



Request for Expressions of Interest

Opening Extractives programme Progress Report 2021/22

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Objective and general information

The Opening Extractives programme is seeking a design partner to design and produce its 2021/22 Progress Report.

Design firms are invited to submit a full price quote to Nyasha Vera, EITI Communications Officer (nvera@eiti.org) by Wednesday, 27 July 2022 17:00 CEST. Quotations should specify applicable taxes, bearing in mind that the EITI is based in Oslo, Norway.

We also welcome quotes for proofreading of the full report (English only).

Target audience	OE Implementing countries, EITI implementing countries, EITI donors, supporters, and partners.
Languages	English, French, Spanish
Proposed delivery date	16 September (see attached timeline)
Project manager	Nyasha Vera, EITI Communications Officer (nvera@eiti.org).

Design specifications

As our flagship publication, the OE Progress Report should be presented in a visually engaging format and include data visualisations and graphic elements throughout in line with our visual identity brand guidelines.

The EITI International Secretariat will provide mock-ups for visual elements, but we expect our design partner to provide creative direction and expertise throughout the process. The EITI International Secretariat will provide and if necessary purchase photo material but welcomes photo suggestions from the design partner.

The report will be produced in up to three languages in A4 format. The final report should be delivered as PDF files. Artwork files (InDesign, Illustrator) will also be requested and should be included in the quote.

Approach and theme

The report will seek to highlight the importance of beneficial ownership transparency as well as telling the story of Opening Extractives from its first year of implementation.

The report will highlight the key activities of the programme, focusing on the energy transition, the Beneficial Ownership Data Standard (BODS) and other applicable data standards, peer learning and data use. It will showcase country examples of beneficial ownership implementation and data use.

The report will also acknowledge the various challenges, setbacks and interruptions to Opening Extractives, e.g., political instability in Ukraine, the Covid 19 pandemic, as well as challenges around verification, privacy, security, complex structures and changes in ownership chains through time.

As our flagship publication, the report will also include information on key performance indicators and funding. The report should be presented in a visually engaging format and include data visualisations and graphic elements throughout.

Draft outline

The outline below is tentative and subject to change. We may sequence material differently and/or add an additional spread to accommodate stakeholder input. We therefore appreciate flexibility from our design partner as we refine this outline in the drafting stage.

Section	Topic /details	# pages
Cover	Covers, acknowledgments	4
Contents	Table of contents, timespan covered by report	
Forewords	Forewords Messaging on overview of programme, implementation, objectives, activities (anti-corruption, energy transition), and importance of beneficial ownership transparency.	2
Introduction	<ul style="list-style-type: none"> Background and scope of Opening Extractives 	1
Snapshot of implementing countries	<ul style="list-style-type: none"> Country map highlighting implementing countries Information on countries which have/pledged registers and infographics/graphs on information related to beneficial ownership transparency. 	1
Beneficial ownership progress	<ul style="list-style-type: none"> 2 x country examples of activities 1 x report on peer Learning workshops 	2
Lessons learned	<ul style="list-style-type: none"> 1-2 country examples 	2
Beneficial ownership in practice	<ul style="list-style-type: none"> Information on data use trainings, analysis of beneficial ownership registers, country examples 	2
Successes and challenges	<ul style="list-style-type: none"> Results, outcomes, and learnings of the first year of implementation of the programme. Consider: pull-out boxes on the status of the programme in approximately three countries, highlighting key areas of progress and ongoing limitations). 	4
Overview of activities	<ul style="list-style-type: none"> Key highlights by country 	4
Looking ahead	<ul style="list-style-type: none"> Programme next steps 	1
The global picture	<ul style="list-style-type: none"> Overview of status of government commitments on beneficial ownership 	1
Total pages		24

Project timeline

It is required that the Opening Extractives Progress Report 2022 be delivered by early October 2022. An indicative timetable is set out below, subject to discussion with the successful supplier.

Date	Item	Responsibility
29 July	Completion of outline report Conclusion of design contract	EITI
5 August	Design concepts submitted to EITI	Designer
8-12 August	Design concept selection	EITI
2 September	Completion of initial draft report to send to design	EITI
12 September	Proof 1 returned to EITI	Designer
12-14 September	Inputs on Proof 1 from EITI	EITI
19 September	Proof 2 returned to EITI	Designer
19-21 September	Programme Management Unit (PMU) review of designed proof, comments collated and returned to designer	EITI
26 September	Proof 3 returned to EITI and proofreader	Designer
26-28 September	EITI and proofreader comments integrated, final amendments to designer	EITI
29 Sept	Final proof	Designer
1 October	Final amends and preparation for printing in English	Designer

Translations will be undertaken by the EITI, on the basis of the close-to-final draft of the report and transferred to the designer for typesetting and finalisation, ideally by mid-October. See the indicative schedule below.

Late September	Translation and translation QA	EITI/Prime
Early October	Typesetting of translations	Designer
Early October	Quality assurance of translated proofs, amends to designer	Copy editor/EITI
Mid October	Sign off translated proofs	EITI
Mid October	Integrate QA comments, check and prepare translated proofs for print	Designer