

Liberia Extractive Industries Transparency Initiative (LEITI)

Approved Annual Workplan

July 1, 2017 – June 30, 2018

Prepared by the LEITI Secretariat

Background

This workplan is one in the series of about ten previous and current annual work plans that the Liberia Extractive industries Transparency Initiative (LEITI) has formulated and successfully employed in implementing programs and activities in pursuit of the objectives of the LEITI Act, and meeting requirements of the EITI Standard through carefully designed and tested strategies. Annually, the LEITI work plan is approved by the Multi Stakeholders Steering Group (MSG)

Before we fully elaborate on the proposed 2017/18 work plan, major highlights of the 2016/17 workplan are below as follows:

Total cost for FY2016/2017 approved annual work plan was **Seven Hundred Twenty Five Thousand Two Hundred Sixty-eight Dollars (US\$ 725,268.00. Of this amount, the** Government of Liberia's (GOL) pledged, through the FY2016/17 national budget, US\$655,212 or about 90% of the total project cost of the work plan; while total funding committed by donors was US\$70,056 or 10% of the projected cost of the work plan. Specifically, UNDP and GIZ committed US\$55,000.00 and US\$15,056.00, respectively. It is, however, worth noting that actual total remittance received from the Government of Liberia against the amount pledged for 2016/17 was US\$427,999.20.

Budgetary supports received by the LEITI were used to achieve the following:

- a) Completion of Liberia's 2016 EITI Validation, with an overall assessment rating of Meaningful Progress.
- b) Funded administrative and personnel activities, including payment of employees' salaries, and operations.
- c) Produced the 7th & 8th EITI Reports for Liberia and disseminated same throughout the fifteen counties of Liberia
- d) Disseminated LEITI's 7th & 8th EITI Reports, covering two fiscal periods: July 1, 2013 to June 30, 2014 and July 1, 2014 to June 30, 2015, throughout the fifteen counties of Liberia;
- e) Procured the Independent Administrator for preparation of the 9th EITI Report for Liberia;
- f) Supported LEITI's decentralization program by retaining and providing stipend and logistics to 15 Focal Persons in each of the fifteen counties ;
- g) Retained Guard Services for the protection of LEITI's assets.
- h) Funded a specialized ICT training for the LEITI Communications and Outreach Officer and rehabilitated the LEITI Website;
- i) Provided capacity building trainings to civil society organizations, and technical trainings for representatives of reporting companies and Government agencies ;
- j) Expanded E- Club's activities in 15 high schools of Liberia.
- k) Completed a review of the LEITI five-year Strategic Plan and Workplan with technical support from the GIZ.

2017/ 2018 Work Plan

EITI Requirement 5 mandates the MSG, "in consultation with key stakeholders, should agree and publish a fully costed work plan, containing measurable targets and a timetable for implementation and incorporating assessment of capacity constraints." This work plan therefore seeks to outline activities and programs the Liberia EITI plans to undertake for the fiscal year July 1, 2017 up to and including June 30, 2018.

Justification and Scope of the Work Plan

The 017/18 Work Plan builds on the organizations past achievements and aims to explore new frontiers and interventions that will specifically focus on programs geared toward achieving full compliance with the 2016 EITI Standard, as well as fulfilling the objectives of the LEITI Act. To achieve this, the Work Plan for the period July 1, 2017 to June 30, 2018 has been crafted to produce the following deliverables:

- a. Production of the 9th EITI Report for Liberia;
- b. Investigating and resolving discrepancies in the 7th & 8th EITI Reports for Liberia.
- c. Revising the LEITI Communication Strategy; thereby Enhancing the communication efficiency of LEITI and ensuring that mineral revenue / expenditure information are provided in a timely manner, and in an accessible and comprehensible format to increase the level of transparency in the extractive sector of Liberia;
- d. Procuring an Independent Administrator to prepare the 10th EITI Report for Liberia; showing direct and indirect contributions of the extractive sector to the Liberian economy;
- e. Dissemination of the 9th EITI Report, covering July 1, 2015 to June 30, 2016 for Liberia to various communities thereby creating improved public understanding of the management of natural resources through available data. This will also result in the creation of dialogue for constructive engagements and promote an inclusive natural resource governance process;
- f. Retaining Guard Services for the protection of LEITI's assets
- g. Reengineering of LEITI Website;
- h. Development of a beneficial ownership disclosure registry to cover the mining, oil, agriculture and forestry sectors and
- i. Providing capacity building trainings for civil society organizations, representatives of reporting companies and government agencies; as well as MSG members and LEITI Secretariat Staff.

Work Plan Period

This Work Plan is for a 12-month period, from July 1, 2017 to June 30, 2018. The activities and programs listed in the Work Plan are arranged based on their nature, complexity, and relationships to other tasks.

Cost of Work Plan

It is projected that the amount of **US\$1,193,414.00** is required to fund the FY 2017/18 Work Plan.

Of the above projected cost of this workplan, the Government of Liberia's (GOL) has committed, through budgetary appropriation to LEITI, **US\$585,414** constituting about 49% of the total projected cost of the work plan; While total funding commitment by the African Development Bank (AfDB) is **US\$606,000.00**, translating to 51% of the total projected cost of the work plan.

The US\$606,000.00 committed by the African Development Bank will be administered by the Integrated Public Financial Management Reform Project (IPFRM) Unit of the Ministry of Finance and Development. Therefore, the LEITI will not take physical custody of any funds related to the commitment.

The existing five-year Strategic Plan and two-year Work Plan are being reviewed to formulate a new three-year Strategic plan and Work plan, which will provide the basis for future program implementation and at the same time serve as a source for each annual workplan development until the year 2020. In the interim, projections in the draft Action Plan indicate a total annual cost of **US\$2,667,642 for FY2017 /18**. Programs and activities in this workplan therefore mirror activities in the draft revised three-year strategic plan and Action Plan which are geared toward repositioning the LEITI to adequately respond to requirements of the 2016 EITI Standard and, as well, address issues raised in the 2016 EITI validation.

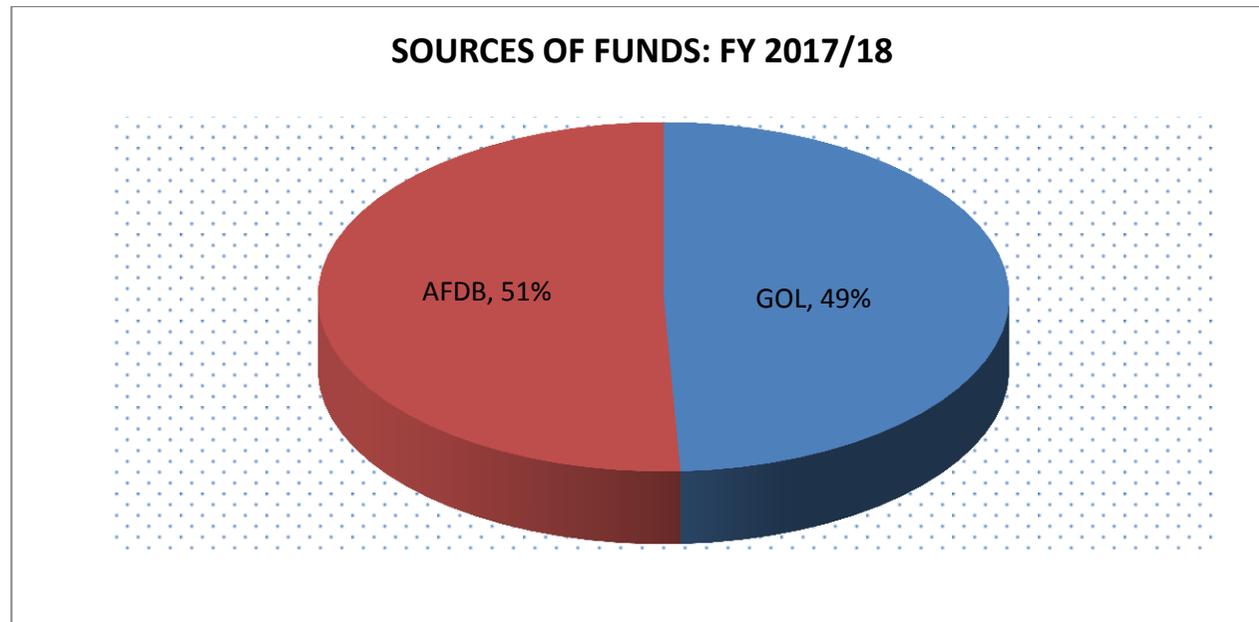
However, as you will see contained in the Sources of Funds' Table below, current funding commitments from both the Government of Liberia and donors in support of the 2017/18 work plan in the amount of US\$1,193,414 is inadequate to support all of the programs and activities initially envisaged. Consequently, the following major program components have carefully been selected for the 2017/18 work plan: 1) Consultancy costs - **US\$275,000**; 2) Communications and Outreach Costs– **US\$69,100.00** 3) MSG Operational Costs – **US\$7,200**; 4) Personnel Costs - **US\$292,252**; 5) LEITI Secretariat Operational Costs – **US\$154,862**; and 6) Training & Capacity Building Cost **US\$395,000.00**.

Sources of Funding

The LEITI Act of 2009 designates the Government of Liberia as the primary authority responsible for funding the programs of the LEITI through budgetary appropriations. The Act indicates that the LEITI may request grants and other technical supports from Liberia's Development Partners and other international institutions. Consistent with this provision, the Government of Liberia has appropriated **US\$587,414.00**, while donor commitment amounts to **US\$ 606,000.00** to support the programs and activities earmarked for implementation in the LEITI FY2017/2018 Work Plan. Further details of the funding sources are contained in the Sources of Funding Table below:

Summary table of the sources of funds:

WORKPLAN SECTION		July 1, 2017 - June 30, 2018		
Sources of Funds				
Source	FY 2016/17	FY 2017/18	% Change	Specific Fund
GOL	\$ 655,212	\$ 587,414	-10%	National Budget
AFDB	\$ -	\$ 606,000	100%	IPFMRP
GIZ	\$ 15,056	\$ -	-100%	
UNDP	\$ 55,000	\$ -	-100%	
Total Source per FY	\$ 725,268	\$ 1,193,414	65%	
<i>* Funds to be administered by IPFMRP Unit of MFDP</i>				



Detailed Work Plan Narrative

I. LEITI Secretariat

The Secretariat performs a variety of functions to support the MSG on a daily basis, including: the development of LEITI work plans, the coordination of LEITI-related stakeholder actions, the identification of barriers to LEITI implementation, the drafting of proposals to seek budgetary support, the formulation of strategies to overcome these obstacles, and the dissemination of information about LEITI throughout the country, and linking and coordinating local EITI implementation activities with the International EITI Secretariat and other implementing countries. The activities of the Secretariat have been summarized under six different but interrelated headings: Personnel Costs, Secretariat Operational Costs, MSG Operational Costs, Consultancy Costs, Communications & Outreach Costs, and Training & Capacity Building Costs. The first two components of the Work Plan are dedicated to the Administrative and Operational activities of the Secretariat while the other four components are presented as core functions of the Secretariat or program initiatives.

Administrative and Operational Activities

- 1. Personnel Cost– US\$292,252.** This amount constitutes 24% of the total Budget and will cover employees’ salaries and other personnel related costs, including medical insurance and bonus.
- 2. LEITI Secretariat Operational Costs of US\$154,862 which include:**
 - I. Secretariat General and Administrative Costs of US\$64,770; notable among which are:**
 - a. **Internet Services – US\$12,000.** This amount will be used to cover costs of internet related services, including monthly subscription, equipment and installation and Website hosting, for the Secretariat;
 - b. **Compensation for Communication Assistant - US\$5,100 -** This allocation will be used to pay salary for the Communication Assistant assigned in the Communication and Outreach Department.
 - c. **Local Communication Allowance (Scratch cards) US\$12,660.** – This allocation will be used to purchase scratch cards to facilitate the work of staff members. The slight increase in allocation over 2016/17 is due to additional staff to be hired to replace staff who resigned from the Secretariat.
 - d. **Printing, Binding and Publication US\$12,799 -** this amount will be used for printing, binding and publication of the report of the investigation and resolution of the discrepancies in the 9th EITI Report for Liberia and other publications.

- e. **Office Stationery & Supplies-US\$7,535**– this allocation will be used to acquire stationery and supplies on a quarterly basis for the Secretariat. With increased staff and the proposed acquisition of additional office space, there will be an increase in the consumption of stationery and supplies during the budget year.
- f. **Petty Cash- US\$3,600.** This allocation will be used to underwrite minor operational cost of the Secretariat.

Full proposed expenditure details are contained in the LEITI Secretariat Operational Costs Table below.

II. Assets and Other Secretariat Support – US\$86,169

- a. **Laptop – US\$2,000** – this allocation will be used to replace the Head of Secretariat’s damaged laptop.
- b. **Bank Charges – US\$1,924** - This allocation will be used to fund the operation of LEITI accounts at the International Bank Liberia Limited (IBLL).
- c. **Fuel & Repairs & Maintenance & Registration– US\$76,209** This allocation will be used to fund the costs of Vehicle – Insurance, Fuel & Repairs & Maintenance, Vehicle Registration, fuel & lubricant. This amount will also be used to underwrite costs associated with the maintenance of three vehicles and one motorbike currently owned by the LEITI.

Additionally, the allocation will be used to fund other activities, including quarterly repairs and maintenance of ICT Infrastructures (Equipment and software maintenance); to purchase janitorial supplies; and to hire and compensate a security firm to protect the assets of the LEITI.

- 3. **MSG Operational Costs– US\$7,200.** Activities of the Multi-Stakeholders Steering Group (MSG) in relation to the Secretariat will be funded by this allocation. Activities include the provision of refreshments for the monthly regular MSG meetings and for Committee’s meeting.
- 4. **Consultancy Costs – US\$275,000.00.** This component constitutes 23 % of the budget.

This category includes the following activities/programs:

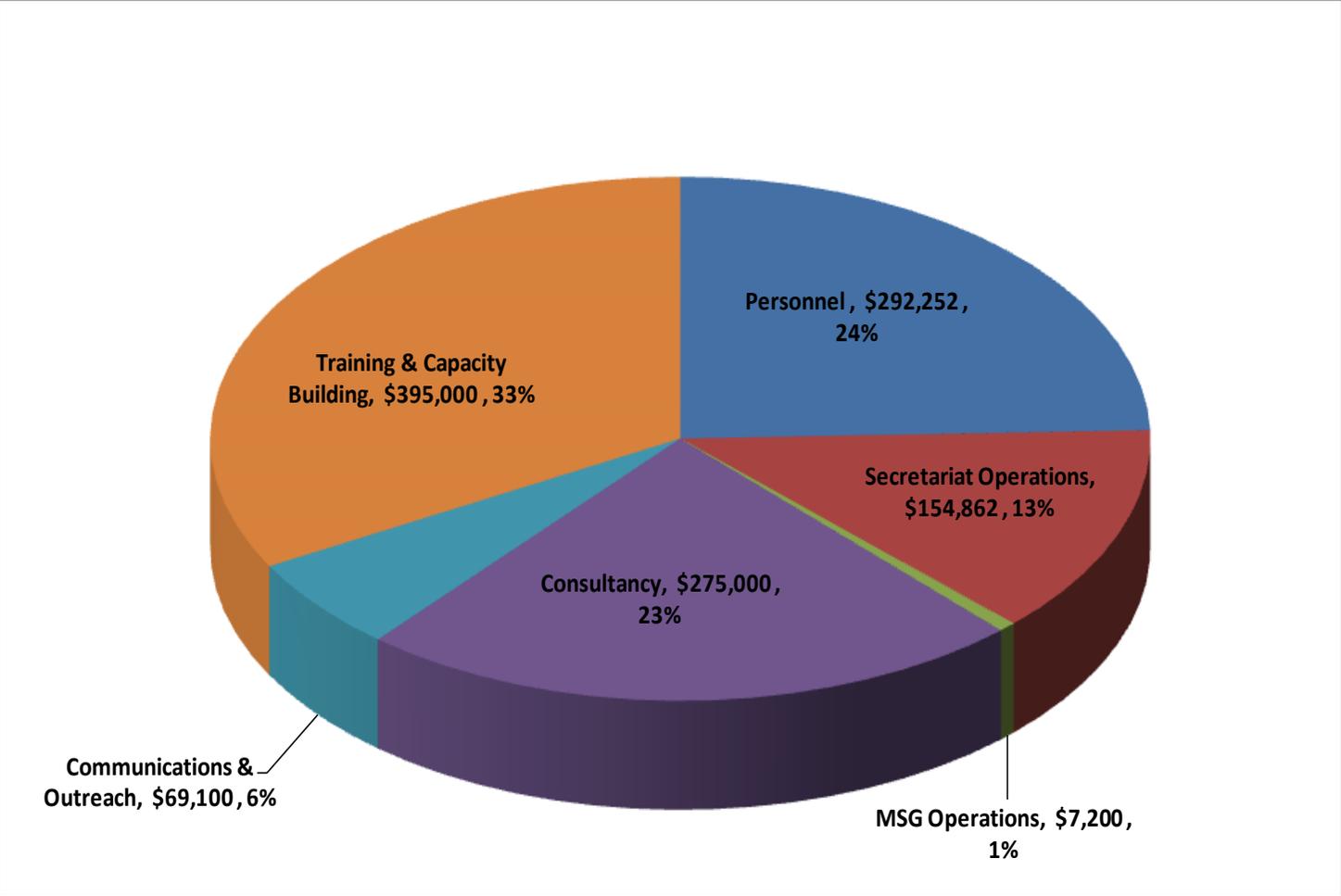
- a. **EITI Reconciliation Report (9th) – US\$95,000.** Amount is allocated for the recruitment and payment to an Independent Administrator to prepare Liberia’s 9th EITI Report of payments made to the Government of Liberia by companies in the mining, oil, agriculture and forestry Sectors from July 2015 to June 2016.
- b. **Investigation of Discrepancy - US\$36,000-** this amount will be used to hire consultant to investigate and resolve discrepancies in the 9th LEITI Report.

- c. **Examine the Licensing and Revision Process of Concessions Agreements & Beneficial Ownership Disclosure - US\$58,000.00-** this amount will be used for LEITI Beneficial Ownership Roadmap and Open Data Implementation.
 - d. **Conduct Scoping of LEITI's Transition to the New 2016 EITI Standard - US\$ 50,000.00-** this amount will be used to conduct a scoping study on the 'best practice' EITI reports and highlight features that should be taken on by the LEITI. These features will be incorporated in the reporting action plan.
 - e. **Formulate New EITI Communication Strategy to respond to the 2016 Standard - US\$36,000.00-** this amount will be used to develop a new Communication Strategy that adequately responds to requirements of new 2016 EITI Standard.
- 5. Communication & Outreach Costs – US\$69,100.00_** The allocation will also support continuous engagements in both urban and rural populations through national and community radio programs; dissemination of LEITI reports in the fifteen counties through town hall meetings, and road shows; and maintain a viable global interface through an LEITI website. Dissemination of reports and other information to the larger population are also done through quarterly newsletter publications, brochures, newspapers, television broadcasts, bumper stickers, radio competition; advertising and other communication initiatives. LEITI jingles and dramas will be produced in all sixteen vernaculars for airing on urban and community radio stations. Effective outreach will require continuous engagement with Stakeholders through retreats, workshops, conferences.

Additionally, part of the amount proposed for media production cost will be used to design and print the 9th LEITI report in summary, sector, quarterly, and regional forms. The proposed budget will also extensively be used to support the implementation of six main categories of the below specific communication and outreach activities: Production; Advertising; Media Outreach; Roadshows/Workshops; and Leasing of Billboards with LEITI messages.

Training and Capacity Building Expenses – US\$395,000 - the allocation will provide for continuous capacity-building opportunities for those institutions and individuals who are strategic to the LEITI process, such as Civil Society Organizations (CSOs), government institutions, reporting companies, Focal Persons, and staff members of the Secretariat. LEITI staff and members of the MSG will also benefit from capacity enhancements through EITI peer to peer learning activities.

Below is a graphical presentation of major expenditure categories:



Below is a table highlighting key deliverables in the 2017/18 Work Plan:

Objective One: Produce 9 th EITI Report for Liberia							
OBJECTIVE	PLANNED ACTIVITIES	EXPECTED OUTCOME	PRODUCT	RESPONSIBLE PARTY	QUATER	BUDGET	
						Amount USD (Amount in thousand)	Source of Funding
Objective 1: Produce 9 th EITI Report for Liberia	1.1 Advertisement of the Expression of Interest 1.2 Short listing of Applicants that expressed interest 1.3 Bid Evaluation for the selection of qualify individual/firm 1.4 Review of similar work by the winner to ensure experience and competence 1.5 Enter into contract with the winner 1.6 Training Workshop for reporting entities with Independent Administrator 1.7 Agreement on Materiality level where possible 1.8	1.1 9 th EITI Reconciliation Report will be approved 1.2 Reporting entities capacity will be strengthened	9 th EITI Report	Head of Secretariat, Deputy Head of Secretariat and Technical Department	Q1	95,000.00	GoL

TOTAL:						95,000.00	
Objective Two: Produce 7th & 8th EITI Discrepancies Report							
Objective 2: Produce Investigation of discrepancies in the 7 th & 8 th EITI Reports	2.1 Advertisement of the Expression of Interest 2.2 Short listing of Applicants that expressed interest 2.3 Bid Evaluation for the selection of qualify individual/firm 2.4 Review of similar work by the winner to ensure experience and competence 2.5 Enter into contract with the winner	Establish reason(s) for the existence of discrepancies where possible in the 7 th & 8 th EITI Reports for Liberia Developed recommendations for the elimination/ reduction of discrepancy in the proceeding EITI Reports	Discrepancy Report	Deputy Head of Secretariat, Finance Department and Technical Department	QII	36,000.00	AfDB
TOTAL:						36,000.00	
Objective 3: Building the capacity of Civil Society Organizations in the New EITI Standards, SDF of Concession							
Strengthening Civil Society Organizations (CSOs) for Effective understanding of the New EITI Standards	3.1 Select and Train 30 CSOs Nationwide about the EITI Activities in Liberia, especially around the 2016 Standards 3.2 Build CSOs capacity in understanding the usage of the Social Development Funds in relation to Concession Agreement and promote extensive understanding of Concession Agreement	Knowledge of CSOs is built to enhance public awareness of SDF in connection with Concession Agreement	Increase the level of transparency and accountability over Concession Agreements implementation in Liberia	Head of Secretariat, Deputy Head of Secretariat and Technical Department	QI&II	174,000.00	AfDB
TOTAL						174,000.00	

Objective 4: Dissemination of the 9th EITI Report							
Objective: 4 Provide awareness on results from the Independent Administrator Report of the 9 th EITI Reconciliation	4.1 Draw up a budgetary plan(to include the expected number of person in each location) to support/ undertake the dissemination of the 9 th EITI Report 4.2 Seek budgetary support from the Government of Liberia or Donors to undertake the dissemination 4.3 Select various locations in each county to include “ hotspots” for the dissemination of the report	Citizens throughout the country, especially in concession communities will be informed about the operations of these concession in their communities, see as to whether the concessionaires are keeping up with their promises as per the terms of agreement in the law, be enable to positively engage their representatives on issues related to the reports and		Head of Secretariat, Deputy Head of Secretariat, Finance Director and Communication and Outreach Officer	Q2	36,000.00	AfDB
Total:						36,000.00	
Objective 5.1: Capacity Building of Secretariat Staff							
To improve the governance of the EITI and improve staff efficiency and effectiveness in their performance of their daily work schedules	5.1.1 Training of staff of the Secretariat on current issues surrounding the implementation of the EITI 5.1.2 Organize study tours and international trainings for staff of the Secretariat at least two times a year 5.1.3 Conduct in-house training for staff on a quarterly basis to keep them abreast	Increased staff knowledge on EITI and other Administrative issues to enhance efficiency and effectiveness, To increased staff knowledge on best practice of the other countries	Training Report is produced for each staff member that attended a training	Head of Secretariat		20,000.00	AfDB

Total:						20,000.00	
Objective 5.2	Organize and Strengthen County level CSO-LEITI partnership						
Build the capacity of CSOs in the counties on the New EITI Standards and activities surrounding the activities of the LEITI in Liberia.	5.2.1 Conduct at least three regional workshops in a year for county level CSOs to enhance their capacities on monitoring and reporting on outputs and outcomes of the use of the SDF in the counties.	Extension of the EITI process and the creation of more media coverage on activities surrounding the implementation of the EITI process in Liberia		Deputy Head of Secretariat, Technical Officer and Communication Officer	Q1	174,000.00	AfDB
Total:						174,000.00	
Objective 5.3	Capacity Building of MSG						
To strengthen the knowledge of the MSG on the implementation of the New EITI Standards and the workings of the LEITI Board through training & study tour	5.3.1 Conduct at least 4 workshops in a year for members of the MSG to strengthen their capacities	MSG members will obtain Knowledge on best practice of the other countries about the implementation of the new EITI Standards Increased MSG knowledge about the Board functions and mandate to enhance efficiency and effectiveness of the Board's operations	Training report is produced for members of the MSG that got trained	Head of Secretariat, Deputy Head of Secretariat, Technical Officer and Finance Director	Q1,2,3 &4	16,000.00	AfDB
Total						16,000.00	

Objective 6: Build the capacity of Ministries, Agencies and Commissions (MACs) to enforce LEITI data credibility and quality							
To strengthen the knowledge of the MACs on the enforcement of LEITI data credibility and quality	Conduct at least two workshops for MACs on the processes on the enforcement of LEITI data credibility and quality at each institution Ensure that MACs capacity is built thereby allowing them to implement the enforcement of LEITI data credibility and quality	Numbers of individuals from different MACs are trained in understanding the processes and procedures resulting in the enforcement of LEITI data credibility and quality	Report compiled on the number of individuals from each institution that attended the workshops	Head of Secretariat Deputy Head of Secretariat Finance Director	Q2&3	36,000.00	AfDB
Total						36,000.00	
Objective 7: Recruit a Consultant to examine the licensing & revision processes of concession agreement & Beneficial Ownership Disclosure							
LEITI Beneficial Ownership(BO) Roadmap and Open Data Policy implemented	Hold consultative meeting with the relevant M&As to support such alignment, i.e, understand what level on BO or Ownership they hold; what restricting can be undertaken in support of meeting Liberia's obligation under the EITI Framework; information sharing/exchange Ensure BO information is made public online, and through other accessible means to the public without restrictions and/or hindrance	Information will be made available to various stakeholders and the general public about Beneficial Ownership in various agreements; and information will be available also on how licensing are issued to various concessions	Consultations report and attendance register; consultancy report; Beneficial Ownership Report and LEITI website hosted	Deputy Head of Secretariat Technical Officer Communication and Outreach Officer	Q1,2,3&4	58,000.000	AfDB

	<p>Support and/or CSOs capacity to use and popularize BO information</p> <p>Print BO reports to be disseminated via town hall meetings in hard copies and through LEITI's website for decision makers and the general public to scrutinize</p> <p>Consultancy: conduct feasibility study aimed at strengthening the licensing and revision processes of concession agreements; and conduct Beneficial Ownership Disclosure Exercise</p>						
Total						58,000.00	
Objective 8: Conduct Scoping of LEITI's transition to the New 2016 EITI Standards							
Conduct a scoping study on the 'best practice' EITI reports and highlight features that should be taken on by LEITI. Incorporate these features in the reporting action plan.	Hire a consultant to conduct scoping of LEITI's transition to the New 2016 EITI Standards	<p>LEITI's planned activities are aligned with the New EITI Standards</p> <p>LEITI will be in full compliance with the EITI Standards</p>	A Scoping Study Report is produced and disseminated to Stakeholders and the general public	<p>Deputy Head of Secretariat</p> <p>Technical Officer</p>	Q2,3&4	50,000.00	AfDB

Total						50,000.00	
Objective 6: Formulate new EITI Communication Strategy to respond to the 2016 Standards							
Development of a Communication Strategy that surrounds the 2016 EITI Standards	Update the LEITI communications strategy for FY2015/16- FY2016/17 to reflect evolving LEITI communication trends and respond to domestic communications challenges, drawing on lessons learned from perception report. The communications strategy should cover county focal points, relevant target groups, public debates on contract transparency, and fair sharing of benefits. Develop an action plan and commence implementation. 6.1	The New LEITI Communication Strategy will meet the demands of the 2016 EITI Standards	Communication Strategy developed	Deputy Head of Secretariat Communication & Outreach Officer	Q2	US\$36,000.00	AFDB
Total						36,000.00	
Objective 7: Functional LEITI Secretariat							
Effective and Efficient LEITI Secretariat	7.1 Senior Management fairly administer the Administrative and Operational Activities of the Secretariat to include Staff Compensation, MSG Coordination,	Strengthen competence, commitment, and efficiency of LEITI Secretariat and MSG members.	To have a dedicated and committed Secretariat	Head of Secretariat and Deputy Head of Secretariat	Q123&4	492,414.00	GoL

	Telecommunications, internet postage& Courier, Fuel for Vehicles & Generator, Repair and Maintenance, Stationery, Printing, Binding, Publication, Advertising, Public relations, Guard Services, Workshops, Domestic Travels and Staff Training						
						476,320.00	
Objective 8: Decentralization of LEITI Activities throughout the Country							
Decentralization of LEITI activities by retaining Focal Persons throughout the Country	Follow GoL procurement rules in recruiting Focal persons, and issued them contract for a period of one year as required also by the Fiscal rules	Full decentralization of LEITI activities across the country	Monthly county report on Extractive Activities in each county	Deputy Head of Secretariat and Communication Officer	Q1,2,3&4	37,600.00	AfDB
						37,600.00	

LEITI Budget - Fiscal Year: July 1, 2017 to June 30, 2018

INCOME

WORKPLAN SECTION		July 1, 2017 - June 30, 2018		
Sources of Funds				
Source	FY 2016/17	FY 2017/18	% Change	Specific Fund
GOL	\$ 655,212	\$ 587,414	-10%	National Budget
AFDB	\$ -	\$ 606,000	100%	IPFMRP
GIZ	\$ 15,056	\$ -	-100%	
UNDP	\$ 55,000	\$ -	-100%	
Total Source per FY	\$ 725,268	\$ 1,193,414	65%	
<i>* Funds to be administered by IPFMRP Unit of MFDP</i>				

EXPENDITURES**1.) Personnel Costs**

Personnel Costs				
<u>Staff Member</u>	Monthly / Quarterly Allocation	Quantity	Annual Allocation	GOL FUNDING
				587,414
SALARIES				
Head of Secretariat	6,667	12	\$ 80,004	80,004
Deputy Head of Secretariat	3,889	12	\$ 46,669	46,669
Finance Director	2,400	12	\$ 28,800	28,800
Technical Officer	1,600	12	\$ 19,200	19,200
Administrative Manager	1,400	12	\$ 16,800	16,800
Communications & Outreach Officer	1,500	12	\$ 18,000	18,000
Industry Analysts (2)	2,000	12	\$ 24,000	24,000
Accounts Assistant	800	12	\$ 9,600	9,600
Procurement Assistant	800	12	\$ 9,600	9,600
Office Assistant/Driver	500	12	\$ 6,000	6,000
Driver (2)	800	12	\$ 9,600	9,600
Motorbike Driver	325	12	\$ 3,899	3,899
			\$ 272,172	272,172
Other Personnel Costs				
Staff Annual Insurance	Lumpsum	1	\$ 10,080	10,080
Bonus (lumpsum)		1	\$ 10,000	10,000
			\$ 20,080	20,080
Total			\$ 292,252	292,252

2.) Secretariat Operations

LEITI SECRETARIAT OPERATIONAL COSTS				FUNDING DISTRIBUTION
Expense	Monthly / Quarterly Allocation	Quantity	Annual Allocation	GOL FUNDING
				587,414
Secretariat Gen. & Admin Costs				
Internship (local students)	330	12	\$ 3,960	3,960
Internet (variable)	1,000	12	\$ 12,000	12,000
Computers and ICT Supplies	250	12	\$ 3,000	3,000
Local Travel- Means of Travel	83	12	\$ 1,000	1,000
Local Travel allowance for Secretariat Staff	140	12	\$ 1,675	1,675
Compensation for Communication Assistant	425	12	\$ 5,100	5,100
Local Comm Allowance (scratch cards)	1,055	12	\$ 12,660	12,660
Postage	86	4	\$ 345	345
Annual License for data repository	1,095	1	\$ 1,095	1,095
Printing, Binding & Publication	1,067	12	\$ 12,799	12,799
Office Stationery & Supplies (quarterly)	628	12	\$ 7,535	7,535
Other operations, including petty cash	300	12	\$ 3,600	3,600
			64,770	64,770
Fixed Assets				
Computer				
Laptop	2,000	1	\$ 2,000	2,000
			\$ 2,000	2,000
Bank charges				
Service Bank Charges - IBLL	160	12	\$ 1,924	1,924
			\$ 1,924	1,924
Fuel & R/M				
Registration & Insurance (3 vehs)	1,311	4	\$ 5,243	5,243
Repairs & Maintenance (3 vehs)	833	12	\$ 10,000	10,000
Repairs & Maintenance (motorcycle)	60	12	\$ 720	720
Fuel & Lubricant- Generator	702	12	\$ 8,426	8,426
Repair and Maintenance-Generator	200	12	\$ 2,400	2,400
Fuel & Lubricant (3 vehs& 1 motorcycle)	3,718	12	\$ 44,620	44,620
Repairs & Maintenance - ICT Equipment	400	12	\$ 4,800	4,800
Guard service for LEITI Office	600	12	\$ 7,200	7,200
Cleaning Material and Services	230	12	\$ 2,760	2,760
			\$ 86,169	86,169
			154,862	154,862

3.) MSG Operation

MSG OPERATIONAL COSTS				FUNDING DISTRIBUTION
Expense	Monthly / Quarterly Allocation	Quantity	Annual Allocation	GOL FUNDING
				587,414
Regular Monthly Meeting Refreshments	600	12	\$ 7,200	7,200
Total:			\$ 7,200	\$7,200

4.) Consultancy

CONSULTANCY COSTS	Monthly / Quarterly Allocation	Quantity	Annual Allocation	FUNDING DISTRIBUTION		
				GOL FUNDING	AfDB	TOTAL
				587,414	606,000	1,193,414
EITI Reconciliation Report (9th) - payment to Consultant	Lumpsum	1	\$ 95,000	95,000		95,000
Conduct Scoping Study of LEITI Transition to the New 2016 EITI Standards			\$ 50,000	-	50,000	50,000
Consultant to examine the licencing and revision processes & BO Disclosure			\$ 58,000	-	58,000	58,000
Formulate the EITI Communication Strategy to respond to the 2017 Standards			\$ 36,000	-	36,000	36,000
Investigations of discrepancies in the 9th EITI Report			\$ 36,000	-	36,000	36,000
Total:			275,000	95,000	180,000	275,000

5.) Communication and Outreach

COMMUNICATION & OUTREACH COSTS				FUNDING DISTRIBUTION		
Expense	Monthly / Quarterly Allocation	Quantity	Annual Allocation	GOL FUNDING	AfDB	TOTAL
				587,414	606,000	1,193,414
Media Campaign						
Advertising Costs	2,758	12	\$ 33,100	33,100	-	33,100
Dissemination of 9th Reports / Road Shows(Fuel, DSA, & Vehicle Hire)	Lumpsum		\$ 36,000	-	36,000	36,000
Total:			69,100	33,100	36,000	69,100

6.) Training and Capacity Building

TRAINING AND CAPACITY BUILDING				FUNDING DISTRIBUTION		
	Monthly Allocation	Quantity	Annual Allocation	GOL FUNDING	AfDB	TOTAL
				587,414	606,000	1,193,414
Build CSO's capacity in the new 2016 EITI Standards, SDFs of concessions and promote extensive community outreach	Lumpsum		\$ 174,000	-	174,000	174,000
Organize and strengthen county level CSO-LEITI partnership that tracks, monitors and reports on outputs and outcomes of the use of SDF	Lumpsum		\$ 144,000	-	144,000	144,000
Build the capacity of Ministeries and Agencies and Commissions (MAC) to enforce LEITI data credibility and quality	Lumpsum		\$ 36,000	-	36,000	36,000
Build the capacity of the LEITI Secretariat, the MSG and other stakeholders in the Extractive Sector	Lumpsum		\$ 36,000	-	36,000	36,000
LEITI Staff Dev., Training & Travel (ST)	Lumpsum		\$ 5,000	5,000	-	5,000
Total:			\$ 395,000	5,000	390,000	395,000

7.) BUDGET SUMMARY

BUDGET SUMMARY FY 2017 -18				
WORKPLAN SECTION	AMOUNT			
Personnel	\$ (292,252)			
Secretariat Operations	\$ (154,862)			
MSG Operations	\$ (7,200)			
Consultancy	\$ (275,000)			
Communications & Outreach	\$ (69,100)			
Training & Capacity Building	\$ (395,000)			
CONTINGENCY				
TOTAL BUDGET	-\$1,193,414			
Budget Section	ANNUAL ALLOCATION	FUNDING DISTRIBUTION		
		GOL FUNDING	AfDB	TOTAL
INCOME	\$ 1,193,414	587,414	606,000	1,193,414
Expenditures				
Personnel Costs	\$ (292,252)	(292,252)	-	(292,252)
LEITI Secretariat Operational Costs	\$ (154,862)	(154,862)	-	(154,862)
Multi-Stakeholders Steering Committee Operational Costs	\$ (7,200)	(7,200)	-	(7,200)
Consultant Fees	\$ (275,000)	(95,000)	(180,000)	(275,000)
Communication & Outreach Operational Costs	\$ (69,100)	(33,100)	(36,000)	(69,100)
Training & Capacity Building	\$ (395,000)	(5,000)	(390,000)	(395,000)
Subtotal of Expenses:	\$ (1,193,414)	(587,414)	(606,000)	(1,193,414)
Contingency:	-	-		-
Total Budget:	\$ (1,193,414)	(587,414)	(606,000)	(1,193,414)