obtain sufficient explanation on each data instance of the system components, identifying electronic procurement process coverage, obtaining relevant databases technical description and interfaces against the business process models for the EU policy compliant electronic public procurement processes; * Examine the original data structure, local databases stored in the eProcurement platform against the OCDS benchmark for micro, low and high public contracts; * In collaboration with Local Business Process Consultant develop a high-level mapping of the public procurement procedures, using standardized BPMN notations; * Design the data flow for the eProcurement platform; * Design comprehensive OCDS data set for the data flow of the eProcurement platform; * Develop the OCDS schema for conducted public procurement processes; * Confirm the localized OCDS schema compliance with OCP Helpdesk; | | | | | |
| **Deliverables for this Output (as listed in the terms of reference)** | | **Deliverable type** | **Planned date submission to OL for approval** | **Planned date for approval by OL** | **Planned date for beneficiary acceptance** |
| D2 | Localized comprehensive public procurement data set for Open Data, based on the Open Contracting Partnership case studies | Localised OCDS dataset with BPMNs documentation |  |  |  |

| **Task 2** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task description:** Undertake an implementation of the Open Contracting Data Standards (Advanced OCDS 1.1) in the eProcurement platform using pull or push models for the OCDS conversion, flexible database and OCDS API with a public point | | | | | |
| **Task activities:**   * Design system architecture considering business, environmental, security requirements; * Prepare the system requirements specifications; * Develop ETL-OCDS extraction tool to be integrated with OCDS-based database; * Build the data feed - OCDS-based API; * Test the developed solution and fix detected bugs; * Deploy the developed applications; * Create technical documentations and review with technical consultants * Draft a report on the completion of the technical implementation. | | | | | |
| **Deliverables for this Output (as listed in the terms of reference)** | | **Deliverable type** | **Planned date submission to OL for approval** | **Planned date for approval by OL** | **Planned date for beneficiary acceptance** |
| D3 | Implementation of the Advanced Open Contracting Data Standard (OCDS 1.1 PLUS EU) for electronically conducted public procurement in the national electronic procurement system | Report on the completion of the technical implementation |  |  |  |

| **Task 3** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task description:** Redevelop existing prototype or develop a flexible multi-purpose middleware: OCDS database for the automatic extraction of data in the OCDS format from the eProcurement platform in real time that ensures data integrity and prevents data manipulation, thus enabling unaltered public procurement information to be made available easily and free of charge in the public point | | | | | |
| **Task activities:**   * *Design database architecture based on the developed OCDS localized schema considering business, environmental, security requirements.* * *Develop database based on the OCDS localized schema;* * *Test the developed solution and fix detected bugs;* * *Deploy the developed database and integrate it with other data sources;* * *Create technical documentations and review with technical consultants* * *Draft a report on the completion of the technical implementation.* | | | | | |
| **Deliverables for this Output (as listed in the terms of reference)** | | **Deliverable type** | **Planned date submission to OL for approval** | **Planned date for approval by OL** | **Planned date for beneficiary acceptance** |
| *D4* | *Ready-to-use comprehensive and flexible OCDS database and the OCDS API (public point)* | *Report on the technical implementation* |  |  |  |

##### Provisional list of outputs/deliverables

The Pilot Partner – eProcurement Platform is responsible for the following technical inputs/deliverables:

| **Deliverable** | **Description** | **Provisional Schedule** |
| --- | --- | --- |
| **Deliverable 0** | 1. Online complete and up to date 2. project work plan in Breeze.pm regarding the Assignment 3. records of technical documents in Huddle regarding the Assignment 4. Full set of project deliverables in the online technical cooperation project repository in Huddle, GlueUp, Moodle and GitHub, as appropriate, including all outputs as specified for the Assignment in the detailed work plan in Breeze.pm. 5. Record of Breeze.pm automated weekly progress reports for the Consultant. 6. Record of Breeze.pm automated monthly progress report for the Assignment. 7. Final report, with a summary case study for the Assignment | On-going |
| **Deliverable 1** | Localized comprehensive public procurement OCDS 1.1 PLUS EU dataset with relevant BPMN documentation |  |
| **Deliverable 2** | Implementation of the Open Contracting Data Standard (OCDS 1.1 PLUS EU) for electronically conducted public procurement in the eProcurement platform |  |
| **Deliverable 3** | Ready-to-use comprehensive and flexible OCDS middleware: conversion, database and OCDS API integrated into the eProcurement platform, with a public point |  |

##### **Implementation** arrangements

# Assignment 9 Technical Inputs of Project Partners – EDZ PUW

##### Background

The European Commission, the [European Bank for Reconstruction and Development](https://www.ebrd.com/) (EBRD), and the [Open Contracting Partnership](https://www.open-contracting.org/) (OCP) have joined forces to work with the Greek and Polish governments to improve the quality and transparency of public procurement with a special focus on EU Cohesion investments.

The pilot projects will provide expertise and hands-on support to public authorities in both countries, with a focus on publishing procurement open data and promoting its use, to help public administrations to better plan, implement and monitor the procurement of works, goods and services. This will improve the use of public resources and increase opportunities for businesses, especially for small and medium companies (SMEs). Moreover, thanks to cooperation with local civil society organizations, this initiative will also favor transparency of public spending and stimulate citizens' participation in the monitoring of investments with a direct impact on the community, such as investments in sustainability, local development, and social inclusion. In Poland, the pilot project will support Polish local government authorities to introduce open data in public procurement and promote automated collection, standardization, and consolidation of procurement data on public tenders that will allow for wider procurement monitoring.

A new model of smart contract register aims to fulfil mandatory policy requirements on the public procurement transparency safeguards and bring together latest open data concepts and new open data standard for public procurement - Open Contracting Data Standard (OCDS) and create a multi-purpose machine-readable online data resource on public procurement market in local government in Poland.

The smart register shall include data on low and high value public contracts in local government in Poland. It shall collect data online in the OCDS open data format and use business intelligence technologies to provide local government public buyers with analytical tools to work with this data. To encourage popular use, the register will integrate a set of tools for public procurement officers in the local government in respect to public procurement statistical analysis, public procurement market analysis and mandatory periodical reporting. For municipalities with more substantial public procurement data resources, additional online tools for public procurement monitoring will be made available.

The smart public contract register will be developed at Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl) and targets members of the Association, but will be available to interested local government bodies committed to open data and wishing to benefit from the OCDS analytical tools for public procurement.

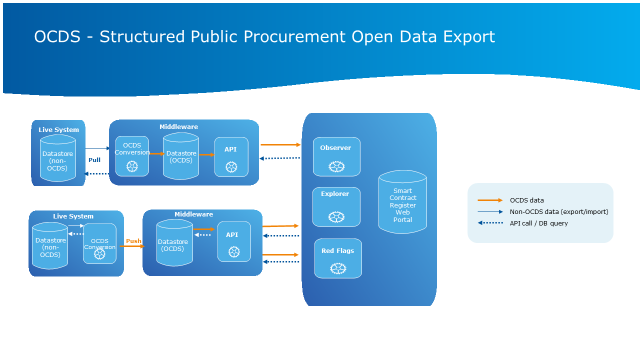
The smart register shall support:

1. an online access to open data on public procurement in local government in Poland, in digital machine-readable OCDS format, in compliance with Open Data for Government Standard and fulfilling requirements of national legislation on access to public information, recently adopted public procurement law and planned new law on open data in Poland;
2. integrated business intelligence technology tools for procurement officers in the local government administration to access, analyse and interpret public procurement data to improve quality of statistical reporting on and analysis of public procurement market;
3. innovative data-driven public procurement compliance monitoring methodologies for local government monitoring units;
4. a learning community for public procurement officers in local government, facilitated by Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl), to explore and innovate with use of public procurement open data.

##### Objectives of the Assignment

The Pilot Partner – EDZ PUW will implement the OCDS data in their EDZ PUW system for public procurement business process of the selected local government bodies. The implementation will include a development of the OCDS API in order to enable automated collection of public procurement open data in the OCDS open data format and contribute to the implementation of the smart public contract register for local government in Poland.

The Pilot Partner – EDZ PUW will collaborate with technical consultants, the EBRD Open Government Lab and the OCP HelpDesk regarding mapping of the relevant business processes of the local government entities and development of the OCDS data design for relevant public procurement processes supported by the EDZ PUW system. In particular, the Pilot Partner – EDZ PUW will contribute an OCDS API public point to facilitate the OCDS data standardization and improved quality of the data-driven analytics in the smart contract register in line with the EU policy standards for public procurement and open data.



##### Scope of Work

The Pilot Partner – EDZ PUW is expected to collaborate with other project team members, partners, contributors and counterparts and participate in or contribute to - as appropriate based on the professional expertise and experience and as envisaged in the detailed work plan specified in the online project management plan, to the following TC components:

1. **Inception and Knowledge Transfer Phase – by April 30, 2021**

**Participate in**

* 1. **Activity/Output 0-2: On-boarding of local teams.**

1. **Kick-off workshop for counterparts**: Ministry of Digitalisation, UZP, ZMP (Joanna Nowaczyk), OCP (Karolis Granickas), ePaństwo (Krzysztof Izdebski, Monika Kaliatidis), Przetargowa.pl (Norbert Jakubiak), Marketplanet.pl (Piotr Kalinski), Proebiz.pl (Katarina Ionova), EDZ PUW (Andrzej Kosowski).
2. **Digital Transformation: EBRD Practice Guide for Technical Cooperation**
3. **EBRD TC Project Management Resources and Tools**
   1. **Activity/Output 0-3: Development and approval of the detailed work plan for the pilot project in the online collaboration tools:** [**Huddle**](https://my.huddle.net/workspace/36712039/files/#/folder/48948332/list) **and** [**Breeze**](https://app.breeze.pm/projects/155199)**.pm, to enable implementation of the project activities in remote working conditions necessitated by COVID-19 pandemic, with schedule and resourcing**

**Contribute to**

1. **Activity/Output 0-4: Knowledge transfer workshops**

**Participate in**

1. **Digital Procurement – Key Concepts** – EBRD Open Government Lab
2. **Open Data Concepts – Introduction** – Fundacja ePaństwo
3. **Open Contracting Data Standard – Introduction** – Open Contracting Partnership
4. **2019 Public Procurement Law of Poland – Key Concepts for Open Data** – Local Legal Consultant/Local Business Process Consultant
5. **Public Procurement Process in Local Government – OECD Study of Local Practice in Poland** – OECD/ Local Legal Consultant
6. **e-Zamowienia UZP – Key Dependencies** – Local OCDS Data Consultant
7. **EZD PUW – Electronic Documents for Public Administration – Key Dependencies** –Local Business Process Consultant/Local IT Consultant/ Local OCDS Data Consultant
8. **eFaktura – Key Dependencies** - Local IT Consultant/ Local Business Process Consultant/ Local OCDS Data Consultant

**Participate in**

1. **Activity/Output 0-9: Outreach and stakeholder engagement**
   * 1. **Webinar with project leaders** – by invitation
     2. **Virtual workshop** – Ministry of Digitalisation and UZP
2. **Activity/Output 0-10: Open awareness raising webinar Open data in Public Procurement –** DG Regio, Ministry of Digitalisation – 10-20 April 2021, two events – OCP, ePanstwo and Vouliwatch

**Contribute to**

1. **Conceptual Design Phase – by May 30, 2021**
   1. **Component 3: Development of a technical concept (legal, business and technology choices) for the OCDS public procurement open data smart public contract register for local government bodies in Poland, covering legal, business and technology issues and taking into account relevant EU legislation, the 2019 Public Procurement Law that entered into force on 1 January 2021 (Ustawa z dnia 11 września 2019 r. - Prawo zamówień publicznych) and draft law on open data as published by the Ministry of Digitalisation of Poland (Projekt ustawy o otwartych danych i ponownym wykorzystywaniu informacji sektora publicznego):** [**available here**](https://mc.bip.gov.pl/projekty-aktow-prawnych-mc/projekt-ustawy-o-otwartych-danych-i-ponownym-wykorzystywaniu-informacji-sektora-publicznego.html)**.**

**Contribute to**

* 1. **Component 4: Preparation of a standardised level 3 public procurement business process model for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Contribute to**

* + - 1. **Micro value contracts**
      2. **Low value public procurement contracts.**
      3. **High value public procurement contracts.**
      4. **Centralised framework agreements.**
  1. **Component 5: Preparation of a standardised and localized OCDS public procurement data set for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Contribute to**

* + - 1. **Micro value contracts.**
      2. **Low value public procurement contracts.**
      3. **High value public procurement contracts.**
      4. **Centralised framework agreements.**

1. **Implementation Phase – Pilot – By August 30, 21**

**Responsible for**

1. **Component 7: Implementation of the OCDS 1.1 PLUS EU for the 2014 EU Public Procurement Directive, with the OCDS REST API with public point.**

**Contribute to**

1. **Component 8: Development and implementation of data integration and consolidation concept for data available in the OCDS PLUS for the 2014 EU Public Procurement Directive.**

**Contribute to**

1. **Component 11: Pilot a new smart public contract register with project leaders/champion cities.**
2. **Component 12: Evaluation of pilot and lessons learned workshop.**

**Contribute to**

1. **Implementation Phase – Roll Out – by November 30, 2021/March, 30, 22**

**Contribute to**

1. **Component 16: Pilot 2: Pilot a smart public contract register with members of Association of Polish Cities** – by November 30,2021

**Contribute to**

1. **Component 17: Pilot 3: Pilot a smart public contract register with (Voluntary) interested local government organisations – non-members of Association of Polish Cities** – by March 30, 2022
2. **Handover Phase – by September 1, 2022**

**Contribute to**

1. **Component 21: Technical audit**

**Contribute to**

1. **Component 24: Launch of Procurement Dashboards Online at Association of Polish Cities. An online contributors’ community for public procurement officers and technical experts in the local government that are users of the open source OCDS analytical tools.** The community objective is to foster public procurement data literacy among representatives of public administration.
2. **Evaluation Phase – by October 30, 2022**

**Contribute to**

1. **Component 25: OCP Evaluation report**
2. **Closing Phase – by November 30, 2022**

##### Provisional work plan and schedule

| **Task 1** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task description:** Prepare an OCDS mapping of the public procurement processes and public contracts supported by the EZD PUW | | | | | |
| **Task activities:**   * Examine and benchmark an existing EZD PUW, identifying templates and data sources and obtain sufficient explanation on each data instance of the system components, identifying coverage of public procurement processes, in particular micro, low and high value public contracts; * Examine the original data structure, local databases stored in the EZD PUW against the OCDS benchmark for micro, low and high public contracts; * In collaboration with Local Business Process Consultant develop a high-level mapping of the public procurement process supported by the EZD PUW, using standardized BPMN notations; * Design the data flow for the EZD PUW in respect to public procurement processes at the local government bodies; * Design comprehensive OCDS data set for the data flow of the EZD PUW; * Develop the OCDS schema; * Confirm the localized OCDS schema compliance with OCP Helpdesk; | | | | | |
| **Deliverables for this Output (as listed in the terms of reference)** | | **Deliverable type** | **Planned date submission to OL for approval** | **Planned date for approval by OL** | **Planned date for beneficiary acceptance** |
|  | Localized comprehensive public procurement data set for Open Data, based on the Open Contracting Partnership case studies | Localised OCDS dataset with BPMNs documentation for EZD PUW |  |  |  |

| **Task 2** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task description:** Undertake an implementation of the Open Contracting Data Standards (OCDS 1.1 PLUS EU) in the EZD PUW using pull or push extraction models for the OCDS conversion, flexible database and OCDS API with a public point | | | | | |
| **Task activities:**   * Design system architecture considering business, environmental, security requirements; * Prepare the system requirements specifications; * Develop ETL-OCDS extraction tool to be integrated with OCDS-based database; * Build the data feed - OCDS-based API; * Test the developed solution and fix detected bugs; * Deploy the developed applications; * Create technical documentations and review with technical consultants * Draft a report on the completion of the technical implementation. | | | | | |
| **Deliverables for this Output (as listed in the terms of reference)** | | **Deliverable type** | **Planned date submission to OL for approval** | **Planned date for approval by OL** | **Planned date for beneficiary acceptance** |
|  | Implementation of the Advanced Open Contracting Data Standard (OCDS 1.1 PLUS EU) for electronically conducted public procurement in the national electronic procurement system | Report on the completion of the technical implementation |  |  |  |

| **Task 3** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Task description:** Redevelop existing prototype or develop a flexible multi-purpose middleware: OCDS database for the automatic extraction of data in the OCDS format from the eProcurement platform in real time that ensures data integrity and prevents data manipulation, thus enabling unaltered public procurement information to be made available easily and free of charge in the public point | | | | | |
| **Task activities:**   * *Design database architecture based on the developed OCDS localized schema considering business, environmental, security requirements.* * *Develop database based on the OCDS localized schema;* * *Test the developed solution and fix detected bugs;* * *Deploy the developed database and integrate it with other data sources;* * *Create technical documentations and review with technical consultants* * *Draft a report on the completion of the technical implementation.* | | | | | |
| **Deliverables for this Output (as listed in the terms of reference)** | | **Deliverable type** | **Planned date submission to OL for approval** | **Planned date for approval by OL** | **Planned date for beneficiary acceptance** |
| *D4* | *Ready-to-use comprehensive and flexible OCDS database and the OCDS API (public point)* | *Report on the technical implementation* |  |  |  |

##### Provisional list of outputs/deliverables

The Pilot Partner – EZD PUW Platform is responsible for the following technical inputs/deliverables:

| **Deliverables** | **Description** | **Provisional Schedule** |
| --- | --- | --- |
| **Deliverable 0** | 1. Online complete and up to date: 2. project work plan in Breeze.pm regarding the Assignment. 3. records of technical documents in Huddle regarding the Assignment. 4. Full set of project deliverables in the online technical cooperation project repository in Huddle, GlueUp, Moodle and GitHub, as appropriate, including all outputs as specified for the Assignment in the detailed work plan in Breeze.pm. 5. Record of Breeze.pm automated weekly progress reports for the Consultant. 6. Record of Breeze.pm automated monthly progress report for the Assignment. 7. Final report, with a summary case study for the Assignment. | On-going |
| **Deliverable 1** | Localized comprehensive public procurement OCDS 1.1 PLUS EU dataset with relevant BPMN documentation |  |
| **Deliverable 2** | Implementation of the Open Contracting Data Standard (OCDS 1.1 PLUS EU) for electronically conducted public procurement in the eProcurement platform |  |
| **Deliverable 3** | Ready-to-use comprehensive and flexible OCDS middleware: conversion, database and OCDS API integrated into the eProcurement platform, with a public point |  |

##### Implementation arrangements

# Assignment 10 - Technical Inputs of Project Partners – Open Contracting Partnership

##### Background

The European Commission, the [European Bank for Reconstruction and Development](https://www.ebrd.com/) (EBRD), and the [Open Contracting Partnership](https://www.open-contracting.org/) (OCP) have joined forces to work with the Greek and Polish governments to improve the quality and transparency of public procurement with a special focus on EU Cohesion investments.

The pilot projects will provide expertise and hands-on support to public authorities in both countries, with a focus on publishing procurement open data and promoting its use, to help public administrations to better plan, implement and monitor the procurement of works, goods and services. This will improve the use of public resources and increase opportunities for businesses, especially for small and medium companies (SMEs). Moreover, thanks to cooperation with local civil society organizations, this initiative will also favor transparency of public spending and stimulate citizens' participation in the monitoring of investments with a direct impact on the community, such as investments in sustainability, local development, and social inclusion. In Poland, the pilot project will support Polish local government authorities to introduce open data in public procurement and promote automated collection, standardization, and consolidation of procurement data on public tenders that will allow for wider procurement monitoring.

A new model of smart contract register aims to fulfil mandatory policy requirements on the public procurement transparency safeguards and bring together latest open data concepts and new open data standard for public procurement - Open Contracting Data Standard (OCDS) and create a multi-purpose machine-readable online data resource on public procurement market in local government in Poland.

The smart register shall include data on low and high value public contracts in local government in Poland. It shall collect data online in the OCDS open data format and use business intelligence technologies to provide local government public buyers with analytical tools to work with this data. To encourage popular use, the register will integrate a set of tools for public procurement officers in the local government in respect to public procurement statistical analysis, public procurement market analysis and mandatory periodical reporting. For municipalities with more substantial public procurement data resources, additional online tools for public procurement monitoring will be made available.

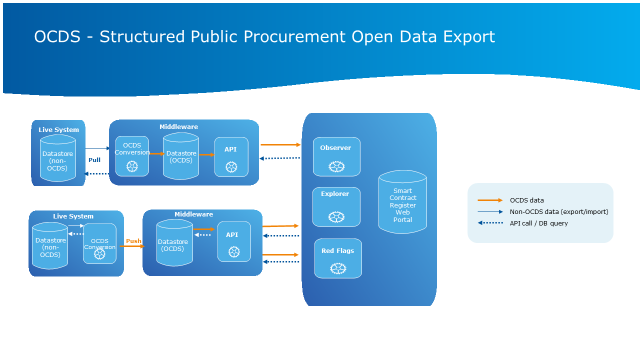
The smart public contract register will be developed at Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl) and targets members of the Association, but will be available to interested local government bodies committed to open data and wishing to benefit from the OCDS analytical tools for public procurement.

The smart register shall support:

1. an online access to open data on public procurement in local government in Poland, in digital machine-readable OCDS format, in compliance with Open Data for Government Standard and fulfilling requirements of national legislation on access to public information, recently adopted public procurement law and planned new law on open data in Poland;
2. integrated business intelligence technology tools for procurement officers in the local government administration to access, analyse and interpret public procurement data to improve quality of statistical reporting on and analysis of public procurement market;
3. innovative data-driven public procurement compliance monitoring methodologies for local government monitoring units;
4. a learning community for public procurement officers in local government, facilitated by Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl), to explore and innovate with use of public procurement open data.

##### Objectives of the Assignment

The Pilot Partner – Open Contracting Partnership will provide capacity building and the OCDS design, business analysis and modelling expertise and advice to the technical consultants responsible for the implementation of the OCDS-based smart public contract register:



In particular, Pilot Partner – Open Contracting Partnership will offer existing or cover the development of new outputs from its own resources, as listed:

1. The existing OCDS documentation and resources (i.e. mapping guidance and templates, OCDS Validator tool, etc.)
2. Ad hoc helpdesk support for specific queries or advice to local technical consultants during implementation.
3. Monitoring, evaluation, and learning (MEL) and their implementation in both countries with local partners and selected institutions.
4. The mapping between the new EU forms and OCDS and related documentation.

##### Scope of Work

The Pilot Partner – Open Contracting Partnership is expected to collaborate with the pilot project team members, partners, contributors and counterparts and participate in or contribute to - as appropriate based on the professional expertise and experience and as envisaged in the detailed work plan specified in the online project management plan to the following TC components:

1. **Inception and Knowledge Transfer Phase – by April 30, 2021**

**Contribute to**

* 1. **Activity/Output 0-1: Development of terms of reference for implementation of the pilot project, with a final scope of work and procurement plan for consultancy services necessary to implement technical cooperation activities.**

**Contribute to**

* 1. **Activity/Output 0-2: On-boarding of local teams.**

1. **Kick-off workshop for counterparts**: Ministry of Digitalisation, UZP, ZMP (Joanna Nowaczyk), OCP (Karolis Granickas), ePaństwo (Krzysztof Izdebski, Monika Kaliatidis), Przetargowa.pl (Norbert Jakubiak), Marketplanet.pl (Piotr Kalinski), Proebiz.pl (Katarina Ionova), EDZ PUW (Andrzej Kosowski).

**Contribute to**

* 1. **Activity/Output 0-3: Development and approval of the detailed work plan for the pilot project in the online collaboration tools:** [**Huddle**](https://my.huddle.net/workspace/36712039/files/#/folder/48948332/list) **and** [**Breeze.pm**](https://app.breeze.pm/projects/155199)**, to enable implementation of the project activities in remote working conditions necessitated by COVID-19 pandemic, with schedule and resourcing**
  2. **Activity/Output 0-4: Knowledge transfer workshops.**

1. **Public Procurement Process in Local Government – OECD Study of Local Practice in Poland –** OECD/ Local Legal Consultant

**Participate in**

1. **Digital Procurement – Key Concepts** – EBRD Open Government Lab
2. **Open Data Concepts – Introduction** – Fundacja ePaństwo

**Responsible for**

1. **Open Contracting Data Standard – Introduction** – Open Contracting Partnership

**Contribute to**

* 1. **Activity/Output 0-5: Development of the stakeholder engagement strategy for the pilot (stakeholder mapping, project leaders/champion cities, website, awareness raising, storytelling, showcasing)**

**Contribute to**

1. **Activity/Output 0-8: Development of training curriculum and training materials for technical consultants: Open Contracting Data Standard (in Polish)**
2. **Activity/Output 0-9: Outreach and stakeholder engagement**

**Contribute to**

* + 1. **Virtual workshop** – Ministry of Digitalisation and UZP

1. **Activity/Output 0-10: Open awareness raising webinar Open data in Public Procurement – DG Regio, Ministry of Digitalisation** – 10-20 April 2021

**Responsible for**

1. **Conceptual Design Phase – by May 30, 2021**
2. **Component 5: Preparation of a standardised and localized OCDS public procurement data set for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Contribute to**

* + - 1. **Micro value contracts.**
      2. **Low value public procurement contracts.**
      3. **High value public procurement contracts.**
      4. **Centralised framework agreements.**

1. **Implementation Phase – Pilot – By August 30, 21**

**Contribute to**

1. **Component 8: Development and implementation of data integration and consolidation concept for data available in the OCDS PLUS for the 2014 EU Public Procurement Directive.**

**Contribute to**

1. **Component 9: Design and develop an update to RECORD web portal for civil society engagement, to reflect new OCDS data becoming available from platforms.**

**Contribute to**

1. **Component 12: Evaluation of pilot and lessons learned workshop**
2. **Implementation Phase – Roll Out – by November 30, 2021/March, 30, 22**

**Contribute to**

1. **Component 14: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register – Pilot 3: Voluntary users – non-members of Association of Polish Cities**

**Contribute to**

1. **Component 15: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register – Pilot 4: Civic Engagement**
2. **Component 20: Outreach and stakeholder engagement**

**Responsible for**

1. **Open Contracting Data Standard – Introduction** – Open Contracting Partnership
2. **Handover Phase – by September 1, 2022**

**Contribute to**

1. **Component 24: Launch of Procurement Dashboards Online at Association of Polish Cities. An online contributors’ community for public procurement officers and technical experts in the local government that are users of the open source OCDS analytical tools. The community objective is to foster public procurement data literacy among representatives of public administration.**
2. **Evaluation Phase – by October 30, 2022**

**Responsible for**

1. **Component 25: OCP Evaluation report**

**Contribute to**

1. **Component 26: DG GROW Working Group review - Peer review assessment.**

**Contribute to**

1. **Component 27: OECD review**
2. **Closing Phase – by November 30, 2022**

##### Provisional work plan and schedule

It is envisaged that the Pilot Partner – Open Contracting Partnership will contribute to the following technical cooperation activities:

**Project initiation, planning and partner engagement**

1. Supporting local teams in Poland to design and deliver two kick-off workshops for project teams. The local team will be in charge of the logistical arrangements.
2. Co-designing, participating and presenting in kick-off workshop in local language on project objectives, the value of open data and stakeholder engagement, introduction to open contracting, and open government. The target audience: institutions and stakeholders directly linked to project activities. Workshop logistics (invitations, online platforms, etc.) will be run by the EBRD.
3. Co-designing and presenting in two workshops on implementing open data and the OCDS in public contracting (introduction to OCDS, how does it fit with the legal environment in a country in question, etc.). Target audience: project participants, local municipalities, and other stakeholders from a wider group. Local partners will be responsible for the logistical arrangements and delivery of workshops on the ground.
4. Co-designing and co-delivering two public awareness-raising webinars (one in each country). The EBRD or local partners will be responsible for the logistical delivery of the webinars (i.e. invitations, online platforms, etc.).

**OCDS implementation**

1. Building capacity and supporting local partners (three technical consultants in Poland) in developing training curriculum and materials for local technical OCDS implementers in local languages.

**Stakeholder engagement use of open data.**

1. Co-designing two stakeholder engagement strategies in Poland. It will include hands-on co-working with local partners on the design of the strategy and detailed activity plans.
2. Supporting partners in Poland in developing local communication strategies in the shape of co-working and providing feedback. Local partners will be responsible for the actual delivery of the strategy.

##### Implementation arrangements

# Assignment 11 Technical Inputs of Project Partners – Fundacja ePaństwo

##### Background

The European Commission, the [European Bank for Reconstruction and Development](https://www.ebrd.com/) (EBRD), and the [Open Contracting Partnership](https://www.open-contracting.org/) (OCP) have joined forces to work with the Greek and Polish governments to improve the quality and transparency of public procurement with a special focus on EU Cohesion investments.

The pilot projects will provide expertise and hands-on support to public authorities in both countries, with a focus on publishing procurement open data and promoting its use, to help public administrations to better plan, implement and monitor the procurement of works, goods and services. This will improve the use of public resources and increase opportunities for businesses, especially for small and medium companies (SMEs). Moreover, thanks to cooperation with local civil society organizations, this initiative will also favor transparency of public spending and stimulate citizens' participation in the monitoring of investments with a direct impact on the community, such as investments in sustainability, local development, and social inclusion.

In Poland, the pilot project will support Polish local government authorities to introduce open data in public procurement and promote automated collection, standardization, and consolidation of procurement data on public tenders that will allow for wider procurement monitoring.

A new model of smart contract register aims to fulfil mandatory policy requirements on the public procurement transparency safeguards and bring together latest open data concepts and new open data standard for public procurement - Open Contracting Data Standard (OCDS) and create a multi-purpose machine-readable online data resource on public procurement market in local government in Poland.

The smart register shall include data on low and high value public contracts in local government in Poland. It shall collect data online in the OCDS open data format and use business intelligence technologies to provide local government public buyers with analytical tools to work with this data. To encourage popular use, the register will integrate a set of tools for public procurement officers in the local government in respect to public procurement statistical analysis, public procurement market analysis and mandatory periodical reporting. For municipalities with more substantial public procurement data resources, additional online tools for public procurement monitoring will be made available.

The smart public contract register will be developed at Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl) and targets members of the Association, but will be available to interested local government bodies committed to open data and wishing to benefit from the OCDS analytical tools for public procurement.

The smart register shall support:

1. an online access to open data on public procurement in local government in Poland, in digital machine-readable OCDS format, in compliance with Open Data for Government Standard and fulfilling requirements of national legislation on access to public information, recently adopted public procurement law and planned new law on open data in Poland;
2. integrated business intelligence technology tools for procurement officers in the local government administration to access, analyse and interpret public procurement data to improve quality of statistical reporting on and analysis of public procurement market;
3. innovative data-driven public procurement compliance monitoring methodologies for local government monitoring units;
4. a learning community for public procurement officers in local government, facilitated by Association of Polish Cities, [www.miasta.pl](http://www.miasta.pl), to explore and innovate with use of public procurement open data.

##### Objectives of the Assignment

##### Scope of Work

The Pilot Partner – Fundacja ePaństwo is expected to collaborate with pilot project team members, partners, contributors and counterparts and participate in or contribute to - as appropriate based on their professional expertise and experience and as envisaged in the detailed work plan specified in the online project management plan, to the following TC components:

1. **Inception and Knowledge Transfer Phase – by April 30, 2021**

**Contribute to**

* 1. **Activity/Output 0-1: Development of terms of reference for implementation of the pilot project, with a final scope of work and procurement plan for consultancy services necessary to implement technical cooperation activities.**
  2. **Activity/Output 0-2: On-boarding of local teams.**

1. **Kick-off workshop for counterparts**: Ministry of Digitalisation, UZP, ZMP (Joanna Nowaczyk), OCP (Karolis Granickas), ePaństwo (Krzysztof Izdebski, Monika Kaliatidis), Przetargowa.pl (Norbert Jakubiak), Marketplanet.pl (Piotr Kalinski), Proebiz.pl (Katarina Ionova), EDZ PUW (Andrzej Kosowski).

**Contribute to**

1. **Digital Transformation: EBRD Practice Guide for Technical Cooperation**

**Participate in**

1. **EBRD TC Project Management Resources and Tools**
   1. **Activity/Output 0-3: Development and approval of the detailed work plan for the pilot project in the online collaboration tools:** [**Huddle**](https://my.huddle.net/workspace/36712039/files/#/folder/48948332/list) **and** [**Breeze.pm**](https://app.breeze.pm/projects/155199)**, to enable implementation of the project activities in remote working conditions necessitated by COVID-19 pandemic, with schedule and resourcing**

**Contribute to**

* 1. **Activity/Output 0-4: Knowledge transfer workshops**.

**Participate in**

1. **Public Procurement Process in Local Government – OECD Study of Local Practice in Poland** – OECD/ Local Legal Consultant
2. **Digital Procurement – Key Concepts** – EBRD Open Government Lab

**Responsible for**

1. **Open Data Concepts – Introduction** – Fundacja ePaństwo ENG/PL

**Contribute to**

1. **Open Contracting Data Standard – Introduction** – Open Contracting Partnership

**Contribute to**

1. **2019 Public Procurement Law of Poland – Key Concepts for Open Data** – Local Legal Consultant/Local Business Process Consultant
2. **e-Zamowienia UZP – Key Dependencies** – Local OCDS Data Consultant
3. **EZD PUW – Electronic Documents for Public Administration – Key Dependencies** –Local Business Process Consultant/Local IT Consultant/ Local OCDS Data Consultant
4. **eFaktura – Key Dependencies** – Local IT Consultant/ Local Business Process Consultant/ Local OCDS Data Consultant

**Contribute to**

* 1. **Activity/Output 0-5: Development of the stakeholder engagement strategy for the pilot (stakeholder mapping, project leaders/champion cities, website, awareness raising, storytelling, showcasing)**

**Contribute to**

* 1. **Activity/Output 0-6: Development of the pilot project communication strategy and key documents in Polish language**

**Contribute to**

* 1. **Activity/Output 0-8: Development of training curriculum and training materials for technical consultants: Open Contracting Data Standard (in Polish)**

**Contribute to**

* 1. **Activity/Output 0-9: Outreach and stakeholder engagement.**

1. **Webinar with project leaders** – by invitation
2. **Virtual workshop** – Ministry of Digitalisation and UZP
   1. **Activity/Output 0-10: Open awareness raising webinar Open data in Public Procurement –** DG Regio, Ministry of Digitalisation – 10-20 April 2021

**Responsible for**

1. **Conceptual Design Phase – by May 30, 2021**
2. **Component 2: Development of a beneficiary engagement plan towards local government organisations, members and non-members of Association of Polish Cities, to secure binding commitment for voluntary publication of public procurement data, including micro public contracts below the threshold of public procurement law, in the open data format of the OCDS 1.1 PLUS EU for the 2014 EU Public Procurement Directive (memorandum or integrity pact format, to be agreed)**

**Contribute to**

1. **Component 5: Preparation of a standardised and localized OCDS public procurement data set for an end-to-end planning to payment public procurement process at the local government organisation, covering:**

**Contribute to**

* + - 1. **Micro value contracts**
      2. **Low value public procurement contracts.**
      3. **High value public procurement contracts.**
      4. **Centralised framework agreements.**

1. **Implementation Phase – Pilot 1– By August 30, 21**
2. **Component 6: Implementation of beneficiary engagement plan towards local government organisations, members and non-members of Association of Polish Cities, to secure binding commitment for voluntary publication of public procurement data in the open data format of the OCDS PLUS for the 2014 EU Public Procurement Directive (memorandum or integrity pact format, TBD):**

**Contribute to**

* + 1. **Open Data Concepts – Introduction** – Fundacja ePaństwo

**Responsible for**

1. **Component 9: Design and develop an update to RECORD web portal for civil society engagement, to reflect new OCDS data becoming available from pilot partners.**

**Responsible for**

1. **Component 12: Evaluation of pilot and lessons learned workshop.**
2. **Implementation Phase – Roll Out – by November 30, 2021/March 30, 2022**

**Responsible for**

1. **Component 15: Facilitate stakeholder engagement to promote participation in the pilot and use of smart public contract register – Pilot 4: Civic Engagement**

**Contribute to**

1. **Component 19: Assist with selection of an appropriate monitoring tool from the OCDS-based open-source resources for red flags monitoring of public procurement.**
2. **Component 20: Outreach and stakeholder engagement**

**Participate in**

* + 1. Public Procurement Process in Local Government – OECD Study of Local Practice in Poland – OECD/ Local Legal Consultant

**Responsible for**

* + 1. **Open Data Concepts – Introduction** – Fundacja ePaństwo
    2. **Open Contracting Data Standard – Introduction** – Open Contracting Partnership

1. **Handover Phase – by September 1, 2022**

**Contribute to**

1. **Component 21: Technical audit**
2. **Evaluation Phase – by October 30, 2022**
   1. **Component 25: OCP Evaluation report**

**Contribute to**

* 1. **Component 26: DG GROW Working Group review - Peer review assessment.**
  2. **Component 27: OECD review**

1. **Closing Phase – by November 30, 2022**

##### Provisional work plan and schedule

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##### Provisional list of outputs/deliverables

| **Deliverables** | **Description** | **Provisional schedule** |
| --- | --- | --- |
| **Deliverable 0** | 1. Online complete and up to date: 2. project work plan in Breeze.pm regarding the TC Assignment 3. records of technical documents in Huddle regarding the TC Assignment 4. Full set of project deliverables in the online technical cooperation project repository in Huddle, GlueUp, Moodle and GitHub, as appropriate, including all outputs as specified for the Assignment in the detailed work plan in Breeze.pm. 5. Record of Breeze.pm automated weekly progress reports for the Consultant.      1. Record of Breeze.pm automated monthly progress report for the Assignment. 2. Final report, with a summary case study and detailed case study for the TC Assignment. | On-going |
| **Deliverable 1** | Pilot project communication strategy, website and key documents in Polish language | On-going |
| **Deliverable 2** | Kick off, knowledge transfer and outreach workshops.   1. Kick-off workshop for pilot project counterparts 2. Open awareness raising webinar – DG Regio, Ministry of Digitalisation – 10-20 April 2021 3. Knowledge transfer workshops (2h sessions)    1. Open Data Concepts – Introduction - Fundacja ePaństwo ENG/PL    2. Open Contracting Data Standard – Introduction - Open Contracting Partnership ENG/Fundacja ePaństwo PL 4. Outreach mini workshops (45 minutes sessions)    1. Open Data Concepts – Introduction - ENG/PL    2. Open Contracting Data Standard – Introduction – ENG/PL    3. RECORD workshop – ENG/PL |  |
| **Deliverable 3** | RECORD web portal updated to the OCDS 1.1 PLUS EU standard for civil society engagement in Poland, to reflect new online OCDS data becoming available from pilot partners:   1. public tenders under PZP - in progress and completed. 2. public contract data for micro, low and high value public contract. 3. high value public tenders standardised for new eForms dataset. |  |
| **Deliverable 4** | Design and development of RECORD web portal for civil society engagement in Greece - RECORD web portal updated to the OCDS 1.1 PLUS EU standard for civil society engagement.   1. public procurement tenders - in progress and completed. 2. high value public tenders standardised for new eForms dataset. |  |
| **Deliverable 5** | Pilot 4: Civic Engagement - Design and implementation of stakeholder engagement to promote participation in the pilot and use of smart public contract register |  |
| **Deliverable 6** | Evaluation of pilot and lessons learned workshop – Poland |  |
| **Deliverable 7** | Evaluation of pilot and lessons learned workshop – Greece |  |
| **Deliverable 8** | RECORD online training materials |  |
|  |  |  |

##### Implementation arrangements

1. The European Commission (EC) [defines](http://ec.europa.eu/docsroom/documents/26421) a contract register as “*repositories of information and data on all public contracts awarded under the national public procurement legal framework. CRs should contain information of the complete life cycle of the contract (planning, pre-awarding, and post-awarding).”* [↑](#footnote-ref-1)
2. A process model in a BPMN notation (a process map) - Creating a reference model - a schematic representation of the process (AS-IS analysis) as a sequence of certain activities - the result of process mapping and the design of the future state (TO-BE analysis). The model describes main processes, sub-processes and activities. The model involves mutual relationships and makes it possible to assign processes to departments or specific job positions that perform the activity. The process model will consist of a reference model, an as- is analysis, to-be analysis across all key processes in selection of the private partner public procurement. [↑](#footnote-ref-2)