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Papua New Guinea Extractive Industries Transparency Initiative (PNGEITI)

Terms of Reference

For

Short Term Contract for Publication Services (Advertisements and Articles)

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July 2023

## **1. BACKGROUND**

The Extractive Industries Transparency Initiative (EITI) is a global standard for promoting transparency and accountability of revenues and other benefits received in the oil, gas and mining sectors. One of the key requirements for PNG as an EITI implementing country is to systematically disclose company payments and government receipts of extractive revenues through the existing systems consistent with the 2019 EITI Standard (<https://eiti.org/document/eiti-standard-2019#terminology>).

As an EITI implementing country, it is a requirement for PNG to disclose information along the extractives sector value chain from the point of granting licenses and contracts to how the various revenue streams make their way into government accounts, and how these revenues and other benefits are distributed to the public. The intent is to strengthen public and corporate governance, promote better management of natural resources and provide reliable and timely data for informed decisions for public policy and legislative reforms for the sector.

PNGEITI has produced nine (9) country reports covering the financial years 2013 to 2021. It is expected to produce its tenth (10) report covering the financial year 2022 before the end of this year.

## **2. PUBLICATION SERVICES REQUIRED BY PNGEITI NATIONAL SECRETARIAT**

The Service Contractor will be responsible for publishing commercial advertisements and articles as it relates to the work of the PNGEITI on a monthly or quarterly basis for 6 months from 1<sup>st</sup> August, 2023 to 31<sup>st</sup> January, 2024. The advertisements and articles will be prepared by the PNGEITI National Secretariat and submitted to the Publisher (Contractor) for publication through its monthly or quarterly publications. Ideally, the service contractor will be required to include EITI advertisements and articles in its existing and regular monthly or quarterly publications of newsletters or magazines

## **3. OBJECTIVES OF THE CONTRACTUAL SERVICES**

The specific objectives of the contractual services are to:

- Publicise the important work that the MSG and the National Secretariat do in terms of EITI implementation activities, especially the findings of the annual EITI country reports and other related reports and studies;
- Promote and create awareness on PNGEITI activities including the progress in implementing the EITI Global Best Practice Standard and its Requirements;
- Release advertisements on the work of EITI in country; and
- Use the publisher's established client networks for circulation of its publications to create awareness and promote EITI activities and increase public awareness.

#### **4. SCOPE OF SERVICES AND EXPECTED DELIVERABLES**

The Contractor will be expected to provide publication services as follows:

Advertisements: This is to promote the important work the PNGEITI National Secretariat and its Multi-Stakeholder Group (MSG) are doing in terms of EITI implementation in country. The PNGEITI National Secretariat intends to place advertisements with a feature report in the publisher's monthly or quarterly publication of its magazines or newsletters. These advertisements will be prepared by the National Secretariat and submitted to the publisher (Contractor) for inclusion in the monthly or quarterly publications.

Articles: To promote and create public awareness, to place articles on EITI implementation activities to be released in the publisher's magazine every month for the 6 months duration. These articles will cover new EITI initiatives, the current validation exercise and the requirements from EITI International Secretariat and in country activities undertaken by the PNGEITI National Secretariat and the MSG (MSG meetings, TWG meetings, workshops, conferences, etc). These articles will be prepared and supplied to the Publisher (Contractor) by the PNGEITI National Secretariat on a monthly or quarterly basis for a duration of 6 months from June to December, 2022.

Dissemination/Distribution of publications: The Publisher (Contractor) will be responsible to cover any cost associated with mailing, shipment and transportation of published magazines or newsletters on a monthly or quarterly basis to its clients and the public for information as part of creating public awareness and promoting, marketing and advertising the work of the EITI within the country. The Contractor will also be required to supply at least 10 copies of the published monthly magazines or newsletters to the PNGEITI National Secretariat every month or every quarter for the 6 months.

#### **5. SKILLS AND EXPERIENCE OF THE PUBLISHER (CONTRACTOR)**

The service contractor must demonstrate that:

- The publishing company, firm or organization should be experienced in the business of publications, advertising, publishing of books, journals magazines, newsletters or such other publications, sales and marketing or such other relevant experience in the area of printing, publication and communication technology;
- Highly organized and efficient in the publication and delivery of the final product on a timely manner;
- Sound knowledge of PNG Mining and Petroleum sector issues (desirable);
- Some background knowledge on the work of EITI including the EITI Global Standard, its Requirements and implementation activities within PNG; and
- Professional and strong client-based focus in the delivery of its final products on a timely and efficient manner by the service contractor.

## 6. EVALUATION CRITERIA

- Technical Approach: Bidder must demonstrate a thorough understanding of the tasks involved and effort required to deliver the service within the required time period. Bidders shall provide a publication plan outlining the monthly or quarterly delivery schedule and assurances for on time delivery of finished products;
- Qualifications/Experience: Bidder should outline the qualifications and experience of the firm, displaying the operational knowledge and skills of key personnel who will work on this publication service;
- Past Performance: Bidder shall provide past performance information for similar work including a list of clients with contact information (if possible) for similar assignments completed within the past two years; and
- Fee Proposal: Bidder shall provide a breakdown of its final cost including labour, production and distribution cost and Goods & Services Tax (gst) and any other applicable taxes relating to this assignment.

## 7. CLOSING DATE FOR SUBMISSION

Expression of interest (EOI) must be submitted **no later than 4:30pm on 31<sup>st</sup> of July, 2023** to [Francis\\_Diakon@treasury.gov.pg](mailto:Francis_Diakon@treasury.gov.pg) or hand delivered to the PNGEITI National Secretariat office on Level 8 of the Treasury Building, Waigani.