Terms of Reference (ToR) – SOE database project

The Extractive Industries Transparency Initiative (EITI) is seeking an open data Consultant to support the development of a State-Owned Enterprise (SOE) database. The EITI International Secretariat intends to engage the services of a consultancy firm/individual to undertake the tasks assigned in these Terms of Reference.

Overview

The EITI is a global standard that promotes transparency and accountability in the oil, gas and mining sectors. Additional information is available from http://www.eiti.org.

The EITI maintains a publicly accessible database of company and project data from EITI implementing countries which can be accessed through Excel files stored in a public google drive, data download tools on the eiti.org website (Drupal based website) and the API using the Organisation endpoint. However, there are challenges in the maintenance of the current EITI database: with every import of the company data, a new internal unique identifier is created, limiting the ease of analysing time series data on companies. Through this consultancy the International Secretariat (led by the data team) intends to develop a database with unique identifiers for a priority subset of company data, namely SOEs in the period of October-December 2023. The development of this database is also intended to inform a larger review of all company entries, which is expected to be undertaken in 2024. The outcome of this consultancy by early 2024 is as follows:

- An SOE database that is accessible through an API and a data download and query portal as part of the eiti.org offering.

- An SOE database that updates with cleaned data when new summary data files are added to eiti.org

- An SOE database with unique company IDs that allow for time series analysis etc.

- A CKAN open data portal for archiving of EITI data publications

Objectives

The supplier will be engaged by the EITI International Secretariat and will aim to ensure smooth delivery of the development the first two phases of the SOE database in 2023, and phase three in 2024. To do this, the supplier is expected to follow the following objectives:

The objective of this consultancy is to
1. Pilot a workflow to clean data, assign identifiers and set up a new database. This should be a model that can be applied for all companies registered in the EITI database. The International Secretariat expects to gain a better understanding of the time and resources needed to undertake the cleaning and assigning of all company data at a later stage.

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2. Pilot a way to access a subset of the company data (SOE data) via API, Datasette and a CKAN website for data content archiving, to see if it is fit for purpose to meet user needs, as identified in the EITI's data strategy.

3. Establish and apply a robust method to assign unique EITI company IDs and to validated those in subsequent additions. Suggest a validation mechanism that also considers possible changes in company ownership and company name.

4. Establish an SOE database that will be updated following the defined work flow and that can be accessed via API, customisable through Datasette and accessible on eiti.org. The SOE database should be filterable by country and sector, and other criteria as decided with the data team.

Scope of work

The Consultant will be expected to undertake the following tasks:

I. **Phase 1: cleaning of the relevant SOE datasets, assignment of a unique id and importing to the SQLite database.**
   i. Export the relevant SDT[1] 2.0 datasets from the EITI API (revenue, country project, company, and agency)
   ii. Design a data model to visualise what the SOE database will look like
   iii. Propose a methodology for assigning unique company identifiers, based on best practice examples and consultation with key partners (2-3). This should also consider interoperability with other company identifiers and a way to indicate parent-subsidiary relationships between reporting companies and parent companies, who mostly don't report but are supporting companies
   iv. Document a clear and rigorous process for cleaning, updating and validating the data, including the ID system.
   v. Clean the data and assign the unique IDs to state-owned enterprises of all countries, starting with fiscal year 2017.
   vi. Set up the SQLite database.
   vii. Import the data in an SQLite database.

II. **Phase 2: setting up the SOE database and integrate it into the EITI website.**
   i. Ensure the SQLite database is structured appropriately with the cleaned SOE data to ensure that the relevant datasets are linked and IDs are assigned.
   ii. In consultation with the International Secretariat, create Datasette queries and tables to meet the objectives of the SOE database project and commodity trader user story.
   iii. In consultation with the International Secretariat and its current website provider, assess the current EITI open data portal page on eiti.org and provide recommendations for the integration of Datasette to maximise visibility and usability.
   iv. In consultation with the International Secretariat and its current website provider, deploy the configured Datasette on the EITI's servers with the matching domain name.
   v. In consultation with the International Secretariat and its current website provider, develop an API management tool and Datasette update script to ensure that new datasets from eiti.org are updated to the SQLite database.
   vi. In consultation with the International Secretariat and its current website provider, support the theming of the Datasette open data portal on the EITI's servers.
   vii. Test and monitor the SOE database to ensure that the process runs and address any errors before launch.

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[1] SDT 2.0. The second generation of the EITI Summary Data template launched in 2017

viii. Update the Datasette companion document with any changes or learning from the configuration process.

III. **Phase 3: Implement the CKAN open data portal for data publications**
   i. In consultation with the EITI International Secretariat conduct a needs assessment and scoping exercise for a data entry app to update the SQLite database with data on SOEs and Commodity traders.
   ii. Ensure that all structured data from the EITI database is migrated to Datasette.
   iii. In consultation with the EITI International Secretariat and its current website provider, develop the custom scripts to facilitate the CKAN open data portal, Datasette and Drupal integration. This ensures that all platforms speak to each other and that the relevant datasets or documents are updated.
   iv. In consultation with the EITI International Secretariat develop a data entry application for manually adding data to the SOE database through CKAN.
   v. In consultation with the EITI International Secretariat and its current website provider, integrate the CKAN open data portal into the eiti.org website and test and monitor the entire process flow to ensure a successful deployment.
   vi. In consultation with the International Secretariat and its current website provider, support the theming of the CKAN open data portal on the EITI's servers.
   vii. Document the development process and create a companion document with a troubleshooting guide for the EITI's use.

Deliverables and timeline

The assignment is expected to take up to 45 consultancy days between October 2023 to end of March 2024.

The first two phases are expected to take place between October and December 2023 with Phase 3 in Q1 2024. A proposed schedule is set out below and should be agreed and finalised in consultation with the EITI International Secretariat

Item	Estimated deadline
Contract signature	By 24th October, 2023
Inception meeting to agree and finalise scope of assignment and provide information for needs assessment	2 days after contract signing.
Execution of Phase 1: Cleaning the existing data	27th October, 2023
Submission of invoice for Phase 1	By 1st December 2023
Execution of Phase 2: Setting up the SOE database	2nd December, 2023
Submission of invoice for Phase 2	By 31 December 2023
Execution of Phase 3	By 30 March 2024
Submission of invoices for Phase 3	By 15 April 2024

Deliverables
Phase 1: Cleaning the existing data (by October 27-30 November)

- Data model to visualise the final database
- Amended companion document for cleaning, updating and validating the data
- SQLite database with company, country, revenue, project and agency data
- An update and validation process for new data in eiti.org
- Progress report

Phase 2: Setting up the SOE database (December 2- December 30th)

- Datasette configured with company, country, revenue, project and agency data
- Datasette queries to meet the commodity trader use case
- Datasette open data portal on EITI.org
- Support Datasette open data portal asset theming
- Amended companion document for cleaning, updating and validating the data
- Progress report

Phase 3: Website, open data portal, database (Q1 2024)

- Results of the scoping exercise for the EITI CKAN open data portal
- Data model to visualize the final database and process flow between EITI.org, Datasette and CKAN
- CKAN and Datasette integration scripts for the data entry application.
- CKAN data entry application and user guide for adding new data.
- Support CKAN open data portal asset theming
- CKAN open data portal on eiti.org
- EITI CKAN open data portal documentation.

Minimum viable product

Phase 1: Cleaned SOE data with unique IDs in an SQLite database
Phase 2: Datasette hosted in the eiti.org website
Phase 3: CKAN Open Data Portal on eiti.org with data entry function for external data

Supplier requirements

The consultant should be a prominent firm, organisation or individual(s) that the EITI International Secretariat considers to be credible, trustworthy and technically competent.

The consultant must demonstrate:

- Experience in the development of execution of Open Data tools and platforms.

- Previous experience with tools such as SQLite databases, Datasette, CKAN, Drupal and DKAN is required.

- Knowledge of the extractives sector, governance and corruption issues is an advantage.

- Prior experience with the EITI is an advantage

To ensure quality and independence in the undertaking, the consultant must, in their technical and financial proposals, disclose any potential or actual conflicts of interest, together with a comment about how they may be avoided.

Administrative support

The Secretariat would provide the following support to the project:

- Providing regular oversight and input to the development of the project, through regular calls and email exchanges;
- Providing the necessary background information and input as needed;
- Any other support required for the project.

Subcontractors

Where subcontractors are used for any task within the above scope information on the subcontractor's role and experience will be submitted to the EITI international Secretariat data team for review before commencement of the task.

Procurement process

A consultant will be selected following a quality and cost-based selection procedure. Consultants should submit:

- A **Technical Proposal**, outlining: (a) the experience of the consultant/s, (b) the proposed methodology and work plan in response to the Terms of Reference (TORs), (c) the key experts' qualifications and competence, and (d) a section on potential conflicts of interest. This section should identify any areas of work, including past, present or future consultancies related to the EITI, which might pose a conflict of interest. Please also describe strategies that you intend to use to minimize those risks. *The Technical Proposal should not include any financial information. Technical proposals containing material financial information shall be declared non-responsive.*

- A **Financial Proposal** must be presented in USD, clearly indicating a lump sum financial proposal of all costs associated, with applicable taxes. The daily rate for the consultant fees should be clearly indicated. The Financial Proposal should be sent as a password protected PDF file – financial proposals submitted without the password will be considered non-responsive. The passwords should not be sent. The passwords will be requested following the assessment of the technical proposals.

Proposals must be delivered by email to skasimova@eiti.org by close of Thursday 19 October CET.

The criteria for assessing the technical proposals will be based on the following:
- Experience of the Consultant relevant to the Assignment
- Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)
- Experience of the Consultant (as a firm) with previous EITI projects, if known
- Key qualifications and competence based on the Qualification requirements (see section on qualification requirements above)

The weights given to the Technical (T) and Financial (P) Proposals are:
T = 70%
P = 30%

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.