

# Terms of Reference

## External expert for EITI Validation of Requirement 1.3 in the Central African Republic

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The 2021 EITI [Validation procedure](#) provide for the appointment of external experts to support the assessment of certain requirements in the EITI Standard on selected Validations. The procedure for appointing external experts is described in [Annex B](#) of the Validation procedure. The role of the external expert is to provide input to inform the assessment prepared by the International Secretariat for consideration by the Validation Committee in the EITI Board's decision-making process. The scope of the expert's work may cover individual EITI Requirements or a module of several interlinked requirements. The duration of the assignment will vary depending on its complexity. The deliverable is a report that documents evidence of the country's progress in addressing the relevant EITI Requirement(s) and opportunities for strengthening implementation.

### Background

The EITI holds all implementing countries to the same global standard. Through Validation, the EITI's quality assurance mechanism, implementing countries are assessed on their ability to meet the provisions of the [EITI Standard](#).

Validation promotes dialogue and learning at a country level. It provides countries with an opportunity to communicate progress and to identify and address challenges in EITI implementation. Validation captures stakeholder views and allows countries to highlight their perspectives on the effectiveness and sustainability of EITI implementation.

The EITI's Validation model acknowledges that countries have starting different points and face diverse challenges in implementing the EITI, and that they will use the EITI to address their most pressing priorities for improving extractives governance. More information on the Validation procedure, methodology and schedule is available on <https://eiti.org/validation>.

The assessment of civil society engagement has two aspects:

1. The engagement of the civil society constituency in the EITI process (1.3.a)), including the participation at MSG meetings, sharing information with the wider constituency and providing substantive input to key EITI products and processes.
2. The assessment of the broader enabling environment for civil society participation in the extractive sector, in line with the EITI [protocol: Participation of civil society](#).

In cases where there are concerns about potential breaches to the Protocol, the International Secretariat will draft a separate annexe to the Validation report which includes a detailed

assessment of the enabling environment and inform the assessment of Requirement 1.3.

At its 12 December 2023 meeting, the EITI Board's Validation Committee agreed to appoint an external expert for the Validation of the Central African Republic (CAR), focusing on Requirement 1.3.

## 1. Objectives of the assignment

The objective of the assignment is to provide input on Requirement 1.3 of the 2019 EITI Standard on the Validation of the Central African Republic.

The consultant is expected to work with the relevant Validation team at EITI International Secretariat, under the supervision of the EITI Technical Director. The indicative timeframe for this work would be 1 March – 31 June 2024.

## 2. Scope of assignment

The consultant will be expected to undertake the following tasks:

### 2.1 Review of documentation and targeted stakeholder consultations

#### (i) Desk review of documentation and preliminary analysis

- Review the draft Validation data collection template on 'Stakeholder engagement' and 'Outcomes and impact' as well as any other stakeholder submissions for Validation, investigating documents referenced including EITI documents produced by the country and other relevant public documents. The focus of the review should be on EITI Requirement 1.3 assigned for review.
- Review publicly available documentation (national and international sources) on broader civic space in the Central African Republic, with a particular view on identifying, in those sources specific references and or linkages to extractive sector governance.
- With reference to the [2019 EITI Standard](#) and the [EITI Validation Guide](#), prepare a preliminary analysis of progress on EITI Requirement 1.3 based on the documentation review. The preliminary analysis should cover both:
  - Draft Assessment of civil society engagement in the EITI process
  - Draft Assessment of adherence to the EITI protocol: Participation of civil society.
- Draft questions for stakeholders identifying missing and or limited documentation and required views vis-à-vis EITI Requirement 1.3 assigned for review.
- The desk review of documentation and preparation of questions for stakeholders should be completed within two weeks of the start of the external expert's engagement.

#### (ii) Stakeholder consultations (remote)

- Suggest a list of stakeholders to consult and discuss it with the Validation lead.
- Schedule and lead stakeholder consultations (via remote) with a focus on EITI Requirement 1.3 assigned for review, with support from the Validation team.
- Support follow-up on stakeholder consultations with any additional questions or requests for documentation.

## 2.2 Draft review of progress

### (i) Draft preliminary review of progress

- With reference to the [2019 EITI Standard](#) and the [EITI Validation Guide](#), prepare a short (4-6 page) review of the country's progress in fulfilling both the technical aspects and the overall objective(s) of EITI Requirement 1.3 assigned for review. Those can be updates to the preliminary analysis that covers both :
  - Assessment of civil society engagement in the EITI process
  - Assessment of adherence to the EITI protocol: Participation of civil society.
- The draft review should be based both on documentation review and stakeholder consultations.
- The draft review should be submitted to the EITI Technical Director within six weeks of the start of the external expert's engagement.

## 2.3 Final submission

### (i) Finalise analysis of progress

- Address comments and questions from the International Secretariat on the draft review of progress on the EITI Requirement 1.3 assigned for review.
- Based on comments on the draft review, finalise the short (4-6 page) review of the country's progress in fulfilling both the technical aspects and the overall objective(s) of EITI Requirement 1.3 assigned for review.
- Submit final review of progress in fulfilling the EITI Requirement 1.3 assigned for review to the EITI Technical Director.
- The final analysis should be submitted to the EITI Technical Director within eight weeks of the start of the external expert's engagement.

### (ii) Support for the Validation Committee's review

- Provide input to the Validation Committee's review of the EITI Requirement 1.3 assigned for review, including response to questions and requests for additional information.

## 3. Deliverables

The assignment is expected to take up to **10 days over the period of 1 April to June 2024**. The

deliverables should be delivered in English, unless agreed otherwise with the Technical Director. Deliverables may be adjusted during the assignment in consultation with the Technical Director to take into account unforeseen events, opportunities and obstacles. Changes in deliverables will be reported to the EITI International Secretariat through regular progress reports. Payment will be made monthly based on review of progress on meeting assignment deliverables.

Deliverable	Output	Deliverable Schedule
Signing of contract		TBC
Preliminary review of documentation		+ 2 week
Draft review of progress on EITI Requirement 1.3		+ 4 weeks
Final review of progress on EITI Requirement 1.3		+ 2 weeks
Support for Validation Committee's review of EITI Requirement 1.3		Ad hoc
Payment		+ 5 weeks

#### 4. Consultant's qualifications

The consultant must demonstrate:

- Relevant university degree or equivalent.
- Demonstrated relevant thematic and regional expertise.
- Demonstrated knowledge of the EITI Standard.
- A reputation for credibility and trustworthiness.
- Demonstrated experience and/or academic qualifications related to civic space and human rights issues in the extractive industries.
- A lack of conflict of interest with regards to the specific EITI Requirement(s) and country under review.
- A track record in similar work. Previous experience with the EITI is not required but would be advantageous.
- English and French fluency is required.
- Ability to complete the assignment in the agreed timeframe.

#### 5. Conduct

The short-term consultant will report to the Technical Director, who will provide quality assurance and feedback on the consultant's work.

The consultant is required to abide by the [EITI Code of Conduct](#) in its undertakings for the EITI.

All intellectual property and content produced in the context of this work will remain the property of the International Secretariat.