

REQUEST FOR PROPOSALS FOR AN EXECUTIVE SEARCH FIRM / SEARCH CONSULTANT

7 June 2018

The EITI International Secretariat is initiating this Request for Proposals (RFP) to solicit proposals from qualified firms or consultants interested in advising the EITI Board, through the EITI Chair, on the appointment of a new Executive Director.

The incumbent Executive Director, Jonas Moberg, announced his decision to step down on 23 May 2018¹. The position was announced on 28 May 2018². The terms of reference for the Executive Director are attached at Annex 1.

The EITI has agreed contract a recruitment agency to assist in the recruitment process, reporting to the Board through Fredrik Reinfeldt and the Nominations Committee. The scope of work is expected to include: (1) identifying high quality candidates; (2) screening applications and preparing a shortlist for interviews; (3) supporting the interview process, and (4) preparation of a recommendation to the EITI Board. The EITI's HR and Admin department will collate the applications, assist in the screening of applications, and provide additional support as required.

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about mid-June 2018. The expected time input is 15 days, although this may be extended by mutual agreement.

The consultant must have demonstrated experience in conducting international searches at the highest executive levels; skill in working with a wide range of constituencies and stakeholders; recruitment of candidates and overall management of public search processes. Experience with executive searches in the oil, gas and mining sectors is preferred.

Proposals must be delivered by 15:00 CEST 15 June 2018 to Brynjar Wiersholm (BWiersholm@eiti.org). The proposal should outline the experience of the firm and the key experts' qualifications and competence. This should include a financial proposal for the 15 days of expected input, inclusive of all applicable taxes.

Background

The EITI³ is a global coalition of governments, companies and civil society working together to improve the openness and accountable management of oil, gas and minerals for the benefit of the citizens living in countries with significant resource endowments. The EITI Standard⁴ is implemented in 51 countries.

The EITI is governed by a not-for-profit members' association under Norwegian law called the "EITI Association". The EITI Association's Articles provide the governing framework for the EITI⁵. The EITI is governed by the international EITI Board. It takes decisions on the status of countries based on the EITI Standard and also develops policy.

The International Secretariat of the EITI supports countries in implementing the Standard and serves the EITI Board. Its role specifically includes: outreach and advocacy, communicating and sharing lessons learned with stakeholders,

¹ <https://eiti.org/news/jonas-moberg-to-step-down-as-executive-director-of-extractive-industries-transparency>

² <https://eiti.org/jobs#executive-director>

³ www.eiti.org

⁴ See: <https://eiti.org/document/standard>

⁵ <https://eiti.org/document/eiti-articles-of-association>

providing technical advice, oversight of the Validation process and highlighting results in countries⁶. The Secretariat is based in Oslo, Norway.

The Secretariat is led by an Executive Director⁷. The Terms of Reference for the Executive Director are outlined below.

Annex 1: Terms of Reference for the Executive Director

The **Extractive Industries Transparency Initiative** (EITI) is the global standard for the governance of oil, gas and mining sectors. This is an outstanding opportunity to lead the EITI to drive efforts to ensure that natural resource wealth becomes a key engine for sustainable economic development and poverty reduction.

The Executive Director is responsible for the day-to-day running of the EITI and its International Secretariat in Oslo, Norway. The Secretariat's staff of 25 supports EITI implementation in 51 countries, working together with a global network of governments, industry and civil society supporters.

The Executive Director should ensure that the EITI Board and Members' Meeting are supported by the Secretariat in realising the EITI Principles. The Executive Director is responsible for overseeing the EITI's work globally, ensuring that appropriate support is available for EITI implementation, and working to improve the EITI's credibility and effectiveness.

Key responsibilities

Specifically, the Executive Director should:

- Support EITI implementation in the 51-member countries, including to all stakeholder groups in their efforts to realise the EITI Principles.
- Support the EITI Chair and EITI Board to ensure that the EITI is governed to the highest standards, in a spirit of openness, collaboration and trust.
- Ensure effective financial management of the EITI International Secretariat and promote financial and technical support for EITI implementation in the 51 countries.
- Ensure that the EITI's staff are appropriately selected, supported and managed.

Required qualifications

- Extensive experience in financial management and governance of a complex organisation, ideally with a considerable multi-stakeholder component.
- Demonstrated success in building relationships with interlocutors at senior levels within governments, industry and civil society organisations.
- Demonstrated leadership skills.
- Strong commitment to the broader global pursuit for transparency and good governance.
- Excellent command of both written and spoken English and ideally French, with Arabic, Spanish and Russian being an advantage.

⁶ <https://eiti.org/document/eiti-articles-of-association#Article15>

⁷ <https://eiti.org/document/eiti-articles-of-association#Article16>. In December 2017, the EITI Board changed the title of the post from "Head of the EITI Secretariat" to "Executive Director of the EITI". (see <https://eiti.org/BD/2017-64>)