

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)

12 December 2016

The Extractive Industries Transparency Initiative (EITI) has applied for financing from the World Bank toward the cost of Validation in EITI implementing countries, and intends to apply the proceeds for consulting services, jointly funded by the EITI International Secretariat.

The consulting services (“the Services”) relate to “Independent Validation” in 18¹ countries as per the Validation procedure set out in the 2016 EITI Standard. The Validation procedure² emphasises stakeholder consultation and is carried out in three stages.

1. Initial data collection and stakeholder consultation are undertaken by the EITI International Secretariat. The International Secretariat reviews the relevant documentation, visits the country and consults stakeholders. This will include meetings with the multi-stakeholder group, the Independent Administrator and other key stakeholders, including stakeholders that are represented on, but not directly participating in, the multi-stakeholder group. The Board maintains a standardised procedure for data collection.

Based on these consultations, the International Secretariat will prepare a report making an initial evaluation of progress against requirements in accordance with the Validation Guide³. The report will not include an overall assessment of compliance. The report is submitted to the Validator. The multi-stakeholder group will be invited to comment on the report.

2. Independent Validation. The EITI Board will appoint Independent Validators, who will report to the Board via the Validation Committee. The Board will appoint Validators to review batches of validations in accordance with a schedule to be agreed by the EITI Board. In accordance with the Validator’s terms of reference, the Validator assesses whether the Secretariat’s initial validation has been carried out in accordance with the Validation Guide. This will include: a detailed desk review of the relevant documentation for each requirement and the Secretariat’s initial evaluation for each requirement, and a risk-based approach for spot checks, and further consultations with stakeholders.

The Board may request that the Validator undertake spot checks on specific requirements. The Validator will amend or comment on the Secretariat’s report as needed. The Validator then prepares a short summary (the Validation Report) for submission to the Board. This will include the Validator’s assessment of compliance with each provision, but not an overall assessment of compliance. The multi-stakeholder group will be invited to comment on the Validation Report.

¹ The 18 Validations are set out in the Validation Schedule, here: <https://eiti.org/document/validation-schedule>

² <https://beta.eiti.org/document/validation-procedures>

³ <https://beta.eiti.org/document/validation-guide>

3. Board Review. The Validation Committee will review the Validator's assessment and any feedback from the multi-stakeholder group. The Validation Committee will then make a recommendation to the EITI Board on the country's compliance with the EITI Requirements.

The EITI Board will make the final determination of whether the requirements are met or unmet, and on the country's overall compliance in accordance with provision 8.3.a.ii of the EITI Standard.

The consulting services ("the Services") relate to the work to be undertaken by the Validator (step 2, above). The work is expected to commence in February 2017 and be completed by 31 December 2017.

The Validator, reporting to the EITI Board via the Validation Committee, will review validations in 18 countries in accordance with the Validation Guide. The Validator assesses whether the Secretariat's initial validation has been carried out in accordance with the Validation Guide. Applying appropriate professional standards, this is expected to include:

- A detailed review of the International Secretariat's report assessing progress against requirements in accordance with the Validation Guide, and the relevant source documentations, including but not limited to:
 - The EITI work plan and other planning documents such as budgets and communication plans;
 - The multi-stakeholder group's Terms of Reference, and minutes from multi-stakeholder group meetings;
 - EITI Reports, and supplementary information such as summary reports and scoping studies;
 - Communication materials;
 - Annual activity reports; and
 - Any other information of relevance to Validation, including any documentation relating to EITI implementation from EITI stakeholders.

- A risk-based approach for spot checks, including reviewing additional source documentation and direct consultations with stakeholders, which may include group consultations and/or individual consultations, with appropriate protocols to ensure that stakeholders are able to freely express their views and that requests for confidentiality are respected.

If prospective validators consider that additional procedures are necessary, they are invited to include details in their proposal.

In most cases the validator's work will not require visits to countries being validated. In exceptional circumstances, for example where the validation is particularly complex or contentious, the Board may request that the validator visits countries being validated. In such cases, a budget and contract for this work will be agreed separately.

For each of the 18 countries, the validator should:

1. Amend or comment on the Secretariat's report
2. Prepares a short summary (the Validation Report) for submission to the Board.

The Validator will be required to present the findings to the Validation Committee (via teleconference).

At the conclusion of the assignment, the validator should also prepare a short note (no more than 10 pages), summarising their observations and assessments across the 18 countries. The Validator is also invited to make recommendations for improving the quality assurance procedure in the future for consideration by the EITI Board.

The EITI Secretariat now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a subconsultancy to enhance their qualifications.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The following qualifications are required:

- Knowledge and experience with EITI implementation.
- Expertise in the governance issues relating to the oil, gas and mining sectors.
- Experience working with government, industry and civil society including understanding of the appropriate protocols to ensure that stakeholders are able to freely express their views and that requests for confidentiality are respected.
- Technical and financial skills, including knowledge of public financial management and international auditing and assurance standards, with at least one member of the Validation team with internationally recognised qualifications in auditing and/or third party assurance.
- Regional and country knowledge: a demonstrable track record in similar work in regions and countries where the EITI is implemented, including fragile states.
- Demonstrable ability to conduct literature reviews and interviews in the applicable local languages.
- Credibility and independence: the validator needs to be credible in the eyes of the host government, the private sector and civil society.

The team should include a designated project leader responsible for overall project management, quality assurance, and liaison with the EITI International Secretariat and Validation Committee.

Expressions of Interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 17:00 CEST Thursday 12 January 2017.

Selection will be done in accordance with the procedures set out in the World Bank Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers January 2011 using Quality and Cost-Based Selection method.

EITI International Secretariat

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This REOI is listed on the UN's Development Business website.