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## Terms of Reference

### Development of Web Platform with Budget Visualization Application

Europe Foundation (EPF) is seeking qualified local institutions (non-governmental or private) or individuals to develop a standalone web platform with budget visualization application to support easy access to information on public expenditure, so as to promote use of innovative e-solutions for increased utilization of Freedom of Information (FOI) in Georgia. The platform creator will build upon technical solutions implemented and tested by EPF partners in other European countries, adjusting them to the Georgian context and creating tools envisioned for further scaling of the innovative technical solutions. The expected timeframe for this assignment is **April – June, 2016**.

#### Background Information

The Budget Visualization Applications project aims at promoting utilization of innovative E-solutions in the selected self-governing cities of Georgia to contribute to building democratic information society with increased capacity to monitor the public finance expenditure. To this effect, a standalone web platform with budget visualization applications and related feature sets will be developed and deployed, informing civil society about public spending and provoking more detailed questions, thus, contributing to increased citizen participation in public policy making. These efforts will be implemented in partnership with the Poland-based *Fundacja TechSoup*.

#### Goal

The overall goal of this exercise is to develop and deploy the standalone web platform to intuitively present budgets of public institution, providing information about public spending, and provoking users to ask more detailed questions. As a minimal feature set, the platform will allow for the budgets presentation, comparison between years, tax calculator, and info graphics (possibly interactive).

#### Scope of Work

Detailed scope of the project will be agreed upon between TechSoup, EPF, and the selected local implementing organization (LIO)/web developer, taking into account social and legal context, data availability and budget for the project.

Platform creation will follow scaling principles as mentioned in TransparenCEE project ([www.transparencee.org](http://www.transparencee.org)), thus building upon solutions implemented and tested by partners in CEE region, adjusting them to local context, and creating technical tools that are envisioned for further scaling. In that process all actors will be engaged: partners with tested solutions, Techsoup, EPF, and LIO.

As a reference point we set these live projects:

1. Open Spending - <https://openspending.org/>
2. [MyCountry](#) presenting
  - a. Country's budget, comparison between years, comparison on timeline - <https://mojepanstwo.pl/finanse>
  - b. Compare budgets of municipalities - <https://mojepanstwo.pl/finanse/gminy>
  - c. Tax calculator (Where does my money go?) - <https://mojepanstwo.pl/podatki>
  - d. Survey "How ppl would spend their taxes?" - collaborative budget
3. [Our Money](#) presenting municipality budgets
  - a. On timeline - <http://www.naszakasa.org.pl/gmina/warszawa/#/2014,1>
  - b. Public debt ratio
  - c. Income -> spendings
4. [Cost of the State](#) presenting

- a. National income and expenditure - <http://www.koshturada.by/en/central-government-budget-expenditures/expenditures-centr-f?year=2015>
  - b. Tax calculator - <http://www.koshturada.by/en/calculator>
  - c. Survey “How would you create budget?” - <http://www.koshturada.by/en/buy-your-own-state>
  - d. Infographics - <http://www.koshturada.by/ui/pic/infographics-en.png> and <http://www.koshturada.by/ui/pic/bill-en.html>
5. Transparent City presenting
    - a. City’s budget by categories - <http://jawnylublin.pl/archiwa/year/2013>
    - b. Tax calculator - <http://jawnylublin.pl/archiwa/kalkulator/kalkulator-2014>
    - c. Contracts registry - <http://jawnylublin.pl/rejestr-umow>
    - d. Infographics - <http://jawnylublin.pl/infografiki>
  6. LocalBudgets by Vitorul <http://localbudgets.viitorul.org/>
    - a. Comparison between cities (with balance, expenditure per capita, etc.) <http://localbudgets.viitorul.org/rankings>
    - b. Comparison between towns - <http://localbudgets.viitorul.org/comparison/012-0,001-0/2014>

As a minimal feature set, we see implementing:

- given budget presentation
- budgets comparison between years
- budgets comparison between different municipalities
- tax calculator (where does my tax go) and infographics (possibly interactive)

Analytics solution, preferably open source [Piwik](#), should be monitoring final product, its result should be published publicly (read access). Data-wise, portal will present at least budgets of self-governing municipalities in Georgia. Data will be acquired from Ministry of Finance through scraping of HTML tables.

In addition to development and deployment of the web platform that meets the technical requirements defined above, the LIO will be responsible for supporting technical capacity building of the project implementation team from EPF as well as the local partners/CSOs on the utilization of web platform to support further scaling of the project.

## Timeline

The duration of the assignment, from signing of the contract agreement till submission of the final deliverables, is **three months: April – June, 2016**. Detailed breakdown of the project activities along with the timeline considered for completion thereof is as follows:

1. Choose local implementing partner - 2 weeks (call for offers + decision)
2. Research - Mapping existing initiatives, adapting to local context - Online and in person meetings - 1,5 weeks (two meetings + remote work)
3. Agree on specification for portal (timeline included above)
4. Tool development - around 4 weeks - (2 weeks design, testing design with users, 2 weeks coding)
5. Scrapers development - data import + structuration - around 1,5-2 week extra coding
6. Testing with users, including feedback - 2 weeks
7. Deployment - 1 week
8. Training of EPF staff and partners
9. Documentation - (timeline included above)

Tool development & deployment should be done iteratively in [continuous delivery](#) manner presenting features for comments starting from early stages of development.

## Final Deliverables

Scaling and project documentation to be delivered by the LIO within the assignment are as follows:

1. Full technical documentation for the app or website (the tech product), including:
  - a. Open code on Github
  - b. Short documentation about features for a user and for the administrator
  - c. Instruction – configuration guidelines how to install the product (how to set up local working copy)
  - d. Tests allowing to check algorithms' for their correctness, if the product contains
2. Screen shots of the product or a demo short movie, especially with showing the logo of the sponsor (the U.S. Department of State and Techsoup).
3. Description of actions undertaken in order to implement the project goal with explanation in case of changes.
4. Clearly described final results of the project in regards to the technical metrics and indicators proposed in the vision document.
5. Lessons learned regarding the implementation project and the product
6. Dedicated algorithms, will be of an additional value

## Requirements for local implementing organization

EPF prefers hiring local implementing organization or developers in order to increase technical capacity of EPF project implementing staff and local partners.

We're looking for developers experienced in:

- working with data
- scraping data from HTML (please send some data sources and how they were processed)
- creating responsive web portals (references)
- designing infographics
- visualizing data
- fluent in English

## Support offered by TransparenCEE project:

- technology & open data mentorship + supervision
- connecting with partners in region developing similar solutions

## Application Submission and Selection Criteria

Interested applicants must submit the application package to EPF, including the following information:

- Background information of the organization, together with CV(s) of the individual(s) to be engaged in this assignment, highlighting the relevant experience,
- Financial proposal/budget with breakdown of cost categories, and
- Portfolio of previous works (links to functional websites)

The proposal must be submitted in English. The selection criteria will include the following:

- Degree to which consultant's qualifications and experience match EPF's needs outlined above,
- Degree to which the web platform is easy to maintain by EPF once it is set up and deployed within the framework of this assignment,
- Cost-effectiveness of the proposal, and
- Ability to adhere to the time constraints of the proposed activities.

Proposals may be submitted by email to [vacancy@epfound.ge](mailto:vacancy@epfound.ge). Please indicate “*Budget Visualization Web Platform*” in the subject line of your email.

The deadline for applications is **March 27, 2016, 6:00 PM Tbilisi time (GMT+4)**.

## Contact Information

Europe Foundation is located at 3 Kavsadze Street, 1079 Tbilisi, Georgia.  
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