

Terms of Reference: Consultant for greenhouse gas emissions reporting pilot

The Extractive Industries Transparency Initiative (EITI) is seeking a qualified consultant to assist in a project aimed at enhancing the disclosure of greenhouse gas (GHG) emissions through the EITI. The EITI International Secretariat has agreed to engage the services of the consultant to undertake the tasks described in the Terms of Reference.

1. Background

Reducing GHG emissions is critical to the fight against climate change and represents a central objective of the energy transition. The extractive industries contribute to GHG emissions through emissions directly associated with their operations and, in the case of oil, gas and coal, emissions released during the combustion of these resources. Beyond links to climate objectives, emissions data increasingly has an economic significance in relation to carbon pricing efforts.

EITI disclosures can [advance transparency and accountability around GHG emissions](#). Requirement 3.4 of the [2023 EITI Standard](#) encourages companies to disclose GHG emissions in alignment with existing leading disclosure standards. The requirement further states that, where feasible, multi-stakeholder groups are encouraged to request disaggregated disclosures.

A priority for the EITI is to ensure that emissions disclosures through the EITI add value within the existing landscape of emissions disclosure and do not duplicate existing reporting standards. To support this, the International Secretariat has agreed to implement a reporting pilot to clarify the EITI's potential role and value add. The pilot will seek to work with selected reporting companies in 2-3 implementing countries to implement Requirement 3.4 as the basis for developing guidance and implementing capacity development and peer learning activities for reporting companies in other countries.

The EITI's International Secretariat is seeking to hire a consultant to support the pilot.

2. Objectives

The consultant is expected to work closely with staff at the EITI International Secretariat to:

- Strengthen understanding among EITI stakeholders of existing emissions disclosure standards and practices to inform thinking around how the EITI can add value.
- Support the International Secretariat in identifying reporting companies in 2-3 implementing countries interested in participating in an emissions disclosure pilot.
- Support the International Secretariat in designing and implementing the pilot.
- Support the International Secretariat in developing draft guidance identifying practical steps that reporting companies can take to disclose emissions through the EITI in alignment with existing disclosure practices.

3. Scope of assignment

The consultant's inputs would be structured around two components:

Component 1: Background research and scoping

Anticipated outcomes:

- Strengthened understanding within the EITI International Secretariat of existing emissions disclosure mechanisms and the potential value add of EITI disclosures.
- Identification of reporting companies in 2-3 EITI implementing countries interested in taking part in a reporting pilot.

Tasks:

- Develop an **inception note** setting out the proposed approach to Component 1, including detailed timelines, scope and methodology of desk review and initial list of interviewees.
- Conduct high-level **desk research** on existing approaches to emissions disclosure in the extractive sector. This would build on existing internal research conducted by the International Secretariat and would comprise:
 - a review of existing disclosure standards and analysis of how EITI Requirement 3.4 relates to these. The review would include both mandatory reporting standards (e.g. recent EU legislation) as well as voluntary disclosure mechanisms such as the Global Reporting Initiative and the CDP.

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- a review of current disclosure practices with the aim of identifying existing examples of country, sector and project-level disclosure relevant to the extractive industries (including potentially in non-EITI countries).
 - Conduct 10-15 **research interviews** with selected companies, EITI stakeholders in EITI implementing countries, external experts and other stakeholders. The aim of these interviews would be to further refine understanding of current approaches to emissions disclosure, identify good practices and connect with potential champions for the pilot. International Secretariat staff may be able to provide some administrative support during the interview process (e.g., scheduling calls, taking notes).
 - Support the International Secretariat to **convene an informal working group** comprising industry, government, civil society and other experts. The purpose of this group would be to provide a channel for engagement on the design and implementation of the pilot on an ongoing basis. We would anticipate convening this group 3-4 times throughout the assignment period.
 - Lead the development of a short internal **briefing note** setting out key findings from research and outlining the proposed design of the pilot (including potential iteration based on feedback from the International Secretariat).
 - Support an **internal briefing session** for International Secretariat staff on research findings.

Component 2: pilot design and implementation

Anticipated outcomes:

- Design and implementation of pilot
- Draft guidance on Requirement 3.4

Tasks:

- Support the International Secretariat to **design the pilot** based on findings from Component 1.
- Support the International Secretariat in commencing **implementation of the pilot** (e.g., participation in capacity development sessions, check-in calls and ad hoc guidance for pilot partners).
- Support the International Secretariat in delivering a **capacity development session** for International Secretariat staff.
- Review **draft guidance** on Requirement 3.4 developed by the International Secretariat, to be refined further by the International Secretariat following completion of the pilot.

Subject to project requirements and the availability of funding, there may be opportunities for follow-on work to further support pilot implementation and the development of guidance once Component 1 and 2 are complete.

4. Deliverables and timing

The assignment is expected to take up to 25 days of individual consultancy work, between April and December 2024 . The bulk of input is anticipated in the first five months of the project. The Secretariat is ideally looking for an individual consultant, but will consider applications by consultancy firms. The selected consultant will be expected to work in close coordination and collaboration with International Secretariat staff on all related tasks, ensuring a seamless integration of efforts.

An approximate schedule is set out below. A more detailed timeline would be developed at the start of the project and would potentially be periodically revisited throughout the project.

Task	Timeframe
Inception note	Weeks 1-2
Desk review	Month 1
Research interviews	Months 1-2
Convening of informal working group (online)	2-3 times throughout assignment
Internal briefing note and staff update (online)	Month 2
Design of pilot (including several anticipated iterations based on internal and external feedback)	Month 3
Pilot implementation	Month 4 onwards
Guidance on Requirement 3.4 and internal capacity development (online)	Months 6-9

5. Consultant's qualifications

The consultant should be a credible individual that the EITI International Secretariat considers to be trustworthy and technically competent.

The consultant must demonstrate:

- Deep knowledge of existing GHG emissions disclosure requirements and practices relevant to the extractive industries.

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- Track record conducting high-quality research on extractive sector or energy transition issues.
 - Experience developing practical guidance and training materials.
 - Experience delivering capacity development and peer exchange activities.
 - Existing networks among organisations and individuals specialised in emissions reporting.
 - Experience working on projects across multiple countries/regions, liaising with stakeholders from different groups (government, industry, civil society).
 - Familiarity with the EITI Standard and reporting process, as well as existing networks among EITI reporting companies, national secretariats or multi-stakeholder groups in EITI implementing countries, are an advantage but not required.
 - Willingness to work collaboratively and flexibly with staff at the International Secretariat and external partners.
 - Commitment to rigour, high-quality outputs and respect for agreed deadlines.
 - Excellent written and oral communication skills. Fluency in English is a requirement. Additional language skills (especially French or Spanish) are an advantage but not required.

To ensure quality and independence in the undertaking, the consultant must disclose any potential or actual conflicts of interest and comment about how they may be avoided in their technical and financial proposals.

6. Administrative support

The International Secretariat will provide the following support to the consultant:

- Regular oversight, guidance and input on project deliverables. The International Secretariat hopes to have a close, collaborative and iterative working relationship with the consultant throughout the project. As indicated above, this would entail the consultant leading on certain tasks with support from the International Secretariat and vice-versa.
- Administrative support from the International Secretariat.
- Necessary background information and input as needed (including support in identifying relevant interviewees).
- Document editing, typesetting, design and translation as required.
- Any other support required for the project.

7. Contractual procedure and proposal deadline

A consultant will be selected following a quality and cost-based selection procedure. The consultant should submit:

- A **Technical Proposal**, following [this](#) template. The technical proposal should not include any financial information. Technical proposals containing material financial information shall be declared non-responsive.
- A **Financial Proposal**, clearly indicating a lump sum financial proposal, in USD, of all associated costs, including applicable taxes. The daily rate for consultant fees should be clearly indicated. The financial proposal should be sent as a password-protected PDF file. The passwords should not be sent. The passwords will be requested following the assessment of the technical proposals.

Proposals must be delivered by email to skasimova@eiti.org by 1 March 2024 with the subject line “Consultant for greenhouse gas emissions reporting pilot – proposal attached”

All questions related to the project, its timeline and deliverables should be submitted to skasimova@eiti.org by no later than 19 February 2024. Responses to the questions will be posted on [this](#) page by 12.00 CET 21 February.

The evaluation of technical proposals will be conducted according to the following criteria:

- Adequacy and quality of the proposed methodology and work plan in responding to the ToR.
- Experience of the consultant relevant to the assignment
- Expert’s qualifications and competence based on the qualification requirements (see section 5 above).

While prior experience with EITI projects will be considered during the assessment, it is not a mandatory requirement.

The weighting assigned to the technical proposal (T) and the financial proposal (P) is as follows:

- T = 70 %
- P = 30 %

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores, using the weights [T = weight given to the technical proposal; P = weight given to the financial proposal; T + P = 1] as follows: $S = St \times T\% + Sf \times D\%$.