

## Terms of Reference

### Assessment of Publish What You Pay (PWYP) Secretariat's engagement with the Extractive Industries Transparency Initiative (EITI)

#### 1.0: BACKGROUND

Since 2016, the primary way the Publish What You Pay Secretariat has contributed to the PWYP network's engagement with EITI has been by taking on the role of coordinating the civil society board members of the EITI. This role, known as the Focal Point, sees the PWYP Secretariat support civil society members of the EITI Board by:

- Supporting civil society Board Members in delivering on their strategic guidance and policy making, and constituency outreach functions
- Convening the Civil Society Advisory Group in the event of a grievance against a CSO Board member
- Liaising with the international EITI Secretariat
- Running a selection process for new EITI civil society board members

In light of PWYP's new strategy (Vision 2030) and the evolving external context, we are initiating a review of the PWYP's Secretariat's EITI work. This assessment aims to define the scope and priorities of the PWYP's Secretariat's engagement with the EITI to support the outcomes of our new strategy.

#### 2.0: OBJECTIVES OF THE CONSULTANCY

The objectives of this consultancy are to:

- Evaluate the impact of the Secretariat undertaking the civil society focal point role
- Identify opportunities and priorities for the Secretariat to strengthen its engagement and/or influence with EITI to meet the outcomes of our Publish What You Pay's 2030 strategy.

#### 3.0: SCOPE OF WORK

The consultant will undertake the following tasks:

- **Desk review:** Review relevant internal and external documents, Publish What You Pay's 2030 strategy, ToR for the focal point role, PWYP's internal evaluation of engagement on civic space issues in EITI evaluations, the EITI Evaluation report, EITI current strategy, among other relevant documents.
- **Stakeholder consultations:** Conduct interviews with:
  - Key internal staff: The ED, Director Policy, Advocacy and Communications, EITI Focal point consultant, four Regional Heads, and MEL and Knowledge Coordinator.
  - Two members of the EITI Secretariat.
  - EITI Board members: four current members and two former members.
  - Two Publish What You Pay technical partners.
  - Two Publish What You Pay members.



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- **Assessment of the PWYP Secretariat's impact as EITI Civil Society Focal Point:** Evaluate the extent to which the support the Secretariat has provided has advanced coordination and cohesion of civil society representation on the EITI Board. Furthermore, assess how this strengthened civil society presence has influenced EITI Board outcomes and decisions, specifically in representing the needs of civil society and citizens in resource-rich countries.
- **Make recommendations for the Publish What You Pay Secretariat's future engagement with the EITI:** By reviewing PWYP's 2030 strategy alongside the current context and priorities of the EITI, this review will develop practical recommendations for the PWYP Secretariat. These recommendations will focus on specific priorities and strategies for future engagement, aiming to better support PWYP members in achieving the outcomes outlined in the 2030 strategy.
- **Undertake a high-level Value for Money (VfM) assessment:** Assess the strategic investment of time and funds in relation to the resulting impact, to provide an overarching perspective on the overall value generated by our efforts.

#### 4.0: DELIVERABLES

- Three-page inception report outlining the consultant's understanding of the ToR, methodology, work plan, and timeline.
- Draft Review Report (max 10 pages) for feedback, emphasising the assessment of PWYP's strategic impact and outlining pathways for equal partnership.
- Final Review Report (max 10 pages) incorporating feedback, including an Executive Summary and clear, actionable recommendations for the PWYP Secretariat.
- Presentation of key findings and recommendations to Publish What You Pay's Decision-Making Unit (DMU).

#### 5.0: TIMELINE

The consultancy is expected to be completed **within 8 weeks** from the contract signing date. Specific deadlines for deliverables will be agreed upon in the inception report.

#### 6.0: CONSULTANT QUALIFICATIONS

The ideal consultant will possess:

- Demonstrated expertise in M&E, organisational development, or strategic reviews, preferably within the context of extractives governance and multistakeholder initiatives.
- In-depth knowledge of the EITI Standard and its implementation, particularly regarding CSO participation.
- Familiarity with current global trends in the extractive sector (e.g., energy transition, critical minerals, ESG, civic space).
- Strong analytical, research, and report-writing skills.
- Excellent communication and facilitation skills for stakeholder engagement.



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## 7.0: APPLICATION PROCESS

Submit your technical proposal (**max. 5 pages**) detailing your understanding of the ToR, proposed methodology, and work plan, along with a sample of your previous work and your CV, **by August 15th to [imwende@pwyp.org](mailto:imwende@pwyp.org)**. The budget for this review is **£5,000**, inclusive of taxes.