Final SLEITI Work Plan 2021
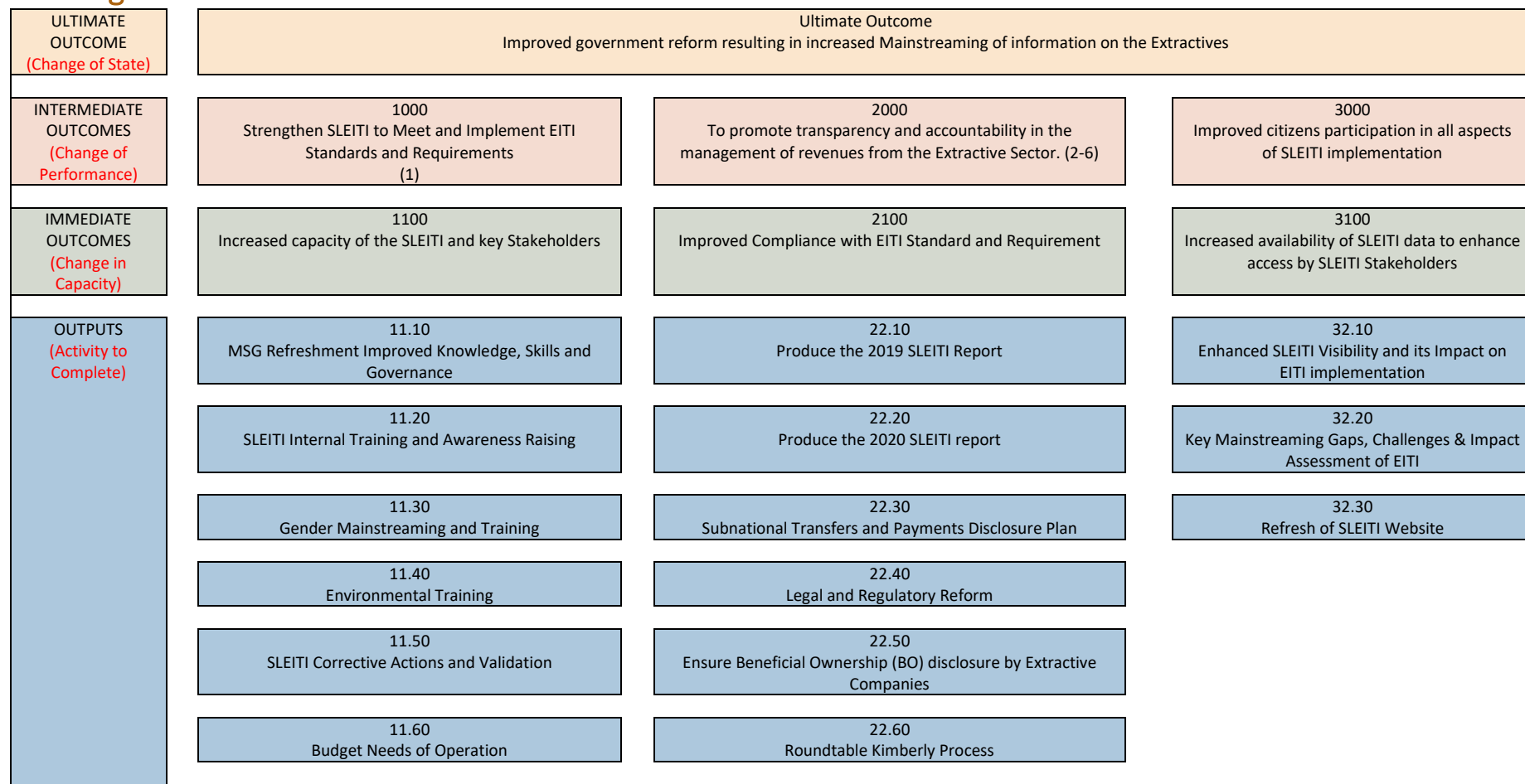
SLEITI WORKPLAN

SLEITI | 17 Charles Street, Buxton Church Compound, Freetown

1.0 Introduction - EITI Requirement 1.5

The EITI requirement related to work plan states that the SLEITI Multi-stakeholder Group (MSG) is required to maintain a current work plan which is fully costed and aligned with the reporting and validation deadlines established by the EITI Board. The work plan must:

a) Set EITI implementation objectives that are linked to the EITI Principles and reflect national priorities for the extractive industries. The MSG should address the steps needed to mainstream EITI implementation in company and government systems.

b) Reflect the results of consultations with key stakeholders and be endorsed by the multi-stakeholder group.

c) Include measurable and time bound activities to achieve the agreed objectives. The scope of EITI implementation should be tailored to contribute to the desired objectives that have been identified during the consultation process.

d) Identify domestic and external sources of funding and technical assistance where appropriate in order to ensure timely implementation of the agreed work plan.

e) Be made widely available to the public, for example published on the national EITI website and/or other relevant ministry and agency websites, in print media or in places that are easily accessible to the public.

f) Be reviewed and updated annually. In reviewing the work plan, the multi-stakeholder group should consider extending the detail and scope of EITI implementation. In accordance with Requirement 1.4 (b), the multi-stakeholder group is required to document its discussions and decisions.

g) Include a timetable for implementation that is aligned with the deadlines established by the EITI Board (section 4 - EITI Board oversight of EITI implementation) and that takes into account administrative requirements such as procurement processes and funding.

2.0 Logic Model

ULTIMATE OUTCOME (Change of State)	**Ultimate Outcome** Improved government reform resulting in increased Mainstreaming of information on the Extractives		
INTERMEDIATE OUTCOMES (Change of Performance)	**1000** Strengthen SLEITI to Meet and Implement EITI Standards and Requirements (1)	**2000** To promote transparency and accountability in the management of revenues from the Extractive Sector. (2-6)	**3000** Improved citizens participation in all aspects of SLEITI implementation
IMMEDIATE OUTCOMES (Change in Capacity)	**1100** Increased capacity of the SLEITI and key Stakeholders	**2100** Improved Compliance with EITI Standard and Requirement	**3100** Increased availability of SLEITI data to enhance access by SLEITI Stakeholders
OUTPUTS (Activity to Complete)	**11.10** MSG Refreshment Improved Knowledge, Skills and Governance	**22.10** Produce the 2019 SLEITI Report	**32.10** Enhanced SLEITI Visibility and its Impact on EITI implementation
	11.20 SLEITI Internal Training and Awareness Raising	**22.20** Produce the 2020 SLEITI report	**32.20** Key Mainstreaming Gaps, Challenges & Impact Assessment of EITI
	11.30 Gender Mainstreaming and Training	**22.30** Subnational Transfers and Payments Disclosure Plan	**32.30** Refresh of SLEITI Website
	11.40 Environmental Training	**22.40** Legal and Regulatory Reform	
	11.50 SLEITI Corrective Actions and Validation	**22.50** Ensure Beneficial Ownership (BO) disclosure by Extractive Companies	
	11.60 Budget Needs of Operation	**22.60** Roundtable Kimberly Process	

3.0 Work Breakdown Structure

The following 1100 of the work breakdown section addresses EITI 2019 Standard and Requirements focused on Requirements 1-7. It aims to strengthen the National Secretariat (NS) and the Multi-stakeholder Group (MSG) to enable it performs its work efficiently, on time and on budget, including building consensus amongst stakeholders.

ULTIMATE OUTCOME Increased Citizen Awareness and Debate through increased disclosure as per EITI Requirements 1-7		Timeline	Indicative Cost (US$) Amount	Comments
Intermediate Outcomes	1000 Strengthen SLEITI to Implement and Meet EITI Standards and Requirements			
Immediate Outcomes	1100 Increased capacity of the SLEITI and key Stakeholders			
Description of Planned and Proposed Activities				
11.10 Output – MSG Refreshed - Improved Knowledge, Skills and Governance		Mar – Dec 2021	44,100	
11.11	Sign MSG MoU	Mar 2021	0.00	Achieved
11.12	Quarterly MSG Meeting	Mar - Dec	1,500	Ongoing
11.13	Design and Implement Exit Survey with current MSG Members for Feedback	Nov - Dec 2021	1,000	
11.14	Results from Exit Survey included into M & E and Annual Report	Dec 2021	0.00	
11.15	Generate information on Gender and Diversity on the MSG	Jun 2021	0.00	
11.16	Collect Current MSG Constituent Information	Jun 2021	0.00	
11.17	Validate Constituent Information and develop Constituency Database	Jul 2021	1,000	
11.18	Develop and print MSG Operations Handbook	Jul – Aug 2021	12,300	
11.19	Undertake assessment of MSG training needs	Jun - Jul 2021	0.00	
11.19.1	Implement one (1) two days Orientation and Capacity building for all MSG members and Secretariat Staff	Jun – Jul 2021	25,000	

11.19.2	One day capacity building training of stakeholders on the new EITI 2019 Standard	Aug 2021	2,300	
11.19.3	Design MSG annual Survey for Feedback	Oct 2021	1,000	
11.20 Output- SLEITI Internal/External Capacity Building Training		**Jun – Dec 2021**	**15,000**	
11.21	NS-Training on Leadership/Organizational Management/Software	Jun – Dec 2021	6,000	
11.22	NS-Fundraising and Proposal Writing	Jun – Dec 2021	3,000	
11.23	MSG-NS Training: Beneficial Ownership (BO)	Jun – Dec 2021	3,000	
11.24	MSG-NS Training: Mainstreaming EITI Data	Jun – Dec 2021	3,000	
11.30 Output – Gender Mainstreaming and Training		**Jun – Dec 2021**	**10,000**	
11.31	Initiate bilateral meeting with the Ministry of Gender Affairs (MGA) and other stakeholders for gender related information in accordance with the EITI Requirement	Jul 2021	500	
11.32	Hold consultation with MGA on developing Gender Policy /Strategy	Jun 2021	500	
11.33	Collection of disaggregated data on gender -M&E	Jul 2021	1,000	
11.34	Discuss Steps moving forward: initiate discussion on labour market survey on women in the extractives sector	Jul 2021	5,000	
11.35	Raise awareness around women in the extractives labour force	Jul – Aug 2021	3,000	
11.40 Output - Environmental Training		**May – Dec 2021**	**1,000**	
11.41	Hold bilateral stakeholder meeting with Ministry of Environment, Environmental Protection Agency, CSOs for related data in accordance with the EITI Requirement on Environment	Jun 2021	1,000	
11.50 Output – SLEITI Corrective Actions and Validation		**Mar – Oct 2021**	**25,000**	

11.51	Hold one 2-days pre-validation roundtable workshop on Validation Corrective Actions including training on Validation Technical Mapping Exercise	Aug 2021	10,000	
11.52	Presents new Validation guidelines & templates to MSG	Aug 2021	0.00	
11.53	Review monitoring and evaluation framework for Validation purposes	Sept 2021	0.00	
11.54	Hire a lead consultant to support SLEITI MSG in data collection and analysis for validation.	Sept 2021	15,000	
11.60 Output- Budget Needs Assessment of Operations		**Jun – Jul 2021**	**10,000**	
11.61	Additional funding required for key Office Operations – Computers, desk and chairs, etc.	Jun 2021	10,000	
11.62	Review and identify funding Agencies and Donors	May – Dec 2021	0.00	
11.63	Initiate meetings with potential donors	May – Dec 2021	0.00	
11.70 Output – Reporting		**Jun – Dec 2021**	**2,000**	
11.71	EITI Annual Progress Report	Jun – Dec 2021	2,000	
11.72	Donor Financial and Progress Report (After Project Implementation)	Jun – Dec 2021	0.00	
11.73	Quarterly Reports - Office of the Vice President (End of each quarter)	Apr – Dec 2021	0.00	Ongoing
11.74	Monthly update briefing report to MSG	Jan – Dec 2021	0.00	Ongoing
Sub Total			**107,100**	

The following breakdown section highlights the importance of mainstreaming and disclosure. These activities are to be rolled out to meet EITI Requirements 2-7.

ULTIMATE OUTCOME Increased Citizen Awareness and Debate through increased disclosure as per EITI Requirements 2-7		Timeline	Indicative Cost ($)	
			Amount	
Intermediate Outcomes	**2000** **Improved transparency and disclosure of Information and data on key platforms**			
Immediate Outcomes	**2200** **Increased capacity and knowledge to disclose key information in line with the EITI Standard**			
Description of Planned and Proposed Activities				
22.10 Output - Produce the 2019 SLEITI Report		**Jan – Aug 2021**	**129,000**	
22.11	ToR for IA approved	Jan 2021	0.00	Achieved
22.12	Signed contract for IA 2019 SLEITI Report – Flexible	Feb 2021	0.00	Achieved
22.13	Hire IA to produce 2019 SLEITI Report	Feb 2021	80,000	Achieved
22.14	Draft Scoping Report submitted to MSG	Mar 2021	0.00	Achieved
22.15	Comments from MSG on draft Scoping Report acted on by IA	Apr 2021	0.00	
22.16	Training on templates and data collection with reporting entities	Jun 2021	500	
22.17	Draft Report submitted to MSG (Inception Report)	Jul 2021	0.00	
22.18	Comments from MSG on draft Report (Inception Report)	Jul 2021	0.00	
22.19	Meeting & Approval of final Report by the MSG	Jul 2021	500	
22.19.1	Publication of the report on SLEITI Website	Jul 2021	0.00	
22.19.2	Completion of Summary Data Template	Aug 2021	0.00	
22.19.3	Develop Concept Notes for nationwide dissemination of	Aug 2021	0.00	

	2019 Report		
22.19.4	Concept Notes approved by MSG	Aug 2021	0.00
22.19.5	Implement dissemination activities	Oct – Nov 2021	47,000
22.19.6	Produce dissemination report and share findings of dissemination activities with MSG and key stakeholders	Nov 2021	500
22.19.7	Map out Stakeholders to act on Report findings and recommendations.	Nov – Dec 2021	0.00
22.19.8	Act on EITI Reporting Recommendations	Nov – Dec 2021	500
22.20 Output – Produce the SLEITI 2020 Report		**Jul – Dec 2021**	**101,000**
22.21	ToR for Independent Administrator (IA) approved	Jul – Aug 2021	0.00
22.22	Signed contract for IA 2020 SLEITI Report	Sept 2021	0.00
22.23	Draft Scoping Report submitted to MSG	Oct 2021	0.00
22.24	Comments from MSG on draft Scoping Report acted on by IA	Oct 2021	0.00
22.25	Training on templates and data collection with reporting entities	Oct – Nov 2021	500
22.26	Draft Report submitted to MSG (Inception Report)	Nov 2021	0.00
22.27	Comments from MSG on draft Report (Inception Report)	Nov 2021	0.00
22.28	Meeting & Approval of final Report by the MSG	Dec 2021	500
22.29	Publication of the report on SLEITI Website	Dec 2021	0.00
22.29.1	Payment of IA	Dec 2021	100,000
22.30 Output – Subnational Transfers and Payments Disclosure Plan		**Jun – Dec 2021**	**1,000**
22.31	Hold bilateral Meetings with key MDAs to provide information on EITI sub-national disclosure requirements	Jul 2021	500
22.32	Identification of key gaps and bottlenecks for sub national (SN) payments.	Jul 2021	0.00
22.33	Engage NMA & Ministry of Mines on development of SN Payment & Transfer policy	Jul – Aug 2021	500

	22.40 Output – Legal and Regulatory Reforms	May – Dec 2021	1,000	
22.41	Strengthen relationship with key integrity institutions – ACC, ASSL, CAC etc.	Jul – Aug 2021	0.00	
22.42	Hold meetings with key stakeholders to understand legal and regulatory reforms in the extractive sector	Aug – Dec 2021	500	
22.43	Communicate and raise awareness of status of legal and regulatory initiatives	Aug – Dec 2021	500	
	22.50 Output- Ensure Beneficial Ownership (BO) disclosure by Extractive Companies	Jan – Dec 2021	27,000	
22.51	Hire consultant for BO Roadmap	Jan 2021	22,000	Achieved
22.52	Scoping/Inception Report submitted to MSG for Approval	Mar 2021	0.00	Achieved
22.53	Virtual Stakeholder engagement on BO implementation	May 2021	0.00	Achieved
22.54	MSG's comments acted on by the BO Consultant	Jun 2021	0.00	
22.55	Draft final report submitted for MSG approval	Jun 2021	0.00	
22.56	Submission of final report to MSG	Jun 2021	0.00	
22.57	Publication of Final Report on SLEITI platform	Jun 2021	0.00	
22.58	Create MoU with key Agency on shared information	Jul – Dec 2021	0.00	
22.59	Awareness Raising Event on BO regulation and implementation	Aug – Dec 2021	4,000	
22.59.1	Monitor and Evaluate progress on BO implementation	Sept – Dec 2021	1,000	
	22.60 Output - Transparency Round Table on Kimberly Process	Jun – Dec 2021	1,000	
22.61	SLEITI Participation in Multi-Stakeholder group on the Kimberly Process	Jun 2021	0.00	
22.62	Identify key synergies and governance gaps	Jun – Jul 2021	0.00	
22.63	Share key information and lessons learnt with MSG members	Jun – Jul 2021	0.00	
22.64	Monitor and evaluate ongoing developments on the	Jul – Dec 2021	1,000	

	Kimberly process			
	Sub Total		**260,000**	

Raising awareness and creating public debate are key to ensuring systematic disclosure

ULTIMATE OUTCOME Increased Citizen Awareness and Debate through increased disclosure as per EITI Requirements 1-7		Timeline	Indicative Cost ($)	
			Amount	
Intermediate Outcomes	**3000 Improved citizens participation in all aspects of SLEITI implementation**			
Immediate Outcomes	**3100 Increased availability of SLEITI data to enhance access by SLEITI Stakeholders**			
Description of Planned and Proposed Activities				
32.10 Output – Enhanced SLEITI Visibility and its Impact on EITI implementation		**Jan – Oct 2021**	52,101	
32.11	Print full and summary versions of the 2019 Report (275 copies)	Jul 2021	4,000	
32.12	Distribute the Report to SLEITI Stakeholders (MDAs, CSOs, Media etc.)	Jul – Aug 2021	500	
32.13	Undertake Radio and TV Programmes on Findings of the 2019 report	Jul – Dec 2021	2,400	
32.14	Publish report findings in newspapers	Jul – Aug 2021	4,000	
32.15	Airing and Monitoring of SLEITI Jingles Nationwide (SLBC & 98.1 radio)	Apr – Dec 2021	3,600	
32.16	Undertake Monthly TV Talk show on SLEITI	Mar – Aug 2021	3,600	

32.17	Promote SLEITI Spot on TV for improved visibility (3 x a wk. over 12m)	Mar – Dec 2021	5,400	
32.18	Monitor and Evaluate SLEITI Media Activities	Jan – Dec 2021	0.00	
32.19	Hold Public lecture at Key Universities (FBC, NJALA & UNIMAK)	Mar – Dec 2021	4,300	
32.19.1	Hold one press conference in Freetown on the 2019 report	Aug 2021	500	
32.19.2	Undertake outreach activities to four mining communities on SLEITI process	Aug – Dec 2021	23,801	
32.20 Output – Key Mainstreaming Gaps, Challenges and Impact assessment of EITI		**Feb – Dec 2021**	**70,000**	
32.21	Virtual interactive session with key stakeholders and MSG members on Systematic Disclosure	Feb 2021	0.00	Achieved
32.22	Hire consultants to undertake two studies – Mainstreaming & Impact Assessment including validation of reports	Feb 2021	70,000	Achieved
32.23	Meeting with key Government Stakeholders and Industries on Systematic Disclosure of EITI Data	Feb – Dec 2021	0.00	
32.24	Review Scoping Reports on EITI Mainstreaming feasibility study and Impact survey of socio economic benefits by mining communities	May – Jun 2021	0.00	Ongoing
32.25	Review draft reports by the MSG	Jun 2021	0.00	
32.26	Incorporate MSG's comments and produce final draft	Jul 2021	0.00	
32.27	Produce final reports for approval by the MSG	Jul 2021	0.00	
32.28	Map out strategies to act on the report's findings and Recommendations	Aug – Dec 2021	0.00	
32.29.1	Link key achievements and challenges with TV discussions	Jul – Dec 2021	0.00	
32.30 Output: Refresh of SLEITI Website		**Jan – Jul 2021**	**1,000**	
32.31	Review SLEITI website alongside other key EITI member	Jan – Dec 2021	500	Ongoing

	Country Websites to improve content development, update and access			
32.32	Training on Website maintenance and upkeep	Jan – Dec 2021	500	
32.33	Review and analyse SLEITI website hits	May – Dec 2021	0.00	
	Sub Total		**123,101**	

Grand Total			**490,201**	