

RE: REQUEST FOR PROPOSALS

The Liberia Extractive Industries Transparency Initiative (LEITI) is pleased to forward you the attached Terms of Reference (TOR) for the preparation of the Policy Manual of the LEITI Multi-Stakeholders Steering Group (MSG), and Request for Proposals (RFP) in accordance with the TOR.

Please send your sealed technical and financial proposals in separate envelop clearly marked Technical and Financial.

We are aware of your individual scope of work and believe you may have the expertise to provide consultancy services outlined in the attached TOR.

In view of the forgoing, we hereby invite you to submit your proposals for the preparation of the LEITI MSG policy manual per the attached TOR no later than Friday, February 21, 2014.

Terms of Reference

FOR AN INDEPENDENT CONSULTANT TO DEVELOP A POLICY MANUAL FOR THE LEITI MULTI-STAKEHOLDER STEERING GROUP (MSG)

BACKGROUND

The Liberia Extractive Industries Transparency Initiative (LEITI) is managed by a Board referred to as the Multi-stakeholder Steering Group (MSG). The MSG is made of three distinct blocks including the government, the civil society and private companies engaged in the extraction/exploitation of Liberia's oil, mining, forestry and agriculture resources. Such diverse group is tasked with the responsibility of formulating policies that ensure transparency and accountability in the four covered sectors. While this process has generally succeeded since the first MSG was formed in 2009, there have been periods of difficulties around decision making. This is due in part to the fact that each group has its own interest which is naturally oppose to the other, but also the lack of any policy document/rules of engagement of how meetings are conducted, ethical behavior, roles and responsibilities of members, observers, and committees, and decision making.

The task is expected to be performed within four (4) weeks from the date of signing of the contract.

OBJECTIVES

The LEITI therefore seeks to contract a competent and reputable consultant to develop a comprehensive manual on how the MSG will engage the process of formulating policies that affect Liberia's oil, mining, agriculture and forestry sectors:

SCOPE OF SERVICES

The Consultant to be recruited by the LEITI shall have the responsibility to bridge the New EITI Standards, EITI Code of Conduct, local laws and norms, and international best practices in formulating clear rules of engagement or Policy Manual on how the MSG conducts itself.

The specific scope of works and/or Terms of Reference of the Individual Consultant shall include:

1. To produce a comprehensive document detailing rules, procedures and regulations guiding the Operations and decision making of the Multi- Stakeholder Steering Group (MSG).
2. To prescribe/ define member's responsibilities and obligations relative to their participation in the activities of the MSG
3. Define regular meeting dates, and quorum for meetings;
4. Clearly define the roles of the Observers and other non-voting partners on the MSG with respect to decision making and the overall conduct of the MSG;
5. In line with the EITI Standards and local requirements, define a Code of Conduct that will guide the ethical behavior of the MSG members;
6. Define clear methodologies and procedures by which decisions are made by the MSG;
7. Incorporate into said manual the existing MSG committees and their Terms of Reference (TOR) and how, if necessary, committee's decisions are incorporated into a MSG Decision;
8. Any and all other inputs that may be necessary to make the manual comprehensive, exhaustive to properly guide the activities of the LEITI Multi-stakeholders Steering Group (MSG).

MINIMUM ELIGIBILITY REQUIREMENTS:

- Consultant will provide information indicating that they are qualified to perform the services and describe similar assignments performed in the past (information should also include names, addresses and contact data of past clients);
- Consultant must show strong evidence of familiarity with the EITI process and abreast of current and evolving trends in EITI and has been directly involved in the EITI process in Liberia or elsewhere within the last three years;
- Consultant must have served at least two (2) years on the local or international Multi-stakeholder Steering Group (MSG) or three (3) years in other direct leadership capacities involving EITI implementation;
- Consultant must demonstrate keen understanding of local laws and international best practices involving transparency and accountability within the extractive sectors both in and outside Liberia;
- Consultant must demonstrate good understanding of local culture and norms;
- Consultant must demonstrate in-depth understanding of the business environment in Liberia;
- Consultant must demonstrate complete knowledge of the New EITI Standards and its Code of Conduct;
- Consultant must provide a detailed work schedule on how it plans to carry out this assignment taking into account the entire assignment is for 60 days from the date the contract is signed.

REQUIREMENTS

The reporting requirements of the firm shall consist of the followings:

1. A Draft Report to be submitted to the LEITI Secretariat/MSG thirty (30) days following the signing of the contract;
2. Attend a 2-hour long meeting and present the Draft Policy Manual to the MSG for discussions, questions and answers;
3. A Final Report to the LEITI Secretariat/MSG, which shall consider or reflect the comments of the LEITI Secretariat/ MSG relative to the Draft Report.

