

Q1: Should that the financial proposal include costs incurred to participate in EITI stakeholder/partner meetings, as listed on page 3 third to last bullet point? Or are the costs of meeting participation paid for separately, outside of the assignment?

A1: We foresee that any participation in meetings to present research findings will be remote only. The financial proposal therefore does not need to include any budget for travel costs.

We foresee participation by the consultant in only a relatively small number of meetings to present research findings. While the exact number and nature of these will need to be defined nearer the time, they could include participation in an online launch event; regional webinars for EITI stakeholders in implementing countries; and/or engagement with EITI International Secretariat staff. Consultants are encouraged to indicate in their proposals the approximate number of such engagements they would be available to participate in, noting that the bulk of assignment costs should go towards research and writing rather than engagement activities.

The International Secretariat would be very happy to make introductions to relevant stakeholders for research interviews, including national secretariats in implementing countries. That being said, we are keen for research interviews to particularly focus on stakeholders with deep familiarity with the renewable energy sector (rather than the extractive industries) and will be looking for applicants to demonstrate in the proposals an ability to tap into their existing networks and contacts.

Q2: In terms of administrative support, would EITI HQ be able to assist in putting the consultant in touch with the EITI secretariat in EITI-implementing countries, for the purpose of connecting with and interviewing relevant stakeholders and also developing the required case studies?

A2: Yes, this and other aspects of the projects needing Secretariat's support will be discussed with the successful candidate prior to launching the project.

Q3: Is it possible to suggest revisions to the scope of the assignment to fit within the maximum budget available?

A3: Yes. Prospective applicants who are interested in submitting a proposal but have concerns about the feasibility of completing the assignment as set out in the Terms of Reference within the maximum available budget are encouraged to suggest revisions to the scope of the assignment in their technical proposal. This could, for example, include revisions to the number of stakeholder interviews, the scope of the literature review, the length of the final report or participations in engagements to present the final report.