



**TERMS OF REFERENCE
FOR**

**THE PRODUCTION OF PNGEITI
PROMOTIONAL VIDEO**

CONTENTS

1. BACKGROUND.....	3
2. Call for Consultancy Services.....	4
3. Rationale/justification for the documentary.....	4
4. Objectives of Consultancy assignment.....	4
5. Scope and Focus of assignment	4
6. Production Timeframe	Error! Bookmark not defined.
7. Work Arrangement.....	5
8. Copyright.....	5
9. Required Qualifications and Experience of the Consultant.....	5
10. PNGEITI will be responsible for:	5
11. The Consultant will be responsible for:.....	5
12. Application Procedure	6

1. Background

The Extractive Industries Transparency Initiative (EITI) is a global standard that promotes transparency and accountability in the oil, gas and mining sectors.

EITI implementation has two core components:

- **Transparency:** oil, gas and mining companies disclose information about their operations, including payments to the government, and the government discloses its receipts and other relevant information on the industry. The figures are reconciled by an Independent Administrator (IA), and published annually alongside other contextual information about the extractive industries in accordance with the EITI Standard.
- **Accountability:** a multi-stakeholder group (MSG) with representatives from government, companies and civil society oversee the process and communicate the findings of the EITI reporting, and promote the integration of EITI into broader transparency efforts in that country.

The EITI Standard encourages the Multi-Stakeholder Group (MSG) to explore innovative approaches to extend EITI implementation to increase the comprehensiveness of EITI reporting and public understanding of revenues and encourage high standards of transparency and accountability in public, government operations and in business. The requirements for implementing countries are set out in the EITI Standard.

EITI Implementation in Papua New Guinea

The PNG Government led by the Minister for Treasury applied for EITI candidacy in 2013. In 2014 PNG was accepted as a candidate country, with the government committing to work alongside civil society and extractive industry companies to implement EITI. The MSG was officially established in 2015 through a Memorandum of Understanding (MOU) to oversee the establishment and implementation of EITI in the country. In the same year the PNGEITI National Secretariat office was established and operationalised.

The Objectives of implementing EITI in PNG:

- Ensure a well-established and fully functional National Secretariat Office and the Multi-Stakeholder Group (MSG);
- Show extractive industries' contribution (both directly and indirectly) to the PNG economy;
- Improve public understanding of the governance of the extractive industries, including details of mining and petroleum licensing and approval process and any other prevailing licenses, reference to environmental and other regulatory processes and approvals;
- Strengthen revenue generation and collection, ensure consistency, transparency, accountability and accuracy of recorded payments or transfers by extractive industries to the government with receipts recorded by government (including sub-national government entities). Also, to ensure there is accountability by government in the utilization of these funds, including transfers to subnational levels of government and landowner groups;
- Engage stakeholders to effectively address issues affecting PNG's extractive industries; and
- Monitor and evaluate EITI implementation in the country.

The MSG ensures that the PNGEITI framework is tailored to PNG laws and regulations and that the initiative is implementable by relevant government entities and industry companies. Also, to identify weaknesses or deficiencies in the current regulatory environment which may require actions by government to address them.

2. Production of a Promotional Video - Call for Expressions of Interest

PNGEITI calls for expressions of interest from competent firms or individual consultants for the production of a promotional video on “EITI implementation in PNG.”

2.1 Rationale/justification for the video production

This promotional video will introduce the role of the EITI, highlight and contrast the impact of its implementation through the PNGEITI National Secretariat and the Multi-Stakeholder Group. It also aims to raise public awareness of the achievement and challenges of EITI implementation since its inception.

2.2 Objectives of the Assignment

The objectives of the assignment shall be;

- (i) Interview key persons representing the three constituents of the Multi-Stakeholder Group with special emphasis on the impact of EITI.
- (ii) To amplify the voices of the Multi-Stakeholder Group on their experiences in implementing the EITI standard,
- (iii) To understand the roles and contributions of different actors towards addressing governance challenges in the PNG extractives sector.

2.3 Scope and focus of the Assignment

The consultant shall;

- (i) Develop the video script and story-board in consultation with the PNGEITI Secretariat and the MSG TWG Comms;
- (ii) Conduct interview for the Chair of PNGEITI MSG, including the Government, Industry and CSO spokes persons.
- (iii) Collect and compile cut-aways, still photos and videos;
- (iv) Present a draft production to the Communications TWG for review.
- (v) Incorporate the comments and produce a final 10-minute video on DVD and raw footage material to PNGEITI – (16:9 aspect ratio Full HD).

2.4 Timeframe and Deliverables

The consultancy services shall run for a duration of **15 working days** from the date of signing the contract. *For avoidance of doubt, consultation meetings with PNGEITI team shall not be treated as working days.*

Milestone	Deliverables	Week (s)
1 (One)	Preliminary meeting after contract signing (Consultant & Communication TWG/NS media officer/s)	1 day in week 1
	Revision of video script and story-board to be used in shooting and production of the 10 mins promotional video. (Consultant/TWG)	3 days in week 1
2 (Two)	Conduct interview and film required key persons from the 3 (three) constituents including the MSG Chair and Head of Secretariat. (Consultant & TWG/NS)	5 days in week 2
		2 days in week 3

	Collect and compile cut-aways, still photos & videos (Consultant)	
3 (Three)	Deliver the 10 mins draft video to the TWG for assessment and feedback (Consultant/TWG)	1 day in week 3
	Refine the documentary considering all feedbacks (Consultant)	1 day in week 3
4 (Four)	Deliver the final 10 mins promotional video including a project completion report and the raw footage material to PNGEITI – (16:9 aspect ratio Full HD).	1 day in week 3

2.5 Work Arrangement

The consultant shall be paid 30% of the total cost upon approval and signing of the contract while the balance will be paid upon satisfactory production of the video.

2.6 Copyright

All related material collected, compiled and edited out of the consultancy shall remain the property of PNG Extractive Industries Transparency Initiative (PNGEITI).

2.7 Required Qualifications and Experience

- a) Consultant must have more than 5 years proven experience in film production.
- b) Extensive experience in producing development material, documentary related for organisations for both local and international target audiences.
- c) Excellent technical capacity, fully equipped (with resources) to ensure high quality production (full High Definition);
- d) Must be tax compliant; indicating Tax registration certificate or TIN;
- e) Experience in development communication would be an added advantage.
- f) In addition, if operating as a company, it will be a requirement to submit certified copies of the Certificate of incorporation as a company.

In this Assignment:

2.8 PNGEITI will be responsible for:

- a) Preparing the Terms of Reference (ToR) for the video production;
- b) Selecting, contracting and managing the Consultant;
- c) Funding the costs of consultant and logistics associated with the assignment;
- d) Engaging with the consultant during the video filming and production process;
- e) Reviewing the draft video and providing feedback for consideration.

2.9 The Consultant will be responsible for:

- f) Preparation of a technical and financial proposal, work plan and budget for the assignment;
- g) Develop video script and story-board in consultation with the PNGEITI;
- h) Engage PNGEITI target stakeholders throughout the assignment;
- i) Provide updated/draft video to PNGEITI as required;
- j) Produce deliverables in accordance with the requirements and timeframes outlined in this ToR.

2.10 Application procedure

Applicants are required to submit the following:

- a) A technical proposal: letter of Interest, stating why you consider your services suitable for the assignment;
- b) Company profile on handling related assignment;
- c) Personal CVs for individual consultant highlighting qualifications and experience;
- d) Accurate business or personal address i.e. physical, postal, telephones and email;
- e) Contact details of referees from organisations for whom you have produced films or documentaries;
- f) Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) relating to the assignment;
- g) Both technical and financial proposal must not exceed five pages.

Application are to be addressed to:

**The Head of National Secretariat
PNG Extractive Industries Transparency Initiative (PNGEITI)
P O Box 1907
PORT MORESBY, NCD**

Applications through expressions must be sent to the following email: Francis_Diakon@treasury.gov.pg or can also be hand delivered to the Treasury Building, Waigani Drive.

All applications must be received no later than 4.30pm, 14th June 2021.

Authorised by:

LUCAS ALKAN

Head of National Secretariat