

### THE WORLD BANK TERMS OF REFERENCE

#### (A SCOPING STUDY FOR ELECTRONIC REPORTING PLATFORM OPTIONS FOR EXTRACTIVE INDUSTRIES (EI) SUPPORT IN PNG)

##### A. PROJECT BACKGROUND AND OBJECTIVES

The Extractive Industries Transparency Initiative (EITI) is a global standard that promotes transparency and accountability in the oil, gas and mining sectors. One of the key requirements for PNG as EITI implementing country is to publish annual financial reports for all revenues paid to the government by extractive companies and receipts of these payments by the Government at national and subnational levels. In November 2013, a Memorandum of Understanding (MOU) was signed by government, industry and civil society, establishing the PNG EITI Multi-Stakeholder Group (MSG).

Implementation and adherence to EITI requirements has significantly contributed globally to improved governance by providing access to reliable information about company-government payments, disclosures on beneficial ownership, contracts and a range of related information critical to increasing transparency in the natural resources sector. In addition, the EITI governance model has created important national and international platforms for MSG dialogue and citizen advocacy support by Civil Society organizations (CSOs) for EITI implementation.

The World Bank, through its bank executed program, in collaboration with the PNG EITI National Secretariat plans to scope out potential digital reporting system options for strengthening the EI payments and transfers reporting at national, sub-national and extractive project sites throughout PNG. The project aims to scope out how innovative digital technologies which can be used to build the capacity of reporting stakeholders to adhere to the EITI reporting guidelines leading to improved payments and transfers information on extractive projects throughout PNG. The study analyses would be workshopped for PNGEITI stakeholder feedback and final reporting and will inform the World Bank on the potential for using electronic platforms for EITI data reporting.

Currently, payments and transfers data in PNG are mainly recorded and submitted using a manual system i.e. data inputs into templates, and related notes. This information is summarized at the end of the year by the stakeholder workers and forwarded to the PNGEITI National Secretariat or the Independent Administrator for annual EITI reporting. There are lots of delays faced due to the current practices of information collection and transmission. The information captured is not organized as required by the EITI guidelines. Operational costs for payments data reporting can be greatly reduced if a properly scoped and designed digital platform is utilized at the national and sub-national levels of government and at extractive project sites. The scoping report is expected to prescribe suitable reporting options, considering policy, and regulatory framework, current industry standards and ease of use and maintenance.

The World Bank *Extractive Industry Accountability and Governance Enhancement Project* aims to support extractive industry accountability and strengthen institutional capacity in PNG at subnational and national levels to achieve compliance with the 2019 Extractive Industries Transparency Initiative (EITI) Global Best Practice Standard.

The main objective of the project is the completion and presentation of a final Scoping Study Report before 30<sup>th</sup> of April 2020 as the key deliverable of the project.

## **B. SCOPE OF WORK**

The specific objectives are to:

- Scope out electronic platform options that would assist the PNGEITI National Secretariat to effectively address the challenges of accountability and weak capacity at the sub-national, national and project level payments and transfers through improved reporting and data management, in order to inform the World Bank on the potential for using electronic platforms for EITI data;
- To understand how payments and transfers reporting data could be digitized with the aid of a coding system that is aligned to existing international, national, sub-national and project level guidelines for EI payments reporting;
- To understand the potential options for: o alignment of potential coding systems to existing government e-accounting reporting tools including IFMS and IPA beneficial ownership database;
- a digital platform for provincial, district and subnational data input and reporting;
- a digital platform for extractive company data input and reporting; and
- a digital e-learning and e-training platform for subnational and project stakeholders.

This study is a feasibility analysis of a possible PNGEITI electronic platform for payment and receipt data reporting, and awareness for the PNGEITI Secretariat in order to inform the World Bank on the potential for using electronic platforms for EITI data capture. The specific tasks of the study are defined as follows:

**Task 1**- Legal assessment: compatibility of such potential platforms with EITI policy, all relevant PNG laws including laws on competition and data privacy.

**Task 2** - Collection of existing data and methodology: overview of existing data collection and processing mechanisms to be informed by international best practices for such EITI data collection and review of existing EITI Secretariat data and outreach database, and possible project and sub-national site visits including consultation with PNGEITI Independent Administrator.

**Task 3**- Technical requirements of such a potential electronic platform: technical requirements for the scoped platform options to ensure stakeholders inputting EI payments and receipt data must adhere to the EITI guidelines and requirements for payments and transfers reporting through a digitized platform leading to a more qualitative analysis of data and decision making at all levels.

The scoping study should take into consideration the following technical requirements/functionalities, but not limited to:

- Payments and transfers management module; which will contain payments and transfers templates for various payments and transfers and receipts for these transactions;
- Receipts management module;
- provincial and sub-national government management module;
- e-learning and e-training management module;
- Integration; allow integration of existing e-payments (and transfers) and e-receivable tools such as IFMS at national and provincial government levels (if and when required);
- Easy to use, intuitive user-experience and interface;

- Easy management of users and stakeholder information;
- Responsive Web Design technologies;
- System should allow for easy administration of all components by the Super-User/Admin at the PNGEITI National Secretariat;
- The system can send a confirmation to the stakeholder by sms/email on successful entry, transmission and receipt of data (sms cost to be incurred by stakeholder);
- Secure, using industry standard security and encryption methods;
- Implement data validation for both client and server;
- Don't Repeat Yourself (DRY) principle in coding;
- Implement Search, Create, Read, Update, Delete (SCRUD) operations'
- Adopt Role-Based Access Control (RBAC) to authorize system resources allocation to users based on roles;
- Ensure compatibility to all the browsers (Mozilla Firefox, internet Explorer, Google Chrome, Opera, Safari);
- Scalable and upgradeable as and when the number of users and content increases;
- Maintain and ensure that the solution supports maximum concurrent users;
- The portal should run optimally on a PC connected to a network with minimum bandwidth of 512 kbps.
- Image and other content customization features should be inbuilt within the system to allow standard content sizes (e.g. standard image sizes for easy uploading and processing);
- The system should allow input of imagery and FAT32 compression for storage and transmission of data;
- Provide user help functionality on major components (e.g. FAQs);
- Maintain consistent aesthetics and UI of the software; and
- Allow for electronic transmission of such data on existing fixed, mobile, and satellite links

**Task 4-** Conclusions and recommendations: feasibility of the platform option implementation

**Task 5-** Draft Scoping Study Report

**Task 6-** Workshop and Final Scoping Study Report

### **C. DELIVERABLES/SPECIFIC OUTPUTS EXPECTED FROM CONSULTANT**

The key deliverable would be the completion and presentation of the final Scoping Study Report before 30<sup>th</sup> of April 2020. The project implementation activities and schedules are as outlined below.

**1.0 PROJECT KICK-OFF AND METHODOLOGY DISCUSSION** The first project phase is the project kick-off and methodology discussion meeting. The purpose of this meeting is for Deloitte, The World Bank, PNGEITI, Independent Administrator, and all stakeholders to discuss the methodology for soliciting consultation, information and stakeholder mapping.

At a minimum, this meeting will focus on: the objectives of the consultancy; the proposed project methodology including timeframes and deliverables; arrangements for stakeholder consultations; and arrangements for day-to-day contact between the consultant and the project sponsor(s).

Other key contextual questions for initial discussion in this meeting may include:

Are there any key documents from PNGEITI Secretariat, for instance documents or pre-existing documents or workshop reports, etc..on digital data platforms?

What is the current status of the PNGEITI reporting process?

Who are the PNGEITI Secretariat key stakeholders and partner organisations, particularly at the subnational level?

What have been the PNGEITI's and Independent Administrator's biggest accomplishments and greatest challenges in EITI reporting to date?

What is the current funding model PNGEITI payments data collection and reporting?

What is the current status of digital platforms being considered through PNGEITI?

**2.0 PROJECT DESIGN AND STAKEHOLDER MAPPING** Following the project kick-off and methodology meeting, Deloitte will develop a project plan for further input from The World Bank, PNGEITI, and all stakeholders and shared through an online platform.

### **3.0 DESKTOP REVIEW**

The substantive feasibility study will take place through a desktop review of existing documentation and best practice EITI electronic data platform models (Phase 3), stakeholder consultation (Phase 4) and a design workshop.

The desktop review phase will involve a review of all relevant PNGEITI Secretariat and Independent Administrator templates and other relevant documentation. The document review will give specific attention to the following areas which have been adapted from the ToR:

1. Legal establishment and governance;
2. Operations including management and reporting;

A rapid review will also be conducted to assess other electronic reporting data platform models in EITI implementing countries.

### **4.0 STAKEHOLDER CONSULTATION**

Target stakeholder consultation will be conducted with key PNGEITI stakeholders including the PNGEITI Secretariat, Independent Administrator, Civil Society Organisations and select companies and government departments. The purpose of the stakeholder consultation is to seek input into potential governance and operational models for electronic payments and receipts data reporting platform.

### **5.0 PNGEITI ELECTRONIC DATA PLATFORM WORKSHOP**

The PNGEITI Electronic database platform design workshop will be a mini-workshop to seek input from key stakeholders on the operationalisation of such a platform.

The intention of this meeting is not to run a large or an intensive workshop, but rather to meet with the core stakeholders to explore ideas on how to best operationalise the platform within the scope of the PNGEITI operations. A proposed agenda will be circulated to The World Bank, PNGEITI, and all key stakeholders for input prior to the workshop.

### **6.0 DRAFT FEASIBILITY STUDY REPORT**

The feasibility study report will include (at a minimum) the following information to PNGEITI electronic reporting platform.

Technical requirements of such a potential electronic platform: technical requirements for the scoped platform options to ensure stakeholders inputting EI payments and receipt data must adhere to the EITI

guidelines and requirements for payments and transfers reporting through a digitized platform leading to a more qualitative analysis of data and decision making at all levels.

The scoping study should take into consideration the technical requirements/functionalities as described in Scope of Work in B above.

**7.0 CIRCULATION OF DRAFT REPORT AND FEEDBACK DISCUSSION** Next, the draft report will be circulated to the World Bank, PNGEITI and key stakeholder representatives for review and discussion.

**8.0 FINAL REPORT & STAKEHOLDER DATABASE**

Finally, and based on the feedback received and any peer-reviewers, a final report will be produced and provided

**D. SPECIFIC INPUTS TO BE PRESENTED BY THE CLIENT**

Any specific inputs not covered in C will be discussed and presented to Deloitte

**E. SPECIAL TERMS & CONDITIONS / SPECIFIC CRITERIA**

- 1. Management plan and quality assurance procedures.** A detailed project management plan will be developed as a key deliverable of phase 2 of the project. The plan will include a detailed project timeline, protocols for internal and external communication, and quality assurance—which will involve both internal as well as external quality assurance processes. It is anticipated that a small steering group will be formed for the project that may include The World Bank, PNGEITI and Independent Administrator representatives.
- 2. Reporting Arrangements.** The Deloitte Consultants and Project team will liaise closely with the World Bank Mining Specialist and Task Team Leader, Dr. Wilfred Lus in the course of their work and ensure that all deliverables are consistent with the Guidelines.
- 3. Logistics and Travel Arrangements:** The Consultants and Project team will liaise closely with the World Bank Program Assistant at the Port Moresby Office, Ms. Tasha Sinai with regard to logistics and travel arrangements.
- 4. Project Dateline.** The final scoping Study Report is expected to be delivered to the World Bank before the 30<sup>th</sup> of April 2020.