Terms of Reference

Developing progress stories on Opening Extractives

1. Background

Anonymous companies remain the major obstacle in the fight against money laundering and corruption. Access to quality beneficial ownership data strengthens accountability by improving governance of energy and mining revenues, supporting business and curtailing corruption and illicit financial flows.

The Opening Extractives programme (OE) aims to transform the availability and use of beneficial ownership data for effective governance in the extractive sector. It provides sustained support for over five years to approximately ten countries seeking to bring data on company ownership into the public domain. The programme is being implemented by EITI and Open Ownership with support from the BHP Foundation. The programme started in February 2021 and was officially launched in September 2021 in London.

In 2021, OE worked to secure formal ministerial commitment from eleven governments, commencing delivery of practical support to advance the availability and use of BO data in these countries. The countries that officially confirmed participation to the programme are Argentina, Armenia, Ghana, Indonesia, Liberia, Mexico, Mongolia, Nigeria, Philippines, Senegal, and Zambia.

In each of these countries, work was undertaken to understand the state of beneficial ownership reform, and the priorities and needs of key stakeholders to advance beneficial ownership disclosure, use and analysis. National launch events were held in Armenia, Ghana, Liberia, Mongolia, Nigeria, Philippines, and Zambia, to foster high-level commitment and create a platform for government, civil society and industry to discuss what the programme means for each national context. Government stakeholders leading the beneficial ownership agenda at country levels also co-created engagement plans to develop national frameworks for implementation.

Concurrently, the foundation for strong and sustained technical assistance was laid, with the development of an assessment tool to categorise the status of technical beneficial ownership reforms at a country level and identify needs and recommendations for support. The first capacity building workshops were held for civil society and media willing to engage in the analysis of beneficial ownership data, in Armenia, Ghana and Zambia. Data use projects have also

commenced, to provide some initial examples of how information on the ultimate owners of companies can be used and to inspire further use.

2. Objectives of the assignment

A year has gone by since the official launch of the programme and the initial sign up of OE participating countries. We would now like to take stock of our progress in implementation of the initial phase of the programme. We are keen to understand how the programme is making a difference in the contexts in which it operates, delving deeper into the characters of those leading beneficial ownership reforms at national level, the underlying problems they are trying to address, the steps that are being taken, the resulting short-term changes, and the longer-term vision and opportunities.

Therefore, OE is seeking a consultant to support in the development of these progress stories, which can have a country and/or thematic focus. The consultant will lead on setting up the methodology for the crafting of the progress stories and develop engaging progress stories through interviews with stakeholders. We encourage creativity and innovation in the way these stories are conveyed and appreciate new approaches to communicating including or beyond blogs, podcasts, infographics or videos, providing these are practically feasible within the scope of the assignment.

3. Scope of services and deliverables

Scope of services and suggested steps

The proposed methodology and scope of work is outlined below. The consultant should propose their detailed methodology to complete the task effectively and efficiently making reference to, but not limited to, the following outline:

- Desk review of relevant programme documents, including donor reports, country documents, and communication materials
- Consultation meetings with relevant OE staff, members of country teams, and the programme communications team. The EITI will provide an overview of the OE programme and its activities to help familiarise the consultant. The consultant will present the result of their analysis and list potential stakeholders for the progress story collection
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- Presentation of plan and interview methodology, coordination with OE MEL focal point for collection of data on key indicators across progress stories.
- Conduct interviews with relevant stakeholders
- Preparation of draft progress stories for initial feedback
- Submission of revised version to the OE programme team
- Collect feedback and refine progress stories
- Submit final version of progress stories.

The consultant should provide an outline of the proposed methodology and timeline, following the initial desktop and consultation phase of the project.

Deliverables

- Approximately five well documented progress stories of the programme's work at country level or by thematic area, with evidence-based stories of change, and important quotes – format can be a mix of blog, video or other formats, depending on the location of the consultant, the feasibility of filming and the methodology agreed as part of the initial work plan development. The final number and scope of the progress stories to be agreed with OE, at this stage we believe they may focus on programme activities in Liberia, Ghana, Zambia and Armenia.
- The deliverables should take into consideration Opening Extractives brand guidelines and communications design principles, namely that materials developed for the programme need to be:
  - Transparent: Concise, clear and accessible.
  - Targeted: Tailored messages to engage and create momentum on reform.
  - Inclusive: Sensitive to cultural and linguistic context and gender diversity.
  - Evidenced: Supported by data and evidence to promote responsible debate.
- Translation, or subtitling may be required, to be determined with the OE programme team.

4. Qualification requirements

The consultant must meet the following criteria:

- Substantial experience working in development projects, with skills in the communication of impact, data and evidence and familiarity with evaluation and learning.
- Demonstrated skills in storytelling in written form and/or video format (consultant should submit sample(s) of communication materials for development work done in the past).

- Sound writing skills and fluency in English (materials may be translated by the programme, depending on the target audience). Any language requirements for the purposes of conducting interviews will be coordinated by the OE programme team).
- Demonstrated experience conveying complex issues in a simple, clear, and engaging manner. Evidence of similar progress stories produced by the consultant will be taken into account in evaluating the responses.
- Relevant experience and knowledge on governance, transparency, and accountability matters, particularly in the extractive sector. Familiarity with anti-corruption reforms.

- Experience engaging multiple local stakeholders, including facilitation and interview skills, across different contexts.
- Desirable: familiarity with one or more of the following countries: Armenia, Ghana, Liberia, Mongolia, Nigeria or Zambia.
- Ability to access to partners who help create high-quality local content (e.g. film crews in the above countries).

5. Budget and duration

The consultant shall be engaged from the start date of the contract (target = August 2022) for two months and a maximum number of 20 working days, broadly allocating:
- 2-3 working days for desk review of relevant documents, initial call with programme and country teams, and preparation of methodology/timeline.
- 8-10 working days for collecting and gathering information from relevant stakeholders and sources.
- 7-8 days working days to draft and consolidate success stories.

The deliverables should be finalised within two calendar months of the start date of the contract.

The consultant will be supported by the OE Programme Manager, Communications Officer, and Country Leads throughout this process, by ensuring they have access to local stakeholders, as well as the information needed to undertake the task.

5. Minimum requirements for consultant responses

Consultants wishing to apply should provide at a minimum:
- A costed proposal for the work, including taxes if relevant for contract with an organisation based in Oslo, Norway.
- An outline of their proposed approach and methodology for the project.
- A summary of professional qualifications and relevant experience, including examples of similar projects previously undertaken by the consultant.

Proposals should be received by Tuesday 26 July 2022 17:00 CEST and submitted to Nyasha Vera (nvera@eiti.org)