

United States Response Policy Case Terms of Reference

Deadline for Applications: December 1, 2025

Background

The Open Government Partnership (OGP) is seeking a consultant to provide an expert report on a case filed by civil society in the United States under [OGP's Response Policy](#).

The Response Policy is designed to ensure that all OGP participating governments uphold the values and principles of open government, as expressed in the Open Government Declaration. It provides a mechanism to address situations where these values may be at risk, such as potential restrictions on civic space, infringements on fundamental freedoms, or undermining of institutional independence.

Following an initial review of a Letter of Concern (LoC) submitted by U.S. civil society organizations, the OGP Support Unit (SU) determined that the submission meets the eligibility criteria to trigger a Response Policy inquiry. As a next step, the Criteria and Standards (C&S) Subcommittee Co-Chairs, in coordination with the SU, will lead a review of the merits of the concern.

To support this process, OGP seeks a consultant to independently assess the veracity of the information provided in the LoC and related materials, in line with protocols and procedures of the Response Policy. The LoC and all other materials regarding this Response Policy case can be found [here](#).

Scope of Work

The consultant will be responsible for drafting a report that outlines the concerns presented in the LoC, and establishes the veracity of the information provided by cross-referencing with information provided by government, civil society, IRM researchers and third parties likely to have relevant information and informed views on the issue(s) under review.

The consultant will deliver a **5-10 page report** that summarizes the concerns and the evidence found regarding their veracity or lack thereof. The consultant will also provide an annex that clearly outlines the concerns as written in the LoC and provide citations and evidence found in interviews and other documents that support and/or question the veracity of the concerns.

Interested applicants can find previous examples of reports made under OGP's Response policy here: [Azerbaijan](#), [Australia](#), [Georgia](#), [Hungary](#), [Mexico](#).

Timeline and Deliverables

The consultancy will cover a total of approximately 15 working days. The timeline is as follows:

Milestone	Date
Deadline to submit applications	1 December 2025
Consultant selected	15 December 2025
Consultant begins review	15 January 2026
First draft submitted to C&S Subcommittee Co-Chairs	15 April 2026
Final report submitted	31 May 2026

The review period will include virtual consultations with civil society filers, relevant government officials, and other stakeholders. Should in-person meetings be required, OGP will cover travel expenses in line with its policies.

Qualifications

As per Annex 2 of OGP's Response Policy, the consultant will provide evidence of having:

- a. Significant experience in the country that is the subject of the Concern.
- b. Significant experience in areas related to open government principles, including expertise in transparency, accountability and civic engagement in the region where the Subject is based.
- c. Significant experience in the area of the Concerns, i.e. civic space, fundamental freedoms.
- d. Ability to maintain the confidentiality of information and demonstrated integrity and ability to remain independent in the exercise of their duties.
- e. Proficiency in English.

Conflict of Interest

- No individual who has worked in an official capacity, or spoken on behalf of a government of a Participating Country which is the subject of a Concern, within the twelve months immediately prior to OGP's receipt of a LoC, may be engaged by OGP to assist with the evaluation of a Concern.
- No individual who has worked in an official capacity, or spoken, on behalf of a civil society organization involved in the country that is the subject of a Concern within the twelve months immediately prior to OGP's receipt of a Concern, may be engaged by OGP to assist with the evaluation of a Concern.

How to apply:

- Please submit a cover letter and current CV as attachments to jaime.mercado@opengovpartnership.org (please add "US Response Policy Consultant" to the subject of your email). Interested candidates should submit the application materials by **December 1, 2025**.