Terms of Reference

Independent Administrator for the 2023 EITI Report, Ghana

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1 INTRODUCTION

The Extractive Industries Transparency Initiative (EITI) is a global standard for improving transparency and accountability in the mining and oil and gas sectors. Ghana signed onto the EITI in 2003 and has so far published twenty-one (21) and fifteen (15) mining and oil and gas reports respectively.

Ghana is in the process of engaging a consultant to prepare its 2023 report on the mining sector. The assignment will be undertaken jointly by the Multi Stakeholder Group (MSG) and a consultancy firm.

The task involves data collection from both government agencies and mining companies. The assignment involves the preparation of a scoping report to establish an agreed materiality threshold based on which companies will qualify to participate in the exercise, and revenue streams to be reconciled. . This process is followed by the preparation of the main reports based on the contextual information and reconciliation of payments and receipts.

EITI implementation has two (2) core components:

- Transparency: 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 consultant (Independent Administrator) and published annually alongside other information about the extractive industries in accordance with the EITI Standard.
- Accountability: MSG with representatives from government, companies and civil society is established to oversee the process and communicate the findings of the EITI report, enabling citizens to leverage on the information to demand accountability on how extractive revenues have been managed and used by the Government.

The public engagements on the report are expected to inform policy changes aimed at improving governance, revenue management, and regulatory frameworks within the extractive sector.

The EITI Standard encourages MSG of the respective countries to explore innovative approaches to expanding EITI implementation to increase the comprehensiveness of EITI reporting and public understanding of revenues, and encourage high standards of transparency and accountability in public life, government operations and in business. The requirements for implementing countries are set out in the EITI Standard[1]. Additional information is

[1] http://eiti.org/document/standard

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1.1 EITI Implementation in Ghana

Ghana's extractive sector is significant to the national economy in terms of its contribution to government revenues, foreign exchange earnings, employment, and Gross Domestic Product (GDP).

Ghana signed-on to the EITI in 2003 to promote good governance in the management of its natural resources. The primary objectives of GHEITI are to ensure transparency and accountability in the payments and receipts in the extractive sector, reduce the potential for all forms of corruption, improve the investment climate, strengthen government and company systems and contribute to enhanced revenue mobilisation to support Government's development agenda.

Since signing up to the EITI in 2003, Ghana has produced a total of 36 reports (21 mining and 15 oil and gas reports). The implementation of the reports' recommendations continues to have wide-ranging policy impacts, some of which include reforms to the legal and fiscal frameworks. GHEITI reporting is the main source of comprehensive information on the mining sector. Civil society, researchers, students, ordinary citizens, and other stakeholders use the reports as a credible source of information. GHEITI reports cover the mining, oil and gas sectors and are published on the GHEITI website (www.gheiti.gov.gh). The Ministry of Finance and the Minerals Commission publish non-tax information on license holders, coordinates, duration of licenses, license payments, royalties etc. on the mining sector only. In terms of mainstreaming, information on legal and fiscal frameworks and non-tax payments can be found on government websites.

The GHEITI Multi-Stakeholder Group (MSG) provides oversight of the GHEITI process and is composed of a total of 36 members, including eight alternates from different Government Ministries, Departments and Agencies, oil, gas and mining companies as well as civil society.

Following its third validation in June 2019, the EITI Board determined that "Ghana has made meaningful progress overall in implementing the EITI Standard." The Board further "determined that Ghana has until June, 2023 to carry out corrective actions regarding the requirements relating to state-participation (2.6), comprehensiveness (4.1), data quality (4.9), sub national transfers (5.2), quasi fiscal expenditures (6.1) are part of the main areas of concern." The MSG has, to the extent possible, addressed these corrective actions in the 2020, 2021 and 2022 Reports.

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To consolidate the progress made in Beneficial Ownership Transparency (BOT), the International EITI Secretariat in collaboration with the Open Ownership worked with GHEITI, the Registrar General's Department (RGD) and other local stakeholders, to rollout the Opening Extractives Programme (OEP). The OEP aims to transform the availability and use of beneficial ownership information for effective governance in the extractive sector. a good number of Ghanaian investigative journalists and civil society actors have since been trained on how to use BO data to unravel corruption and procurement fraud in Ghana's extractive industry.

1.2 Recent EITI- Related Developments

The Government of Ghana has embarked on significant reforms to strengthen its mining sector governance, enhance transparency, and align national policies with international best practices.

One of the major initiatives is the review of the 2014 Mining Policy. This comprehensive exercise seeks to address policy gaps and bring the framework in line with continental standards such as the African Mining Vision (AMV)[2]. A key focus of the review is the decentralization of the Artisanal and Small-scale Mining (ASM) licensing regime, starting at the district level, to improve accessibility and transparency for stakeholders across the country[3].

In addition to policy reviews, Ghana has made notable strides in contract disclosure and transparency. Through platforms like the Mining Cadastre Administrative System (MCAS), the Minerals Commission is providing public access to updated information on mineral licenses, ownership structures, and spatial mapping. The Commission has also committed to systematically publishing mining contracts online, reinforcing the government's broader transparency and accountability agenda in the extractive sector[4].

Legislative reforms are equally underway. Amendments to the Minerals Income Investment Fund (MIIF) Act, 2018 (Act 978) have been proposed in the 2025 Budget, under which 80% of mineral royalties retained by MIIF are to be transferred to the Consolidated Fund to support infrastructure

[2] http://acep.africa/gap-analysis-of-the-minerals-and-mining-act-2006-act-703-and-draft-amendment/

[3] https://fcghana.org/wp-content/uploads/2025/04/Press-release-Government-Intensify-Efforts-to-Combat-Illegal-Mining-4.pdf

[4] https://eiti.org/countries/ghana

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development. This marks a strategic shift from MIIF's original role as a Sovereign Wealth Fund. Furthermore, Parliament has passed the Ghana Gold Board Bill (2025), and it has been assented to by the President. This new Act seeks to establish a dedicated regulatory body for gold trade, aimed at boosting value addition in the sector and strengthening Ghana's foreign exchange reserves[5].

Efforts to promote local content development have also gained momentum. The Local Content and Participation Regulation introduced in 2020 mandates the utilization of Ghanaian expertise, goods, services, and financing in mining operations. This framework has enhanced local capacity building.

In June 2024, the government took a bold step to add value to some of its minerals domestically by enacting a ban on the export of raw bauxite. With Ghana's bauxite reserves estimated at 900 million tons, the new law is intended to foster value addition, create employment opportunities, and support broader infrastructure development goals[6].

Recognizing the strategic importance of critical minerals for the global energy transition, Ghana enacted a Green Minerals Policy in August 2023. This policy simplifies market entry for critical mineral industry players and positions Ghana as a key supplier in the energy transition value chain. Already, the policy has catalyzed exploration activities in resources such as lithium, graphite, and rare earth elements.

To combat the persistent problem of illegal mining (locally known as galamsey), the government has adopted a multi-stakeholder approach. Key interventions include reforms to the licensing regime, intensified law enforcement operations, reclamation of degraded lands, and the provision of alternative livelihoods to affected communities, all aimed at promoting sustainable mining practices.

Proposed amendments to the Minerals and Mining Act, 2006 (Act 703) are being developed to align the law with emerging international standards. These amendments seek to tackle issues such as illicit financial flows, environmental degradation, and governance deficiencies, thereby strengthening the overall integrity and sustainability of Ghana's mining sector[7].

[5] https://thebftonline.com/2025/04/08/parliament-passes-gold-board-bill-awaiting-presidential-assent/

[6] https://energycapitalpower.com/how-policy-reform-is-strengthening-ghanas-mining-industry/

[7] http://acep.africa/gap-analysis-of-the-minerals-and-mining-act-2006-act-703-and-draft-amendment/

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Ghana holds significant reserves of critical minerals such as bauxite, lithium, graphite, and manganese, positioning it as the second-largest bauxite holder in Africa. These resources are vital for electric vehicle (EV) batteries and renewable energy infrastructure. Recent discoveries of lithium deposits have further strengthened Ghana's prospects, attracting interest from global EV manufacturers like Tesla[8].

A 2024 GHEITI study emphasizes the potential for local value addition, highlighting that refining bauxite into alumina could generate $330 million annually, compared to the mere 4.17% value retention from raw mineral exports[9]. In line with this, efforts are underway to revive the Volta Aluminum Company (VALCO) and establish an integrated bauxite-aluminum industry, reducing the economy's dependence on raw mineral exports[10].

Ghana's ambition to become a regional EV and battery manufacturing hub is articulated in its 2023 National Energy Transition Framework, which prioritizes lithium refining for domestic battery production. Partnerships with technology firms are already being pursued to develop lithium-ion battery plants to support this vision[11].

As part of its preparation to mainstream the ASM sector into its EITI reporting, the GHEITI MSG commissioned a pilot study into the ASM subsector. Among the findings were: widespread non-compliance with fiscal imposts, poorly regulated gold trading, and concerns around the approach to estimating the country's ASM gold production. The MSG was of the view that, the use of export data as proxy for the estimation of ASM production leaves out the un-estimated amount of gold that is utilized locally for jewelry production, and substantial volumes that are believed to be smuggled across the country's porous borders. To obtain deeper insights and draw lessons from other countries on how best to govern small-scale mining, and make them contribute to domestic revenue mobilization, GHEITI's MSG, with the

[8] https://eiti.org/blog-post/energy-transition-minerals-ghana

[9] https://eiti.org/blog-post/energy-transition-minerals-ghana

https://efaidnbmnnnibpcajpcglclefindmkaj/https://www.energymin.gov.gh/sites/default/files/2023-09/FINAL%20GHANA'S%20NATIONAL%20ENERGY%20TRANSITION%20FRAMEWORK_2023_compressed%20(1)_compressed%20(2).pdf

[11]http://efaidnbmnnnibpcajpcglclefindmkaj/https://www.energymin.gov.gh/sites/default/files/2023-09/FINAL%20GHANA'S%20NATIONAL%20ENERGY%20TRANSITION%20FRAMEWORK_2023_compressed%20(1)_compressed%20(2).pdf

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support of the World Bank's Ghana Landscape Restoration and ASM Formalisation Programme, undertook a study visit to Tanzania. and was hosted by the Tanzania Extractive Industry Transparency Initiative (TEITI). Lessons from the visit have been documented and expected to feed into the 2023 GHEITI mining sector report.

2 OBJECTIVES

2.1 Objectives of the 2025 GHEITI Work Plan

The GHEITI 2025 work plan objectives are: a) Strengthen the oversight role of the MSG; b) Enhance the contribution of the extractive sector to the national economy; c) Optimise transparency and accountability in the payment and utilisation of sub national extractives revenues; d) Strengthen transparency and accountability provisions in the legal, policy and regulatory frameworks for governance of the Extractive Industries sector in Ghana; e) Ensure beneficial ownership disclosure by extractive companies; f) Improve on EITI impact in Ghana; g) Achieve systematic disclosure of EITI data; h) Enhance public education and improved access to information on extractive sector revenues and broader resource governance matters to enhance citizens ownership of the EITI process.

2.2 Objectives and Expectations of this Assignment

The assignment is divided into two:

a. GHEITI MSG would work on the contextual part of the report

b. Reconciliation of payments and receipts, and other related areas would be outsourced to a competent and credible firm, to support the MSG in preparing the EITI Report in accordance with the EITI Standard.

The objectives of the assignment are to support the MSG in strengthening disclosures in accordance with the EITI Standard, provide an assessment of the comprehensiveness and reliability of the disclosures, informing the public about the impact of Covid-19 on the legal and fiscal terms governing the extractive industries as well as exploration and production activities, and support the MSG in agreeing recommendations for strengthening government systems and natural resource governance.

The MSG and the consultant are expected to:

- Produce a scoping study to inform the MSG's decision on the scope of the 2023 EITI Report on the large scale mining sectors;

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- Produce an EITI Report and associated data files for 2023 in accordance with the EITI Standard, and section 3, below. The report should include findings, recommendations and any other relevant information in the 2021 ASM Report. In addition, the report should provide timely information on impact of Covid-19 on Ghana's extractive industry, as outlined in Table 1.

- Produce and submit to the MSG and International EITI Secretariat a data summary report on the 2021 reports produced in line with the EITI Standard

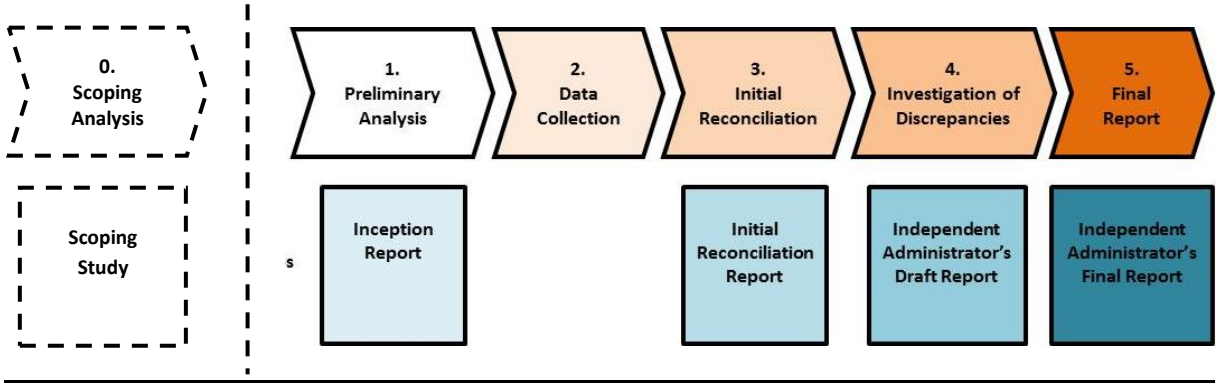
The Consultant will provide further support to GHEITI during stakeholder dissemination engagements to discuss the reports.

3 SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The work of the MSG and consultant has four conceptual phases (see figure 1).

These phases may overlap and there may also be some iteration between the phases. EITI reporting is generally preceded by scoping work which is sometimes undertaken by the Independent Administrator (phase 0 in the figure), and sometimes undertaken by the MSG or other consultantThe consultant's responsibilities in each phase are elaborated below.

Figure 1 – Overview of the EITI Reporting process and deliverables



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Phase 1 – Identifying scope

Objective: Identify the scope of reporting (overview of applicable financial and non-financial disclosures in accordance with EITI Requirements 2-6) and fiscal year(s) to be covered by the disclosures.

i. **Develop GHEITI 2021-2022 summary data files**

ii. **Identify the information to be disclosed to meet EITI Requirements 2-6.** In particular, MSGs should seek to address previous gaps identified in EITI Reports and Validation (in accordance with the first column in Table 1).

iii. **Agree the fiscal year(s) to be covered by the disclosures**. Revenue, production and other data should cover fiscal year 2021.

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Table 1 – Information to be disclosed or provided in the EITI Report

Non-revenue information to be provided in the EITI Report[12]	**Data collection, quality assurances and analysis to be undertaken by the MSG/others**	**Data collection, quality assurances and analysis to be undertaken by the Independent Administrator**
Comprehensive full disclosure of payment and receipts of taxes and revenues from the extractive industries, disaggregated by project, in accordance with Requirement 4.1 and 4.7.	The MSG to ensure that the report comprehensively covers taxes and revenues from the extractive industries in accordance with Requirement 4.1, and agree how to apply the definition of 'project' in Requirement 4.7.	The MSG/consultant should provide commentary and analysis on: -Analysis of potentially foregone revenues where fiscal relief has been provided or is being considered to the industry. The MSG/Consultant could consider using Parts 3, 4 and 5 in the summary data template to compile and disclose government revenue data disaggregated by project in line EITI reporting Standard. As noted above, this will assist in documenting assessment of comprehensiveness of reporting In line with corrective actions from previous Validations the MSG/Consultant should ensure that all relevant revenue streams are included, not excluding excise duties, import duties and

[12] In preparing this information, the MSG may wish to use Part 2 of the EITI Summary data template, which contains a disclosure checklist for publicly accessible non-revenue information in line with the EITI Standard.

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		port/shorebase costs. Additionally, The MSG/consultant could consider documenting how stakeholders can access audited financial statements of companies, with precise sources to public disclosures of such reports. The ongoing systematic disclosure feasibility study may be useful reference point. The MSG/Consultant should provide update on government relief packages in relation to Covid-19 response efforts to the mining sector.
Information about direct sub-national payments in accordance with Requirement 4.6.		…The MSG/Consultant should provide information on the projected and actual subnational direct payments and possible implications for local government budgets
Information about the distribution of revenues from the extractive industries in accordance with EITI Requirement 5.1.	The MSG /Consultant to provide information on the distribution of revenues from the extractive sector in line with req. 5.1.	The MSG/ consultant should include in the report a description of the distribution of revenues from the extractive industries. The information should indicate which extractive industry revenues whether cash or in kind, are recorded in the national budget. Where revenues are not recorded in the national budget, the allocation of these revenues must be explained, with links provided to relevant financial reports as applicable. Also, the budget re-alignments for extractive industry revenues earmarked for Covid-19 relief

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Information about sub-national transfers in accordance with Requirement 5.2.		The MSG/consultant is expected to analyse and provide commentary on: - updates on the impact of the Covid-19 pandemic on sub-national transfers, employment and social benefits from the extractives at the local level. - The Projected and actual subnational transfers and possible implications for local government budgets and local communities, and any changes in response to Covid-19 - an update on the management of subnational transfers by local governments and any changes in response to the Covid-19 crisis. The MSG/Consultant should consider including the following as part of addressing the validation correction actions: - Mandatory (mandated by national law or other revenue sharing mechanism) subnational transfers are clearly listed, including ground rent, mineral royalty - Relevant revenue sharing mechanism are noted - Expected transfer amount in accordance with the relevant revenue formulas to each subnational entity - Actual transfer amounts that are actually

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		paid in the year under review - Any deviation between expected transfers and actual transfers based on statutory calculations (revenue sharing formular) are disclosed to the extent possible
Any further information requested by the MSG on revenue management and expenditures in accordance with EITI Requirement 5.3.	The MSG to provide further information on revenue management in accordance with req. 5.3, at the request of the IA.	In preparing the report, the consultant/MSG should include a description of the methods for ensuring accountability and efficiency in their use. a. A description of the country's budget ad audit processes and links to the publicly available information on budgeting, expenditures and audit reports. b. Timely information from the government that will further public understanding and debate around issues of revenue sustainability and resource dependency. This may include the assumptions underpinning forthcoming years in the budget cycle etc c. Mechanisms in place to promote social inclusivity in the management and use of resource rents in Ghana. d. Revisions to revenue and budget projections (including breakeven commodity price assumptions) e. Rescue funding, stimulus packages, or subsidies related to the sector or its state-owned enterprises) f. Shifts in sector-specific borrowing

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		Disclosures could shed light of the legal amendments, the fiscal implications and stakeholders views on social benefits and governance challenges
Information about social expenditure and environmental payments in accordance with Requirement 6.1.		The MSG/consultant should provide information to cover: - Changes to the legal, contractual and mandatory social expenditure requirements such as the Livelihood Restoration Programme (LRP) in light of the Covid-19 crisis - Social expenditures allocated by companies to support Covid-19 measures in areas of operation. - Changes to companies' social expenditure plans and possible impacts on local governments and local communities
Information about the contribution of the extractive industries to the economy in accordance with EITI Requirement 6.3.	The MSG to provide further information on revenue management in accordance with req 6.3, at the request of the consultant	The MSG/consultant should include information about the contribution of the extractive industries to the economy for the fiscal years covered by the report. The information should include: a. The size of the extractive industries, in absolute terms ad as a percentage of GDP as well as an estimate of informal sector activity including but not necessarily limited to artisanal and small scale mining. b. Total revenues generated by the extractive industries (including taxes, royalties, bonuses, fees and other payments), in absolute terms and as a percentage of total government revenues. c. Exports from the extractive industries in absolute terms and as a percentage of total exports

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		d. Impact of Covid-19 and declining commodity prices on exports and employment (including resulting from movement restrictions and cross-border quarantines) e. Impact of the commodity price downturn on the extractive sector and general economic outlook. f. Geographic information on the impact of the Covid-19 crisis on the location of extractive activities. g. Employment for the extractive industries in absolute terms and as a percentage of the total employment. Employment data must be disaggregated along gender lines and roles. h. Key regions were production is concentrated. i. Local content and local content by value, and as a share of imported inputs.
Any further information on requested by the MSG on environmental impact of extractive activities in accordance with EITI Requirement 6.4.	Where information based on req. 6.4 is not publicly accessible through the website of the Environmental Protection agency the MSG is to make it available to the consultant	The consultant should include in the report information on -The environmental impact of extractive activities in accordance with req. 6.4 -Shifts in regulatory rules or enforcement related to environmental protection, climate mitigation, Free, Prior and Informed Consent and other consultations

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Phase 2 – Compile and collect data

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Objective: The purpose of the second phase of work is to first review what information required by the EITI and agreed by the MSG to be included in the scope of reporting (Table 1) is already publicly disclosed for the year under reporting, and to collect any additional information required to cover the gaps directly from government and company reporting entities.

i. **Review and compile data accessible from public sources.** In accordance with the division of labour agreed by the MSG, the consultant should review the existing information disclosed by government entities and companies.

ii. **Collect additional data from reporting entities**. Based on the review of accessible information, the consultant should collect additional information from the reporting entities to address the gaps identified. This could entail:

Providing an overview of government agencies and/or companies that will be asked to provide information listed in Table 1**.** This should include government entities, including any SOEs and subnational government entities that receive payments which should be disclosed and in accordance with Requirements 4.1, 4.5 and 4.6.,companies, including SOEs, make material payments to the state and will be required to report, the EITI summary data template (Parts 3, 4 and 5) is a useful tool to list reporting entities and government revenues from them.[13] The Consultant is encouraged to ensure that summary data is published one (1) month after associated EITI Reports are published.

- The Consultant to finalise reporting templates to collect any additional information that has not already been publicly disclosed for the year under reporting. Reporting templates should be designed to collect financial and non-financial information, to collect data from either government entities, SOEs and/or companies. The consultant draft the templates for the MSG's approval.

- The MSG/Consultant to agree on the procedures for collecting this information including, where needed, waivers to address confidentiality constraints and/or provisions relating to safeguarding confidential information prior to the publication of the EITI Report.

- MSG/Consultant distribute the reporting templates and collect the completed forms and associated supporting documentation directly from the participating reporting entities, as well as any other information that the MSG has agreed to collect in Table 1.

[13] The latest vers
ion of the summary data template can be found at: https://eiti.org/document/eiti-summary-data-template

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- MSG/Consultant contact the reporting entities directly to clarify any information gaps or discrepancies.

Phase 3 – analysis and draft report

Objective: The purpose of this phase is to first analyse the information collected in accordance with the objectives set for reporting in Phase 1 and as set out by the MSG in Table 1 and review the comprehensiveness and reliability of the data, and then to draft a report for the MSGs input.

i. **Analyse the data collected.** In accordance with the objectives set by the MSG for the reporting and as set out in Table 1, the consultant should analyse the information to ensure that the reporting will meet the agreed objectives. Such analysis could include:

   a. Forecast of expected revenues from the Mining sector to inform decisions on the expected contribution from the sector
   b. To understand the impact of covid-19 on sector revenue, the consultant can undertake simple time series analysis of revenues over a period of time (2005-2023). This could reveal the relative impact of other shocks to government revenue (2007/2008, 2014, and now 2023) and could offer recommendations to support the government's efforts to building resilience for future shocks.

ii. **Review the comprehensiveness and reliability of the financial data.** The consultant should review the comprehensiveness and reliability of the financial data covered in the reporting process as agreed by the MSG in Phase 2, and identify any gaps or weaknesses in reporting. For example, the MSG should ensure that the Independent Administrator provides an assessment and categorical statements confirming the comprehensiveness and reliability of the (financial) data presented in the report.

   The MSG/Consultant should examine the audit and assurance procedures in government entities and companies participating in the EITI reporting process. This could include reviewing the statutory audit and assurance requirements for companies and government including the relevant laws, regulations and any reforms planned or underway. It could further include assessing whether reporting entities had their financial statements audited in the financial year covered, whether the audited financial statements are publicly available and where they can be accessed). MSGs may refer to EITI guidance for further advice[14] and /or seek the auditor general's support in the assessment of data quality. This could provide additional quality assurance to the process

[14] EITI Guidance note 24 on data quality and assurance, accessible here.

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Where necessary, the MSG/Consultant should discuss what additional work is needed to address concerns about the comprehensiveness and reliability of the disclosed data. The MSG/consultant is encouraged to ensure that report helps to address issues around systematically disclosure the relevant information relating to the statutory rules on data quality assurance mechanisms.

iii. **Drafting the report**. The MSG/consultant should prepare a draft report that comprehensively compiles the information disclosed by the reporting entities, identifying any discrepancies, and provides other information or analysis requested by the MSG (in accordance with Phases 1 and 2). The draft EITI Report should include an explanation of the process for collecting, compiling and analysing the information, indicate the coverage of the report, and include the assessment of comprehensiveness and reliability of information. Any gaps or weaknesses identified should be disclosed in the report, including naming any entities that failed to submit information required by the EITI Standard (Requirements 2-6), and an assessment of whether this is likely to have had material impact on the comprehensiveness of the report. The information in the report should be clearly sourced. Where information is already being systematically disclosed, the report should clearly state where the information is publicly accessible.

Where previous EITI Reports or Validations have recommended corrective actions and reforms, the report could comment on the progress in implementing those measures. The MSG could agree recommendations for strengthening regular, timely and comprehensive disclosures by government entities and companies in the future, including any recommendations regarding audit practices and reforms needed to bring them in line with international standards, and where appropriate, recommendations for other extractive sector reforms related to improving natural resource governance.

Phase 4 – final EITI Report

Objective: The purpose of this phase is to ensure that any comments by the MSG on the preliminary disclosures or draft report have been reflected in the final disclosures. The MSG could also consider how to best disseminate the data and share it with relevant stakeholders in light of health and safety challenged posed by the Covid-19 pandemic drawing from the lessons learnt in the dissemination of 2020 reports in 2022. The final report should include the MSGs assessment of comprehensiveness and reliability of the disclosed data and identify any gaps or weaknesses in reporting.

The consultant is expected to:

i. **Submit the EITI Report upon approval to the MSG**. The MSG will endorse the report prior to its publication and will oversee its publication. Authorship of the report should be clearly indicated. Where the Covid-19 pandemic poses challenges on the ability of MSGs to

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convene, national secretariats and MSG should take reasonable steps to seek MSG comments and approval.[15]

ii. **Complete and submit summary data sheets for the 2021-22 and 2023 reports** from the disclosures electronically to the International Secretariat according to the standardised reporting format.[16]

4 QUALIFICATION REQUIREMENTS FOR CONSULTANT

The reconciliation of company payments and government revenues must be undertaken by a consultant applying international professional standards. It is a requirement that the consultant is perceived by the MSG to be credible, trustworthy and technically competent. Bidders must follow (and show how they will apply) the appropriate professional standards for the reconciliation / agreed-upon-procedures work in preparing their report.

The Consultant/ Independent Administrator will need to demonstrate:

- Experience in the mining sector in Ghana and other countries
- Expertise in accounting, auditing and financial analysis.
- Background knowledge in commodity trading, geology, economics including experience in financial modelling, the operations of State-Owned Enterprises, legal frameworks and fiscal regimes, licensing process, tax administration and public financial management will be added advantage;
- A track record in similar work. Previous experience in EITI reporting is not required, but would be advantageous.
- Professional copy-editor with a high level of English language skills and eye for details with the ability to spot errors in report.
- To ensure the quality and independence of the exercise, Consultants are required, in their proposal, to disclose any actual or potential conflicts of interest, together with commentary on how any such conflict can be avoided.
- Professional copy-editor with a high level of English language skills and eye for details with the ability to spot errors in report.
- To ensure the quality and independence of the exercise, Consultants are required, in their proposal, to disclose any actual or potential conflicts of interest, together with commentary on how any such conflict can be avoided.

[15] EITI Board Decision 2020-31/BC-290, https://eiti.org/board-decision/2020-31

[16] The latest version of the summary data template can be found at: https://eiti.org/document/eiti-summary-data-template

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- In particular, the following key personnel must be included in the team with the below outlined qualifications and experience:

In particular, the following key personnel must be included in the team with the below outlined qualifications and experience:

- The Team Leader must possess an ACCA/CA Ghana or equivalent from a recognized University and/or Institute. S/he must have a minimum of ten years of work experience in public sector financial management. Must have good knowledge of financial management policies and procedures of similar reconciliation process with a proven record of sound financial management and must have participated in similar role at least once in the last five years. Knowledge of the Extractive sector in Ghana and EITI reconciliation process will be an advantage.

- **Extractive Industry Specialist**
  The Extractive Industry Specialist must possess a degree in in any of the following or related fields; Mining Engineering, Geology, Metallurgy, Petroleum Engineering with at least 10 years' experience in the extractive industry of Ghana. Knowledge of EITI would be an added advantage.

- **Chartered Accountant/Audit Assistant 1**

  The Audit Assistant must possess an ACCA/CA Gh or equivalent from a recognised institute with at least five years' experience as an auditor. Having carried out a similar assignment at least once in the last five years would be an added advantage.

- **Chartered Accountant/Audit Assistant 2**

  The Audit Assistant 2 must possess an ACCA/CA Gh or equivalent from a recognised institute with at least five years' experience as an auditor. Having carried out a similar assignment at least once in the last five years would be an added advantage.

- Experience in the extractives sector of Ghana by proposed Consultants for the above positions will be an additional advantage

In order to ensure the quality and independence of the exercise, consultants/Independent Administrators are required, in their proposal, to disclose any actual or potential conflicts of interest, together with commentary on how any such conflict can be avoided.

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5 REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

The assignment is expected to commence on 2nd June, 2025], culminating in the finalisation of the EITI Report by 30th November, 2025. The proposed schedule is set out below:

Signing of contract	
Inception report	2-weeks after signing of contract
Phase 2: Data compilation and collection	5-weeks after signing of contract
Phase 3: Initial reconciliation	7-weeks after signing of contract
Phase 4: Draft reports	8-weeks after signing of contract
Phase 5: Preparation / publication of final reports	10-weeks after signing of contract
Phase 6: EITI Summary data template	14-weeks after signing of contract

In addition to the submission of the scoping reports, main reports and the summary data reports, the consultant or the IA will support the GHEITI MSG /Secretariat during the latter's outreach programmes to make presentations and explain technical issues in the reports. A maximum of six outreach programmes are planned.

The schedule of payments shall be as follows:

TRIGGER	**TRANCHE (%)**
Upon Contract signing	10
Upon submission of inception report	20
Upon submission of draft report	30
Upon MSG's approval and publication of report	40

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6 CLIENT'S INPUT AND COUNTERPART PERSONNEL

The client and the MSG will provide the consultant and the team with the following:

(i) Letter of introduction, facilitate contacts with relevant institutions and provision of relevant supporting documents where necessary

(ii) Technical back-stopping and timely review/comments on draft reports

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Extractive Industries Transparency Initiative

Annex – Supporting documentation

Documentation on governance arrangements and tax policies in the extractive industries, including relevant legislation & regulations

- Minerals & Mining Act 2006 and its regulations
- Minerals Development Fund Act, 2016 (Act 912)
- Minerals Income Investment Fund Act
- Ghana Audit Manual
- Income Tax Act 2000 as amended
- Environmental Protection Act, 1994 (Act 490)

EITI work plans & other documents

- GHEITI 2011-12 Work Plan
- GHEITI 2014-15 Work Plan
- GHEITI 2015-2017 Work Plan
- GHEITI 2017-2020 Work Plan
- GHEITI 2021 Annual Work Plan
- GHEITI 2022 Annual Work Plan
- GHEITI 2023 Annual Work Plan

Previous EITI Reports

- GHEITI Reconciliation Reports for 2019
- GHEITI Reconciliation Reports for 2020

Commentary on previous EITI Reports

- Feedback on GHEITI 2017/18 report by ACEP

Validation Reports

- GHEITI 2010 and 2012 Validation Reports
- 2018/20 Ghana Validation Report

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Other relevant documentation (e.g. annual activity reports)

- GHEITI Annual Activity Reports
- PIAC 2019, 2020, 2021and 2022 Annual Reports
- GHEITI Fiscal Impact Study Report, 2021
- GHEITI Gender Mainstreaming Report, 2021
- GHEITI Mainstreaming Feasibility Report, 2021
- GHEITI Covid-Impact Study Report, 2021
- Report on GNPC disclosures mapping, 2021

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