



TERMS OF REFERENCE
FOR PNG EXTRACTIVE INDUSTRIES TRANSPARENCY
INITIATIVE (PNG EITI) NATIONAL SECRETARIAT
STAFF REMUNERATION AND BENEFITS
BENCH MARKING STUDY

24TH MAY, 2018

1.0 Background

1.1 Extractive Industries Transparency Initiative

The Extractive Industries Transparency Initiative (EITI) is a global standard that promotes transparency and accountability in the oil, gas and mining sectors. It has a robust, yet flexible methodology for disclosing and reconciling company payments and government revenues in implementing countries. The EITI process may be extended and adapted to meet the information needs of stakeholders.

EITI implementation has two core components:

- Transparency: oil, gas and mining companies disclose their payments to the government, and the government discloses its receipts. The figures are reconciled by an Independent Administrator (IA), and published in annual EITI Reports alongside contextual and other information about the extractive sector; and
- Accountability: a multi-stakeholder group with representatives from government, companies and civil society is established to oversee the process and communicate the findings of the EITI Report, and promote the integration of EITI into broader transparency efforts in that country.

1.2 EITI Implementation in Papua New Guinea

In 2013, the PNG Government led by the Minister for Treasury applied for EITI candidacy. In March 2014 PNG was accepted as a candidate country with the government committing to work alongside civil society and extractive industry companies to implement EITI. In 2015 a Multi-stakeholder Group (MSG) was officially established through a Memorandum of Understanding (MOU) to oversee the establishment and implementation of EITI in the country. In 2016 the EITI National Secretariat office was fully established and operationalized.

One of the key requirements of implementing the EITI is to produce annual financial reconciliation reports from revenues paid by extractive companies and receipts of these payments by government. These annual reports also contain contextual information on the extractive sector and must be produced in accordance with the requirements of the EITI Global Standards. PNG published its first EITI Report for FY2013 in February 2016. The second EITI Report for FY2014 was published in December 2016. These were followed by publication of the 2015 and 2016 Fiscal Year reports in December 2017.

PNG can benefit from EITI implementation in several ways. First, EITI can help to build more transparent relationships between industry and the public and foster greater public trust around resource governance. Further, EITI provides an opportunity for PNG to lead by example in its efforts to promote domestic, regional and global institutions that are more transparent, effective, and accountable. PNGEITI provides the citizens of Papua New Guinea with better access to the financial data and information necessary to improve public discourse around extractive revenues and to ensure that benefits from the resource sector are received in full and are accounted for, potentially facilitating better utilization of these revenues for provision of public goods and services.

2.0 Objective of the Assignment

The PNG EITI National Secretariat (on behalf of the PNG EITI MSG) seeks a competent and credible Human Resource and Recruitment or an individual consultant to undertake a remuneration benchmarking review of the PNG EITI National Secretariat staff remuneration levels and structure. The Consultant will undertake this assignment in the context of a wider view of the current employment market trends for similar skills and knowledge or professions in which such positions are compensated. The objective of this assignment is to:

- Review the existing PNG EITI National Secretariat staff salary, benefits and remuneration levels and the staff organizational structure; and
- Produce a Report based on the findings and make recommendations to the PNG EITI MSG for consideration.

3.0 Scope of Services and Expected Deliverables

The consultant's responsibilities are to provide the following,

1. Review the current organizational structure and staff salary grades and points for the PNGEITI National Secretariat;
2. Review the current job descriptions;
3. Review individual resumes for PNG EITI National Secretariat staff;
4. Review the details of existing remuneration packages paid to individual officers;
5. Undertake consultations with other similar organizations and State entities in the extractive, industries, both public and private sectors;
6. Undertake a desk review of remunerations and benefits currently offered by similar entities and compare these with that offered by the PNG EITI National Secretariat; and
7. Undertake any other activity that may be necessary to complete this assignment.

4.0 Qualification and Experience of Consultant

The remuneration bench marking of company and government salary and benefits must be undertaken by a consultant applying professional standards. It is a requirement that the service provider is perceived by the PNGEITI MSG to be credible, trustworthy and technically competent. Bidders must follow (and show how they will apply) the appropriate professional standards and experiences for the remuneration and benefits bench marking and agreed-upon-procedures in preparing their report. The consultant must be able to meet the required criteria and due diligence. The consultant must demonstrate some experience working on similar assignments in PNG or elsewhere. Preference may be given to firms that have had prior experiences in undertaking EITI remuneration and benefits bench marking work but not necessary.

5.0 Schedule for Deliverables

The PNGEITI National Secretariat anticipates awarding a fixed price (FP) contract to the successful bidder. The consultant should complete the work within five actual working weeks starting on the date the contract is awarded. Refer below the schedule associated with each task. The assignment is scheduled to commence on the 18th of June and to be completed on the 25th of July, 2018.

Deliverables	Duration (No. of days required)
Awarding of contract	1 day
Review of PNG EITI National Secretariat organizational structure, job descriptions, staff resumes, and existing remuneration and benefit packages paid to staff	7 days
Conduct consultation with current EITI staff	1 day
Conduct study and consult with relevant organizations and State entities to document current remunerations and benefits applied.	14 days
Attend to any other activity that may be required to finalize the study	7 days
Desk review	7 days
Draft Report	1 day
Final Report	1 day

Annexes:

Annex One– Supporting Documentations

Annex one consist of supporting documentations which will be made available to the consultant during the engagement. These are indicated below:

- PNG EITI National Secretariat Organizational Structure;
- Job Descriptions of all current and future positions;
- Curriculum Vitae (CV) for all current Secretariat staff Details of remuneration and benefits packages currently paid to National Secretariat staff; and
- Other documentations which may be required for this engagement.

Annex Two – Evaluation Criteria

1. Technical Approach –Vendors must demonstrate a thorough understanding of the task required to produce the report with realistic recommendations that may be implemented. Vendors should provide a short management plan explaining schedules, project-management, quality assurance procedures, and assurances for on time completion within the set budget.
2. Qualifications/Experience – Vendors should address the qualifications of the firm. In addition, vendors should provide a one-page resume displaying the qualifications, experience, operational knowledge, and skills of key personnel who will work on this assignment.

3. Past Performance –Vendors to provide (if any) performance information for similar assignment undertaken in the past including a list of clients with contact information for current projects and projects completed within the past two years.
4. Price – Vendors should provide a quote for the 5 weeks assignment, including a detailed breakdown of all labor hours and associated costs within the price proposed.