



Request for Expression of Interest

EITI Progress Report 2021

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Objective and general information

The EITI is seeking a design partner to design and produce our 2021 Progress Report.

Design firms are invited to submit a full price quote along with samples of previous work to Leila Pilliard, EITI Communications Officer (LPilliard@eiti.org) by Friday, 19 March 2021, 17:00 CET.

We also welcome quotes for proofreading of the full report (English only).

Target audience	EITI Board, national secretariats, outreach countries, and EITI donors, supporters and partners.
Languages	English, French, Russian, Spanish
Proposed delivery date	7 June 2021
Project manager	Leila Pilliard, EITI Communications Officer (LPilliard@eiti.org).

Design specifications

As our annual flagship report, the EITI Progress Report is our most disseminated publication. It should engage a wide audience with a visually engaging format in line with our [visual identity guidelines](#).

The report will include data visualisations, diagrams and graphical elements in almost every section. The EITI International Secretariat will provide mock-ups for visual elements, but we expect our design partner to provide creative direction and expertise throughout the process.

The report will be produced in four languages in an A4 format. The final report should be delivered as PDF files. Artwork files (InDesign, Illustrator) will also be requested and should be included in the quote.

Approach and theme

The COVID-19 crisis has required many governments and companies to shift their natural resource management priorities. National lockdowns have stunted EITI data dissemination activities and stakeholder engagement, requiring implementing countries to adopt new ways of working in an environment where mobility, funding and multi-stakeholder dialogue are under strain.

Our 2021 Progress Report should be in tune with the challenging and changing global context. It should capture key developments across the EITI community that have transpired in response to the COVID-19 crisis. It should also inspire by sharing stories of countries that have been able to make progress despite challenges.

To capture this approach, the report will be framed under a theme., e.g., “Extractive transparency in a changing environment” (to be determined).

As our flagship publication, the report will also include information on our key performance indicators, funding, Board and supporting companies.

Draft outline

The outline below is tentative and subject to change. We may sequence material differently and/or add an additional spread to accommodate stakeholder input. We therefore appreciate flexibility from our design partner as we refine this outline in the drafting stage.

Section	Topic	Details	# pages
Cover	Outside/inside covers, ToC		5
Introduction	<i>Forewords</i>	Chair: “renewed” relevance of EITI amid crisis; importance of multi-stakeholder dialogue and protecting civic space; “A year to fight corruption” Executive Director: resilience of implementing countries; strategic priorities	2
Extractive transparency in a changing environment	<i>The year in brief</i> Spread with timeline of key developments, that functions as a signpost for different report sections	Include: New supporting countries/companies, introduction of flexible reporting, new Validation model, CT requirement, OE launch, FF report launch, SD analysis, IMF project (?), first virtual BM Maybe: Impact assessment	2
	<i>Flexible reporting: Adapting EITI policy and practice</i>	Brief summary of new flexible reporting measures Key stats (# EITI Reports published, # of countries adopting flex reporting) 3 – 5 examples of positive/innovative uptake of flexible reporting + reporting on COVID-19 impact (Argentina, Chad, Colombia, DRC, Zambia)	4
	<i>Industry reporting/breakthroughs</i>	New guidelines for buying companies and uptake Launch of SOE network New disclosures from companies (GNPC oil sales, NNPC financial statement)	2

		Looking forward: Planned review of company expectations? Industry quote(s)	
	<i>Momentum in contract transparency</i>	New requirement Key stats on # countries disclosing contracts Country stories: DRC (Metakol Project), Afghanistan, Mongolia (CDAs), Mexico (May report with disaggregated data on contracts) or Dominican Republic, Guinea (contract use)	2
	<i>Advancing beneficial ownership transparency</i>	Launch of OE project IMF project New registers/disclosures? – Nigeria, CDI, T&T, Guinea, PNG	2
	<i>Spotlight on fiscal transparency: Revenue collection and financial modelling</i>	Stats/figures: Open Budget Survey data Colombia (revised projections for fiscal revenue collection) Ghana Agyapa Open Oil report	1
	<i>Strengthening subnational governance</i>	Ford Foundation report, key conclusions in each country New disclosures on subnational transfers in Burkina Faso, Honduras, Mali	1
	<i>Towards systematic disclosure: Accelerating progress</i>	Baseline analysis/stats + new tool Developments in Afghanistan, Cameroon, Dominican Republic, Argentina	2
	<i>Assessing progress: Validation</i>	Country map showing Validations in reporting period Potentially: Big picture analysis of Validation (same as 2020 Progress Report but with new data) Introduction of new model and key visuals	2-3
Looking ahead	<i>Strategic priorities</i>	Present strategic priorities 2021-2022	1

Resourcing and funding	<i>How we are funded</i>	Allocation of funds based on 2020 financial report	1
	<i>EITI Secretariat</i>	Growing team, diversity, operating under lockdown	1
	<i>EITI Board</i>	List with names	1-2
	<i>EITI supporting companies</i>	List	1
	<i>EITI supporting governments/donors</i>	Acknowledgments, logos	1
Total pages (incl. cover and “fillers”)			36

Project timeline

We are aiming to launch the 2021 EITI Progress Report on **7 June 2021**, ahead of the 50th EITI Board meeting. Below is a tentative timeline for the project. While this is subject to change, we should aim to meet the milestones set out in May/June to allow enough time for stakeholder review and translation prior to the launch.

Date	Item	Lead	Comments
10 Mar	Finalise concept note and outline	EITI	
15 Mar	Request quotes from design agencies	EITI	
15 Mar-9 Apr	Drafting content	EITI	
19 Mar	Draft 0 (Word file)	EITI	Outline document with structure and content elements
19 Mar	Deadline for expressions of interest/quotes from design agencies	Designer	
24 Mar	Selection of design partner	EITI	
30 Mar	Submission of 3x design concepts	Designer	
12 Apr	Draft 1 sent to designer (with mock-ups for visual elements)	EITI	Aim for EITI to have 50% content drafted
22 Apr	Draft design for Draft 1 content ready	Designer	
26 Apr	Draft 2 sent to designer (with mock-ups for visual elements)	EITI	Aim for EITI to have 100% content drafted
26-30 Apr	Board, SMT and internal review	EITI/Board	
6 May	Draft design for Draft 2 content ready	Designer	
6 May	Draft 3 (final draft) ready	EITI	Incorporate stakeholder feedback
6-10 May	Proofreading	Proofreader	
7-21 May	Design finalisation and finetuning	EITI/Designer	
10-14 May	Translations (FR/ES/RU)	Prime	
17-21 May	Translation quality check	EITI	
24 May-2 Jun	Design of translations	Designer	
4 Jun	Deliver final PDFs in all languages	Designer	
7 June	Launch report	EITI	Website, social media, newsletter