

**MINUTES OF THE GHEITI MULTI-STAKEHOLDER GROUP (MSG) MEETING ON THE PROCUREMENT OF THE INDEPENDENT ADMINISTRATOR TO UNDERTAKE THE PRODUCTION OF 2015/2016 GHANA EITI REPORTS - MINISTRY OF FINANCE ON 30TH, JANUARY, 2018**

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**Introduction**

The Ghana EITI Secretariat and the MSG met on 30<sup>th</sup> January, 2018 to approve the procurement report on the recruitment of the Independent Administrator to undertake the production of the 2015/2016 GHEITI mining and oil and gas reports. The meeting was attended by the members of the MSG and the Procurement Specialist, Mr. Sivert Ofori with Mr. Samuel Bekoe of GOGIG in attendance as an observer. Government partnered GOGIG to support the production of the mining and oil/gas reports respectively. The meeting which was chaired by Dr. Steve Manteaw, Co-Chair of the Ghana EITI opened at 10:00am with a prayer from Ms. Victoria Benson.

**Meeting Agenda**

The meeting Agenda was presented by the GHEITI Coordinator, Mr. M.B. Abdul-Razak as follows:

- Presentation and discussion of the final procurement report on the Selection of the Independent Administrator for the 2015/2016 reports; and
- Approval of the selected Independent Administrator (IA).
- Agreeing of the 2015/2016 Reporting templates with the Selected Independent Administrator (IA)

The Coordinator indicated that due to the closeness of the timeline for the production of the 2015/2016 EITI Reports there was the need to also agree on the reporting templates with the Ghana EITI IAs who will join in the meeting later after he has been endorsed by the MSG. The templates which were earlier developed by the Technical Sub-Committee were later reviewed by the MSG at the meeting in Koforidua. However, with the completion of the procurement process to select the IA, the consultant will meet with Committee to discuss and agree on the templates as required by the EITI Standard. He added that the ToR which was prepared in July, 2017 and was technically endorsed by the MSG subject to further changes that were proposed by the International Secretariat as per the final revised ToR adopted on 3<sup>rd</sup> Nov. 2017. On the basis of the above, the agenda was unanimously adopted by the Committee.

**1. Brief on the final Procurement Report**

The Coordinator reminded the Committee that to enhance the credibility of the EITI Reports and protect the integrity of the EITI, the EITI Reports are expected to be prepared by an independent firm, selected through a competitive bidding process. Accordingly, he indicated that the process started with the advertisement of the expression of interest (EOI) followed by the request for proposals from eligible consultants to undertake the assignment.

The Procurement Specialist who led GHEITI Procurement Sub-Committee to undertake the procurement, briefed the MSG on the outcome of final procurement of the IA for the 2015/16 reports.

