

# **TERMS OF REFERENCE (TOR) FOR THE LEITI DECENTRALIZATION PROGRAM**

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## **1. BACKGROUND**

The Liberia Extractive Industries Transparency Initiative (LEITI) has over the past five (5) years since its establishment operated from a central office located and situated in the capital city of Liberia. On an annual basis, the LEITI publishes a report of payments made by companies operating in the mining, oil, agriculture and forestry sectors of Liberia and revenues generated by the government on the receipt of these payments. As part of its outreach and sensitization programs, the LEITI presents these reports to citizens of all the fifteen counties of Liberia, in the form of town hall meetings, with the aim of making them aware of the monies generated from the extraction of their natural resources and how they as citizens can benefit thereof.

During these outreach programs, the LEITI hold town hall meetings with a cross section of citizens to include chiefs, traditional leaders, miners brokers, students, market groups, youth groups, women groups, civil society organizations, superintendents, county officials, etc. Also during these meetings, citizens are given the opportunity to ask questions, make recommendations and suggestions on how to move the LEITI process forward. During all of these meetings, one of the major concerns of citizens was the establishment of an LEITI Focal Person in all fifteen Counties. The LEITI has considered this recommendation with interest and agreed, but this has not been effected due to budgetary shortfall.

Following several years of publication of these reports, the Secretariat has finally been able to secure funding to nominate an LEITI Focal Person in each of the fifteen counties.

## **2. OBJECTIVES**

The objective of these focal persons shall be but not limited to the following:

- To serve as the lead person on all LEITI related activities in the counties
- To create the necessary awareness amongst the citizenry in the respective county on activities of the LEITI
- To mobilize the needed audience whenever the LEITI is organizing its program
- To monitor activities in the extractive sector in the counties
- To monitor LEITI radio drama and jingles in the selected county
- To monitor and inspect LEITI billboards in the selected county
- To provide Monthly feedback on concerns and issues relative to the extractive sector in these counties

## **3. REQUIREMENTS**

In order to achieve the above objectives, the focal persons shall be a member of an active civil society organization functioning in the county including but not limited to organizations such as PWYP, CENTAL, LOGI, GODIMWUL, LDI, FLY. The Focal Person shall also:

- Be residing in the respective county
- Has vast knowledge of the territorial surroundings of the county
- Has a minimum qualification of a high school diploma
- Be between the ages 30 – 45 years old

## **5. LOCATION**

The LEITI Focal Persons will be located and based in each of the fifteen (15) counties.

## **6. RESPONSIBILITIES OF LEITI**

Through its Communications and Outreach Team, LEITI will work closely with these focal persons to ensure that they carry their work in an effective and efficient manner. Specifically, the LEITI will:

- Identify thematic areas for reporting
- Organize the activities of the focal persons to include providing working activities and deliverables
- Provide reporting templates for focal persons to provide their monthly reports
- Make payment to the focal persons as per the LEITI Budget

## **7. DELIVERABLES**

- Submission of Monthly reports to the LEITI Secretariat through the Communications and Outreach Department to include:
  - Number of times the LEITI drama and jingles are aired
  - Status of the LEITI Billboards
  - Activities in the extractive sectors
  - Extractive company/citizen relationship
  - Revenue tracking to ensure how revenues generated from the extractive sector is being trickle down to the common citizens, etc
- Provide suggestions and make recommendations were necessary

## **8. MODE OF PAYMENT**

The LEITI Focal Persons shall be paid on a monthly basis based upon the satisfactory submission of its monthly reports.

## **9. TENTATIVE WORK SCHEDULE**

The total working period for the LEITI Focal Persons is approximately 12 months, renewable upon availability of funding.