



**Liberia Extractive Industries
Transparency Initiative**

“Office of the Secretariat”

4th Floor Ministry of Finance ■ Broad Street ■ Monrovia, Liberia

MAY 25, 2010

REPUBLIC OF LIBERIA
Liberia Extractive Industries Transparency Initiative (LEITI)

Government of the Republic of Liberia
Budgetary support: 2010/2011

Consulting Services: Selection of a Firm as an Independent Administrator to Prepare the
Third EITI Report for Liberia.

REQUEST FOR EXPRESSION OF INTEREST

1. This Request for Expressions of Interest (REOI) follows the General Procurement Notice (GPN) for the project that appeared in Development Business, issue no. 2455629 of April 11, 2008
2. The Liberia Extractive Industries Transparency Initiative (LEITI) has received budgetary support from the Government of the Republic of Liberia for the fiscal year 2010/2011 and it intends to apply part of the proceeds of this support to payments under the contract resulting from this REOI for an Independent Administrator to Prepare the Third EITI Report for Liberia ,
3. The LEITI seeks to contract an auditing firm, as an Independent Administrator to be responsible for auditing payments, reconciling data to be provided by all forestry, mining, oil, and agriculture companies as well as brokers and dealers operating in Liberia, and the corresponding revenues data to be provided by the Ministry of Finance and all other relevant agencies of the Government of Liberia. The services of the Independent Administrator will include, but not necessarily be limited to, the following:
 - a) Submitting, as near to simultaneously as possible, LEITI-approved, existing Reporting Template to the Government and each of the oil, logging and mining companies along with clear instructions for completing the templates on a disaggregated basis, as per the Templates, as well as the period within which the Templates are to be submitted by each and every reporting stakeholder.
 - b) Assisting the reporting stakeholders in the preparation of the reports required of them, by conducting at least one workshop, and providing a contact that reporting stakeholders may use to obtain assistance or clarification in connection with completing the Templates.
 - c) Collecting and/or receiving from the reporting stakeholders all completed templates accompanied/supported by appropriate documentation indicating for each reporting stakeholders both (1) “**amount due**” and (2) “**amount paid or received**”. All LEITI reporting stakeholders are obliged to (1) return the Templates on the due date specified by the Administrators, and (2) to provide to the Administrator, at the time of the submission of the templates, all necessary substantiating documentation relating to their declarations of payments./receipts.
 - d) Upon receiving the reports of the Government and each of the companies, the Administrator shall: i) send to the Government copies of all reports received from each of the companies regarding payments reportedly made to the Governments; and ii) send to each of the companies a copy of the Government’s Report of revenues reportedly received from each and all of them.
 - e) Conducting a preliminary examination of all reports received from the reporting stakeholders to determine if i) the report of the Government and ii) the individual or consolidated reports of the companies are in agreement or have any inconsistency.
 - f) Auditing each and all payments and revenue data provided applying internationally accepted auditing standards, irrespective of whether or not discrepancies exist (1) within a report as to the amount paid, and/or (2) between the reports of a company and an agency of Government, and/or (3) undertake the reconciliation where discrepancies exist.
4. The Republic of Liberia now invites eligible, competent, independent and internationally reputable firm of auditors with experience in conducting EITI reports to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, general qualifications and number of key staff, and so forth). Consultants may associate to enhance their qualifications.

5. The assignment is expected to be for Sixteen man weeks with a September start date.
6. A consultant will be selected in accordance with Quality and Cost Based Qualifications method with the procedures set out in the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrowers*, 6 May 2004.
7. Interested consultants may obtain further information at the address below from 09.00 to 16.00 Monday to Friday.

Expressions of interest must be delivered to the address below no later than June 21, 2010.

Contact person:

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