

لم وأعلم من إجتماعات المذكرات بالاجتماعات المذكورة بالجدول التالي. يرجى العلم على المواقف على:

الاجتماعات المذكورة بالجدول التالي.

كتب بتاريخ ٢٠١٥/٣/٢٦ وتم توقيعه في بغداد

المختم الشخصي:

د. عبد الصاحب نجم

جمعية المحاسبين العراقيين

القطاع الخاص

مؤسسة اكايمية

جمعية اعلامية

مؤسسة شانون

منظمة اوان

منظمة نحو المواطنة

مؤسسة تاسين مونس

علي بعبه محمد عتيق قريش علي

د. علاء عطاء اللبنة

Dr. Christos Mylonas

Shell Iraq

Paul T. Dubetz

ExxonMobil Iraq

Xu Zhan Feng

CNPC

د. جبار جبار

وزارة النفط - جنوب - شركة النفط

عبد المهيدي حميد العبدوي

وزارة النفط - وزارة الجيوب - وزارة البترول

مختار عبد الخليل محمد

وزارة النفط - وزارة البترول

المختم:

د. عبد الباقية مراد

وزارة النفط العراقية

د. خالد خالص العبدوي

وزارة النفط

مراد صلاح الدين مراد

وزارة المالية

د. صلاح الدين فكري عبد المجيد

وزارة الصناعة والمعادن

المختم:

علاء رسول محيي الدين

نائب رئيس المجلس

رئيس المجلس

٣٣ جدول أعمال اجتماع مجلس اصحاب الصناعات رقم ٣٣ Stakeholders Council Meeting Agenda No. 33

شركة التنقيب النفطي (سومو) - الاجتماع ٢٦ / ٣ / ٢٠١٥ - الساعة العاشرة صباحاً
Oil Marketing Company (SOMO) - Thursday, March 26, 2015 - 10:00 AM

Review and approve bidding committee recommendations for 2013 & 2014 reports	١٠:٠٠ صباحاً	١٠:٠٠ AM	٢٠١٤ وعام ٢٠١٣ استعراض ومناقشة مقترحات لجنة تقييم عروض
Review and approve PwC inception report	١١:٠٠ صباحاً	11:00 AM	٢٠١٤ وعام ٢٠١٣ مناقشة وافقر التقرير الابتدائي لشركة PwC
National Secretariat's notes about the TORs for 2013 & 2014 reports	١١:٣٠ صباحاً	11:30 AM	٢٠١٤ وعام ٢٠١٣ ملاحظات السكرتارية اللوائية حول (TORs) تقريري
Proposal to train a group of MSG members	١٢:٠٠ ظهراً	12:00 PM	٢٠١٤ وعام ٢٠١٣ مقترح تدريب مجموعة من الاعضاء الخاضع
Watch IETI new Documentary (Role of Civil Society in EITI)	١٢:٣٠ ظهراً	12:30 PM	٢٠١٤ وعام ٢٠١٣ مشاهدة فيلم الوثائقي الجديد (دور المجتمع المدني في المبادرة)

Dear Mr. Alae
I appreciated the opportunity to speak with you yesterday. It was very helpful. As I briefly mentioned to you, I have finally had an opportunity to look at your ToRs in some detail. Thanks again for forwarding them to us. Here are some comments that you may find useful, given that you still have not signed the contract with the IA.

- In general I want to congratulate you for your quick turn-around. I am glad that you were able to use the template ToRs, and I hope you found them easy to use. The template ToRs are the product of gathering the experiences from all EITI countries for a number of years, so sticking to them is your best guarantee ahead of Validation.
- Towards the end it looks like you have merged your draft ToRs with the Template ToRs by annexing the former to the latter. Although I think I understand why you have done this, I am concerned that an Independent Administrator would find this as confusing as I did. In effect, you have provided them with two sets of instructions on the same document (consider for example 1.7 on page 3 with the fourth bullet point on page 8). **We would urge you to redo the annexes in accordance with the template ToRs (see attached).**
- The idea is that the ToRs should a) reflect the national priorities in the workplan and b) reflect MSG decisions on scoping and materiality. Especially this last item is a problem in your ToRs, not least as concerns mining. Your ToRs don't say anything about how the IA might advise the MSG on a materiality level for mining, nor do they allow for much scoping work. **I don't know how much you have discussed issues of scoping with the MSG, but this is something that should have been done ahead of drafting these ToRs and your discussions should have been reflected in Annex 1.**
- Mining continues to be a problem, and your ToRs need to set out clearly that the final report will have a chapter on mining, including how a materiality level was established and collecting attested company templates from any company which is above the materiality level (probably none). In a way they already do include some of this, but because you have not set a materiality threshold for mining or allowed for that possibility, you are setting yourself up for failure. **We can all agree on how little sense it would make for Iraq to suspend Validation due to something like mining, but I am afraid that unless you get this right, that is exactly what will happen.** Do let me know if you are still unsure of what I mean with this.

In summary we would recommend:

1. **Redraft the annexes in accordance with the attached template**
2. **Before you do so, have a discussion with the MSG on scope. Use the checklist for determining the scope of EITI Reports.**
3. **If you find scoping challenging, make a provision in your ToRs for the IA to help you carry out a scoping study.**

I hope you find this useful.

Kind regards

Pablo Valverde

Country Manager

Middle East and North Africa

EITI International Secretariat

Extractive Industries Transparency Initiative

Handwritten signatures and initials in blue ink at the top of the page.

اسم الشركة	العرض الفني	العرض المالي	قيمة العرض المالي	الملاحظات
Horwath Crowe	قرص مدمج ثلاث نسخ مع	قرص مدمج ثلاث نسخ مع	دولار امريكي 444,120	المنبع بالعملة العراقية مطابقة برسالة تين ما يتعدى هذا القيمة الشركة المرصدة بالدولار وستة التالية عشر - وصل العرض عن طريق DHL قبل الساعة
KPMG	قرص مدمج ثلاث نسخ مع	قرص مدمج ثلاث نسخ مع	دولار امريكي 472,972,500 دولار عراقي 18,250	المنبع بالعملة العراقية مطابقة برسالة تين ما يتعدى هذا القيمة الشركة المرصدة بالدولار وستة التالية عشر - وصل العرض عن طريق DHL قبل الساعة
PWC	قرص مدمج ثلاث نسخ مع	قرص مدمج ثلاث نسخ مع	دولار امريكي 250,000	المنبع بالعملة العراقية مطابقة برسالة تين ما يتعدى هذا القيمة الشركة المرصدة بالدولار وستة التالية عشر
BDO AI-Nist & Partners	قرص مدمج ثلاث نسخ مع	قرص مدمج ثلاث نسخ مع	دولار امريكي 240,000	المنبع بالعملة العراقية مطابقة برسالة تين ما يتعدى هذا القيمة الشركة المرصدة بالدولار وستة التالية عشر

التالية: الشركات التالية من قبل الشركة المقدمة من قبل
 ١- بلغ عدد العروض المستلمة خمسة عروض عروضة
 في ٢٠١٥/٣/١٢ بتاريخ ١٠٥ العدد الذي
 ٢٠١٥/٣/١٧ التاريخ الموافق ١١/٣/٢٠١٥
 وبحضور عدد من ممثلي الشركات
 مجلس أصحاب المصالح المختصة
 بوزارة البنية التحتية
 رقم ٢٠١٤-٢٠١٣

مختار اختيار لجنة
 ٢٠١٤-٢٠١٣
 القبول عامي

٧٣٣ اختار ال

[Handwritten mark]

- ~~DHL~~ ~~Handwritten text~~ - ~~Handwritten text~~ - ~~Handwritten text~~
- ~~Handwritten text~~ B.D.O. ~~Handwritten text~~
- ~~Handwritten text~~ ~~Handwritten text~~ ~~Handwritten text~~
- ~~Handwritten text~~ ~~Handwritten text~~ ~~Handwritten text~~
- ~~Handwritten text~~ ~~Handwritten text~~ ~~Handwritten text~~
- ~~Handwritten text~~ ~~Handwritten text~~ ~~Handwritten text~~

توقيع ممثلي الشركات

رئيس
مدير عام / وزارة المالية
مدير عام / وزارة المالية
مدير عام / وزارة المالية

[Signature]

رئيس
مدير عام / وزارة المالية
مدير عام / وزارة المالية

[Signature]

رئيس
مدير عام / وزارة المالية
مدير عام / وزارة المالية

[Signature]

القارة العربية المتحدة والمذكورة في الفقرة (1)

الشركات:




اسم الشركة	المرضى القلي	المرضى المالي	قيمة المرضى المالي	الملاحظات
BDO Al-Nist & Partners	ثلاث نسخ مع قرص مدمج	ثلاث نسخ مع قرص مدمج	دولار امريكي ٣٤٠٠٠٠	المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية
PWC	ثلاث نسخ مع قرص مدمج	ثلاث نسخ مع قرص مدمج	دولار امريكي ٣٥٠٠٠٠	المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية
KPMG	ثلاث نسخ مع قرص مدمج	ثلاث نسخ مع قرص مدمج	دولار امريكي ٤٧٢,٩٧٢,٥٠٠ ٤٠٤,٢٥٠ ٠ دينار عراقي	المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية
Crowe Horwath	ثلاث نسخ مع قرص مدمج	ثلاث نسخ مع قرص مدمج	دولار امريكي ٤٤٤,١٢٠	المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية المرضى الماليين والمرضى بالعملة العراقية

القيمة: الشركات التي قبلت من قبل الشركة العراقية
 - بلغ عدد المرضى المستلمة خمسة مرضى عراقية خمسة مرضى عراقية
 في ٢٠١٥/٣/١٥ بتاريخ ١٠٥ العدد الذي الذي الامر ١٥٠٠ بتاريخ ٢٠١٥/٣/١٥
 مقر وزارة النفط وفي تمام الساعة الثانية عشر ظهرا من يوم الثلاثاء الموافق ٢٠١٥/٣/١٥
 وبحضور عدد من ممثلي الشركات العراقية الخمسة العراقية (٣٢) والمندوبين بتاريخ ٢٠١٥/٣/١٥
 مجلس اصحاب المصالح العراقية بخاتمة المرفقة العراقية (٣٢) والمندوبين بتاريخ ٢٠١٥/٣/١٥
 في ٢٠١٥/٣/١٥ بتاريخ ١٠٥ العدد الذي الذي الامر ١٥٠٠ بتاريخ ٢٠١٥/٣/١٥

محضر اجتماع لجنة فتح المرضى
 ٢٠١٤-٢٠١٣ عامي
 القوي

[Handwritten signature in blue ink]

١-٨- أوصت اللجنة بالموافقة على مشروع القانون رقم ١٨٠ لسنة ٢٠١٤م.

• المشروع.

١-٩- تم تسليم نسخة من المحضر مع قرارات اللجنة رقم ١٨٠ لسنة ٢٠١٤م إلى السيد رئيس اللجنة لخطته.

١-١٠- السيد الرئيس عرض الاقتراح على اللجنة في ١٤/١٢/٢٠١٤م.

١-١١- السيد الرئيس عرض الاقتراح على اللجنة في ١٤/١٢/٢٠١٤م.

من الجانب والالتزام.

١-١٢- تم إجراء عملية تسليم محضر اللجنة وصل إلى السيد الرئيس في ١٤/١٢/٢٠١٤م.

١-١٣- تم إجراء عملية تسليم محضر اللجنة وصل إلى السيد الرئيس في ١٤/١٢/٢٠١٤م.

<p>Deloitte and Touche</p>	<p>قائمة قائمة</p>	<p>قائمة قائمة</p>	<p>٨٠٥٠٠٠٠ ٩٨٢٠١٠٠٠٠٠٠ ٠ ٠</p>	<p>٠</p>
--------------------------------	------------------------	------------------------	--	----------

[Handwritten mark]

- ~~DHL~~ ~~Handwritten text~~ - ~~Handwritten text~~ - ~~Handwritten text~~
- ~~Handwritten text~~ ~~Handwritten text~~ ~~Handwritten text~~ ~~Handwritten text~~
- ~~Handwritten text~~ ~~Handwritten text~~ ~~Handwritten text~~ ~~Handwritten text~~
- ~~Handwritten text~~ ~~Handwritten text~~ ~~Handwritten text~~ ~~Handwritten text~~
- ~~Handwritten text~~ ~~Handwritten text~~ ~~Handwritten text~~ ~~Handwritten text~~

توقيع ممثلي الشركات

<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
رئيسة منظمة أهوان / ممثلي المجتمع المدني	الأمانة الوطنية	مدير عام وزارة المالية
قريب من السادة الكهني	مستشاري طابو قسلي	جاء صلاح الدين مراد

- كافة الموقوفات المسجلة والمذكورة في الفقرة (1)

المرفقات:

تم التوقيع إلكترونياً في أثناء
كاتب بيطحيان بتاريخ 17-3-2010

Request for Proposal (RFP)

Independent Administrator for the IEITI 2013 and 2014 Report

February 2015

Introduction to Project Background

The Extractive Industries Transparency Initiative (EITI) is a global standard that promotes transparency and accountability in the oil, gas and mining sectors. It has a robust yet flexible methodology for disclosing and reconciling company payments and government revenues in implementing countries.

EITI implementation has two core components:

- Transparency: oil, gas and mining companies disclose their payments to the government, and the government discloses its receipts. The figures are reconciled by an Independent Administrator, and published in annual EITI Reports alongside contextual and other information about the extractive sector.
- Accountability: a multi-stakeholder group with representatives from government, companies and civil society is established to oversee the process and communicate the findings of the EITI Report, and promote the integration of EITI into broader transparency efforts in that country.

The EITI Standard encourages multi-stakeholder groups to explore innovative approaches to extending 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. It is a requirement that the MSG approves the terms of reference for the Independent Administrator (requirement 5.2), drawing on the objectives and agreed scope of the EITI as set out in the workplan. The MSG's deliberations on these matters should be in accordance with the MSG's internal governance rules and procedures (see requirement 1.3g). The EITI requires an inclusive decision-making process throughout implementation, with each constituency being treated as a partner."

It is a requirement that the Independent Administrator is perceived by the multi-stakeholder group to be credible, trustworthy and technically competent (Requirement 5.1). The multi-stakeholder group and Independent Administrator should address any concerns regarding conflicts of interest. The Independent Administrator's report will be submitted to the [MSG] for approval and made publicly available.

The requirements for implementing countries are set out in the EITI Standard¹. Additional information is available via www.eiti.org.

These terms of reference include "agreed upon procedures" for EITI reporting (see section 4) in accordance with EITI Requirement 5.2. The Board has developed these procedures to promote greater consistency and reliability in EITI reporting. The EITI process can be used to complement, assess, and improve existing reporting and auditing systems. The Board recommends that the process relies as much as possible on existing procedures and institutions, i.e., so that the EITI process draws on, complements and critically evaluates existing data collection and auditing systems. In this

■ <http://eiti.org/document/standard>

way, the EITI process has the potential to generate important recommendations to strengthen other oversight systems.

EITI Implementation in Iraq

Iraq initially expressed a will to join EITI back in 2008. In January 2010 Iraq organized the first EITI conference in which Prime Minister Nouri Al Maliki officially announced that Iraq has completed all requirements to join EITI. In December 2011 Iraq published its first report on year 2009 and consequently Iraq was recognized as a fully compliant country on 12/12/2012. Three more reports were published in the period ended by 31/12/2014 for years 2010, 2011 and 2012.

Objectives of the assignment

The objective of this consulting assignment is to produce the Fifth and Sixth IEITI Reports that include working with the Stakeholder Council to agree on reporting templates for payments and revenues data from the Iraqi Governmental Entities, International Crude Oil buying Companies and International Field Developing extractive companies; and working with the Stakeholder Council to develop and agree on guidance for the related entities filling out those reporting templates.

Statement of Confidentiality

- This Request for Proposal (RFP) contains information proprietary to the IEITI
- The information contained in this Request for Proposal (RFP) may not be reproduced in whole or in part without the explicit permission of the IEITI
- The Tenderer agrees to maintain the confidentiality of the attached information in the same manner that it protects the confidentiality of its own proprietary materials
- Access to the enclosed materials shall be restricted to those engaged in the development of the proposal
- Information provided by each tenderer will be held in confidence and will be used for the sole purpose of evaluating a potential business relationship with the respective Tenderer.

Intent to Tender

Tenderers are required to acknowledge RFP receipt by sending their contact email address to aldeen57@msn.com to facilitate communication with them regarding any update for the issued RFP.

RFP Referral

Recipient of this RFP should not refer or pass on this RFP to another firm without prior written approval from the IEITI.

RFP Milestones Timeline

The following table demonstrates the milestones for the process of selecting the winning reconciliation firm:

RFP Milestone	Date
RFP Issuance	February 2015
RFP Intent to Tender	Sunday 1/3/2015
Final Deadline for Proposal Submission	Sunday 15/3/2015
Commercial Proposals Opening Date	Sunday 22/3/2015
Letter of Award Issuance	Monday 30/3/2015

Upon the reception of this RFP document, all tenderers are advised to provide the name, position, addresses, all applicable telephone and e-mail addresses of the single focal person officially designated by the consultant to communicate with the IEITI on behalf of the consultant.



February 2015

Request for Proposal (RFP) - IEITI 2013 and 2014 Reports - IEITI 2013 and 2014 Reports

Communication with tenders will be conducted using email only. Tenderers shall not ask for or accept instructions, directions, and/or advice from any person.

Email Address for inquiries: aldens7@msn.com

RFP Structure

The RFP document includes the following sections:

Section No.	Title	Description
1	Introduction & Project Background	This section provides an overview of the RFP document and the project background.
2	Scope of Work	This section provides an overview of the required service
3	Key Expected Deliverables	This section provides a detailed description of the required service and its related deliverables
4	Management of the Contract	This section defines the final client for the Reconciliation Report (Key Deliverable)
5	Selection & Evaluation Criteria	This section provides an overview of the selection and evaluation criteria to be applied in the evaluation process.
6	Instructions to Tenderers	This section provides an overview of the instructions to be followed by all Tenderers in their response to this RFP.
7	General Terms & Conditions	This section provides general terms and conditions associated with the submission and response to this RFP.



Scope of Work

While the eventual intention of the IEITI process in Iraq is to capture and present data from all oil, gas and mining companies operating in Iraq, the Stakeholders' Council has agreed that the reports will cover in addition to the oil and gas export the quantity of local consumption of oil and gas and the quantity of the mining production and the revenue generated for years 2013 and 2014.

It should be understood that the underlying reported data by companies and government should ideally be the subject of credible audits, and the reconciliation and reporting exercise is governed by these terms of reference (in line with Requirement # 5 of the IEITI).

For full details of the scope of work, please refer to the TORs attached to the Invitation letter.

Selection & Evaluation Criteria

The IEITI is interested in obtaining a complete solution to the stated requirements. Proposals that meet the proposal instructions and requirements will be given a thorough and objective review. Proposals that are late, do not comply with proposal instructions provided in this RFP, or take exceptions to mandatory requirements will be eliminated without further consideration.

Tender Evaluation

- The IEITI will evaluate proposals that meet all mandatory and technical requirements to determine which best satisfy the project requirements
- Proposals will be evaluated on the basis of uniform selection criteria and weighting techniques
- A proposal will be rejected at this stage if it does not respond to important aspects of the requirements that are specified in the RFP or if it fails to achieve the minimum technical score based on the evaluation criteria
- The award of the contract will be based on a final selection score consisting of a combined weighted score for the commercial and the technical scores. The IEITI will select the winning Tender based on the proposal highest score
- The IEITI reserves the right to reject any or all tenders based on the regulations and requirements of the tender
- Proposals will be ranked according to their combined technical proposal score (ST) and commercial proposal score (SC) using the following formula:

$$S = (WT \times TS) + (WC \times CS)$$
- The overall weight given to the technical proposal (WT) is 80% whereas the overall weight given to the commercial proposal (WC) is 20%
- The tender achieving the highest combined score will be the winning Tenderer

Legend	Description
CS	The commercial proposal score
FM	The lowest price quoted among all the proposals which have passed the Technical evaluation
F	The price quoted in the proposal under evaluation
TS	The technical proposal score
S	The final combined Technical and Financial proposal score
WT	The weight given to the technical proposal
WC	The weight given to the commercial proposal

Technical Proposal Evaluation Criteria

The following table below shows the weighting applied by the IEITI when evaluating Tenderer' technical proposals.

Points	Technical Proposal Evaluation Criteria
20	Consultant Profile and Local Presence
15	Project Approach
20	Similar Experience in Iraq and the region
40	Project Team (Specific experience of the team relevant to the assignment)
5	Presentation
100	Total points

Each technical proposal will be evaluated on the basis of the response to the RFP and through the application of the evaluation criteria mentioned below. Each proposal will be given a technical score

The minimum technical proposal score required to qualify for the evaluation of the Tenderers' commercial proposals is 80%. The IEITI will eliminate proposals which have scored below 80% assigned to the technical evaluation, whereas the IEITI will evaluate the commercial proposal only for those who have scored a minimum of 80% on their technical proposal and only after all technical evaluations have been completed

The technical proposal will be rejected if it fails to achieve the minimum score and will not be taken into account for further evaluation. In addition, technical proposal will be disqualified if:

- it contains **any commercial (pricing)** information
- it does not respond to important aspects of the scope of work for this project

Commercial Proposal Evaluation Criteria

All costs, prices and payments listed in the commercial proposal and/or in the contract signed thereafter shall be in **Iraqi Dinars.**

Commercial proposals will be evaluated based on total price of the required items only. The formula for determining the commercial scores is the following:

$$CS = 100 \times FM / F$$

- CS is the financial score, FM is the lowest price and F the price of the proposal under consideration
- Thus the commercial proposal with the lowest quoted price (FM) will be given a commercial score (CS) of 100 points
- The commercial scores (CS) of other commercial proposals will be computed as indicated above

Award of Contract

The successful tenderer will be notified as soon as practicable after the evaluation of tenders and shall, within reasonable time, enter into a written contract with the IEITI. The IEITI will be bound to the tenderer for the performance of its obligations only when both parties sign the contract.

Contract Negotiations

Negotiations will be undertaken with the tenderer achieving the highest combined score, whose responsive proposal best meets the RFP requirements. At the discretion of the IEITI, all or portions of the winning tenderer proposal and all or portions of this RFP will become part of any contract resulting from this RFP. The negotiations with the IEITI may result in a formal contract between the parties.

Tenderers must fully comply with RFP's requirements, applicable contracting law and regulations, and all rules and regulations of Iraq. The IEITI assumes that the tenderer knows, understands and complies with all applicable Commercial Laws in Iraq. A non-adherence of any such law grounds for disqualifying the proposal.

Legal Responsibility

- The awarded tenderer will be responsible for performing all services and activities listed in this RFP and the submitted proposal
- The IEITI will consider the awarded tenderer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the cost of any contract
- No subcontractors will be allowed to participate in this engagement.

Tenderer's Responsibility

- Sections of the proposal must be clearly labelled and pages numbered consecutively for ease of review
- The technical and commercial proposals must be submitted in English language
- The proposal must be a firm offer and must remain open for the IEITI acceptance for a period of 90 calendar days after the submission date. Tenderers must state in writing that all furnished information, including prices, shall remain valid and applicable for 90 calendar days after the closing time
- All rates and prices in the response must be firm and quoted in US Dollar
- The IEITI expects that the service will be performed solely by a single Tenderer. This Tenderer will be held responsible for the delivery of the full set of deliverables
- Tenderers could be asked to present their technical capabilities prior to the selection of the winning tender. The technical Tender presentations have to be conducted on IEITI's premises.

Department	IEITI National Secretariat
Address	Ministry of Oil Complex, IEITI Office, 12 th floor, Zayounah, Baghdad, Iraq
Telephone	+ 964 780 196 4606
e-mail	Aldens7@msn.com
RFP Title	IEITI Independent Administrator Services

- The two envelopes should be submitted (by hand or through courier) to the Iraqi Extractive Industries Transparency Initiative office with the following details
- **envelopes**
- The technical and the commercial proposal **must be submitted in clearly marked, separate sealed envelopes**
 - Envelope 1 – Technical Proposal (three "3" hard copies and one soft copy on CD-ROM)
 - Envelope 2 – Commercial Proposal (three "3" hard copies and one soft copy on CD-ROM)
- The proposal must be submitted as two (2) separately sealed envelopes:
- (Technical and Financial)
- Tenderers should submit (3) three hard copies and one softcopy CD-ROM (soft copy of the technical proposal only) of their proposals, one marked original and the others marked as copies for each proposal
- Each submitted proposal tender shall be signed by its Authorized Signatory
- The IEITI encourages all Tenderers to carefully study their offer and submit their final and lowest prices
- All costs related to the preparation of the proposals including travel, accommodations, visas and all other related costs shall be borne by the Tenderer
- Proposals shall provide a straightforward, concise description of the tenderer's ability to meet the requirements of this RFP. They should address only those services requested. Tenderers shall be aware of the fact that excessive information in response to this RFP may impair the IEITI's ability to properly evaluate the Tenderer's response
- To be considered, the proposal must consist of a complete response to the RFP requirements, specifications, terms and conditions set forth in this RFP. Failure to prepare tenders in accordance with the specifications, terms and conditions will be a cause for disqualification. Tenderer should consider the following:

General Instructions to Tenderers

Proposal Structure

Technical Proposal Structure

The technical proposal submitted to the IEITI must follow the below structure:

Section No.	Section	Description
1	Executive Summary	This section should be a concise statement and executive summary by the tenderer highlighting the key aspects of the technical tender.
2	Firm Profile	This section should provide information about the Tenderer, including: <ul style="list-style-type: none"> Year of establishment and global, Middle East and Iraq presence Size of your firm globally, regionally and locally Service offerings Contact details
3	Project Approach	This section should provide an overview of the approach that the Tenderer would follow to implement the solution including detailed project plan and timeline.
4	Project Team	This section should provide an overview of the team profiles of the proposed team for the delivery of the scope of this project including key responsibilities, academic and professional qualifications and years of experience.
5	Assumptions	Tenderers should include their project assumptions, exclusions, or any other special conditions related to the project (if any).

Commercial Proposal Structure

The commercial proposal submitted to the IEITI must follow the below structure:

Section No.	Section	Description
1	Cover Letter	Tenderers should attach a cover letter that includes the total proposed price.
2	Pricing Tables	Tenderers should provide a detailed breakdown of the price.

*Non-compliance to the prescribed formats for the financial proposal may result in the disqualification of the Tenderer's proposal.

General Terms and Conditions

Tenders are expected to understand and comply with the following conditions and requirements for tendering. Failure to fully comply may result in disqualification.

RFP Process

The IEITI reserves the right to discontinue the RFP process at any time without liability, and makes no commitments, expressed, implied, or otherwise, that this process will result in a business transaction with one or more Tenderers. The IEITI reserves the right to reject, at any time and for any reason, any or all proposals received as a result of this RFP, or to negotiate separately with any or all competing Tenderers.

Information provided herein is intended solely to assist Tenderers in the preparation of proposals. To the best of IEITI's knowledge, the information provided is accurate. However, the IEITI does not warrant such accuracy, and any variations subsequently determined will not be construed as a basis for invalidating the RFP. The IEITI management reserves the right to cancel this Request for Proposal (RFP) at any time.

The Tenderer must be prepared to enter into fact-finding discussions and negotiation in good faith with the IEITI and take the appropriate action to conduct such negotiations within the stated time period at the IEITI facilities or other facilities designated by the IEITI.

The Tenderer is advised that subsequent to issuance of this RFP, additional material may become available and will be transmitted for Tenderers' consideration. The Tenderer will consider such information in its firm response to this RFP, and the IEITI will assume that all changes or additional information transmitted have been included in the Tenderers' response price, unless otherwise specified.

From the issue date of this RFP until a winning Tender is selected, all contacts with the IEITI personnel, if required, concerning this RFP, proposals, and the evaluation process must be approved through the Issuing Officer. Any violation of this condition is cause for the IEITI to reject the Tenderers' proposal.

Note that it is a violation of the laws of Iraq to give or offer to any public official or public employee any compensation, including a promise of future employment, to influence his action, vote, opinion or judgment as a public official or public employee. It is likewise against the law for such public official to solicit or accept such compensation to influence his action, vote, opinion, or judgment.

Proprietary Information

Any information or data provided to the Tenderer, including this RFP and the IEITI's process of evaluating responses will be deemed IEITI's proprietary information and will be treated as such. The IEITI proprietary information, including the contents of this RFP, shall not be published or disclosed to others, or used for any other purpose, or duplicated in whole or in part. Within the Tenderers' firm, RFP proprietary information must not be disclosed to any person outside the group directly responsible for responding to its contents.

Consistent with the confidentiality provisions, the Tenderer is not permitted to make any public announcement or release any information regarding this RFP without the IEITI's written approval. The IEITI reserves the right to share the Tenderers' response to this RFP with its advisors and consultants.

Applicable Law

The laws of Iraq will apply to this Request for Proposal (RFP) and any subsequent contract and scope of work.

Terms of Reference
Independent Administrator for the EITI 2013 and 2014 Reports
 Approved by the IEITI Stakeholder Council on 23/2/2015

1. Background

The Extractive Industries Transparency Initiative (EITI) is a global standard that promotes transparency and accountability in the oil, gas and mining sectors. It has a robust yet flexible methodology for disclosing and reconciling company payments and government revenues in implementing countries.

EITI implementation has two core components:

- **Transparency:** oil, gas and mining companies disclose their payments to the government, and the government discloses its receipts. The figures are reconciled by an Independent Administrator, and published in annual EITI Reports alongside contextual and other information about the extractive sector.
- **Accountability:** a multi-stakeholder group with representatives from government, companies and civil society is established to oversee the process and communicate the findings of the EITI Report, and promote the integration of EITI into broader transparency efforts in that country.

The EITI Standard encourages multi-stakeholder groups to explore innovative approaches to extending 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. It is a requirement that the MSG approves the terms of reference for the Independent Administrator (requirement 5.2), drawing on the objectives and agreed scope of the EITI as set out in the workplan. The MSG's deliberations on these matters should be in accordance with the MSG's internal governance rules and procedures (see requirement 1.3g). The EITI requires an inclusive decision-making process throughout implementation, with each constituency being treated as a partner."

It is a requirement that the Independent Administrator is perceived by the multi-stakeholder group to be credible, trustworthy and technically competent (Requirement 5.1). The multi-stakeholder group and Independent Administrator should address any concerns regarding conflicts of interest. The Independent Administrator's report will be submitted to the [MSG] for approval and made publically available.

The requirements for implementing countries are set out in the EITI Standard¹. Additional information is available via www.eiti.org.

These terms of reference include "agreed upon procedures" for EITI reporting (see section 4) in accordance with EITI Requirement 5.2. The Board has developed these procedures to promote greater consistency and reliability in EITI reporting. The EITI process can be used to complement, assess, and improve existing reporting and auditing systems. The Board recommends that the process relies as much as possible on existing procedures and institutions, i.e., so that the EITI process draws on, complements and critically evaluates existing data collection and auditing systems. In this

¹ <http://eiti.org/document/standard>

way, the IEITI process has the potential to generate important recommendations to strengthen other oversight systems.

IEITI Implementation in Iraq

Iraq initially expressed a will to join IEITI back in 2008. In January 2010 Iraq organized the first IEITI conference in which Prime Minister Nouri Al Maliki officially announced that Iraq has completed all requirements to join IEITI. In December 2011 Iraq published its first report on year 2009 and consequently Iraq was recognized as a fully compliant country on 12/12/2012. Three more reports were published in the period ended by 31/12/2014 for years 2010, 2011 and 2012.

2. Objectives of the assignment

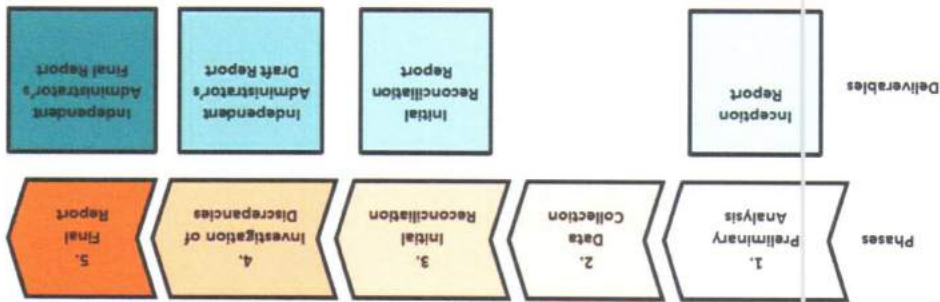
On behalf of the government of Iraq and the IEITI stakeholders Council (MSG), the IEITI National Secretariat seeks a competent and credible firm, free from conflicts of interest, to provide Independent Administrator services in accordance with the IEITI Standard. The objective of the assignment is to:

Produce an IEITI Report for 2013 and 2014 in accordance with the IEITI Standard and section 4, below.

3. Scope of services, tasks and expected deliverables

The work of the Independent Administrator has five phases (see figure 1). The Independent Administrator's responsibilities in each phase are elaborated below.

Figure 1 – Overview of the IEITI Reporting process and deliverables



The MSG's expectation is that the IEITI Report will cover all types of payments including oil export revenues and corporate taxes made by all Iraqi oil buyers and field operators. The MSG proposal for the scope of the IEITI Report, to be revised and confirmed with the Independent Administrator during the inception period, is set out in data sheet in annex 1 of the Terms of Reference.

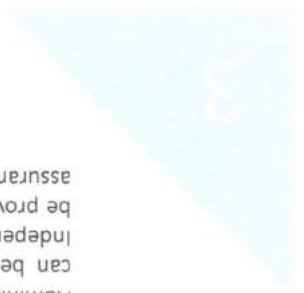
Phase 1 – preliminary analysis and inception report

Background: The objective of the first phase of work is to ensure that the scope of the IEITI reporting process has been clearly defined, including the reporting templates, data collection procedures, and the schedule for publishing the IEITI Report. It is imperative that the scope of IEITI reporting is clearly defined, in line with the IEITI Standard and with the MSG's agreed objectives and expectations for the IEITI process. The findings from the first phase should be documented in an inception report (see 1.11 below). The Independent Administrator is expected to undertake the following tasks:

1.1 The Independent Administrator should review the relevant background information, including the governance arrangements and tax policies in the extractive industries, the findings from any preliminary scoping work, and the conclusions and recommendations from previous IEITI Reports and Validations. (A list of relevant documentation is provided as Annex 2).

1.2 The Independent Administrator should work with the MSG to agree on the procedures for incorporating and analysing contextual and other non-revenue information in the IEITI Report. The procedures should ensure that information is clearly sourced and attributed. Additional information on the MSG's proposed approach to collating contextual information is attached in annex 1 of the template Terms of Reference, including any

1.3	<p>The Independent Administrator should review the payments and revenues to be covered in the EITI Report as proposed by the MSG in Annex 1 and in accordance with EITI Requirement 4. The inception report should clearly indicate the MSG's decisions on:</p> <ul style="list-style-type: none"> • The definition of materiality and thresholds separately for both oil and mining sectors, and the resulting revenue streams to be included in accordance with Requirement 4.1(b). • The sale of the state's share of production or other revenues collected in-kind in accordance with Requirement 4.1(c). • The coverage of infrastructure provisions and barter arrangements in accordance with Requirement 4.1(d). • The coverage of social expenditure in accordance with Requirement 4.1(e). • The level and type of disaggregation of the EITI Report in accordance with Requirement 5.2(e).
1.4	<p>The Independent Administrator should review the companies and government entities that are required to report as defined by the MSG in Annex 1 and in accordance with EITI Requirement 4.2. The inception report should:</p> <ul style="list-style-type: none"> • identify and list the companies that make material payments to the state and will be required to report in accordance with Requirement 4.2(a). • identify and list the government entities that receive material payments and will be required to report in accordance with Requirement 4.2(a). • identify any barriers to full government disclosure of total revenues received from each of the benefit streams agreed in the scope of the EITI report, including revenues that fall below agreed materiality thresholds (Requirement 4.2(b)). • Confirm the MSG's position on disclosure and reconciliation of payments to and from state owned enterprises in accordance with Requirement 4.2(c). • Confirm the MSG's position of the materiality and inclusion of sub-national payments in accordance with Requirement 4.2(d). • Confirm the MSG's position on the materiality and inclusion of sub-national transfers in accordance with Requirement 4.2(e).
1.5	<p>The Independent Administrator should provide advice to the MSG on the reporting templates based on the agreed benefit streams to be reported and the reporting entities (1.3 – 1.4 above). Sample templates are available from the International Secretariat. It is recommended that the templates include a provision requiring companies to report "any other material payments to government entities" above an agreed threshold. The Independent Administrator is required to draft reporting templates for consideration and approval by the MSG.</p>
1.6	<p>The Independent Administrator should provide advice to the MSG in examining the audit and assurance procedures in companies and government entities participating in the EITI reporting process in accordance with Requirement 5.2(b). This includes examining the relevant laws and regulations, any reforms that are planned or underway, and whether these procedures are in line with international standards.</p>
1.7	<p>The Independent Administrator should provide advice to the MSG on what information the MSG should require to be provided to the Independent Administrator by the participating companies and government entities to assure the credibility of the data in accordance with Requirement 5.2(c). The Independent Administrator should then employ his/her professional judgement to determine the extent to which reliance can be placed on the existing controls and audit frameworks of the companies and governments. The Independent Administrator should document the options considered and the rationale for the assurances to be provided. Where deemed necessary by the Independent Administrator and the multi-stakeholder group, assurances may include:</p>



- Requesting sign-off from a senior company or government official from each reporting entity attesting that the completed reporting form is a complete and accurate record.
 - Requesting a confirmation letter from the companies' external auditor that confirms that the information they have submitted is comprehensive and consistent with their audited financial statements. The MSG may wish to phase in any such procedure so that the confirmation letter may be integrated into the usual work programme of the company's auditor. Where some companies are not required by law to have an external auditor and therefore cannot provide such assurance, this should be clearly identified, and any reforms that are planned or underway should be noted.
 - Where relevant and practicable, requesting that government reporting entities obtain a certification of the accuracy of the government's disclosures from their external auditor or equivalent.
- The Independent Administrator should exercise judgement and apply appropriate international professional standards in developing a procedure that provide a sufficient basis for a comprehensive and reliable EITI Report.

1.8 The Independent Administrator should provide advice to the MSG on agreeing appropriate provisions relating to safeguarding confidential information.

1.9 The Independent Administrator should document the results from the inception phase in an inception report for consideration by the MSG addressing points 1.1 – 1.9 above. Where necessary the inception report should highlight any unresolved issues or potential barriers to effective implementation, and possible remedies for consideration by the MSG.

Phase 2 – data collection

2.1 The most common procedure is that the Independent Administrator is mandated by the MSG to distribute the reporting templates and collect the completed forms and associated supporting documentation, as well as any other contextual or other information requested to be collected by the MSG, directly from the participating reporting entities. The government typically provides contact details for the reporting entities and assists the Independent Administrator in ensuring that all reporting entities participate fully.

2.2 At the direction of the MSG, the Independent Administrator may be tasked to provide advice on ensuring that the request for data includes appropriate guidance to the reporting entities, and on where to seek additional information and support.

2.3 The Independent Administrator is mandated to contact the reporting entities directly to clarify any information gaps or discrepancies.

Phase 3 – initial reconciliation and initial reconciliation report

3.1 The Independent Administrator should compile a database with the data provided by the reporting entities.

3.2 The Independent Administrator should comprehensively reconcile the information disclosed by the reporting entities, identifying any discrepancies (including offsetting discrepancies) in accordance with the agreed scope.

3.3 The Independent Administrator should prepare an initial reconciliation report based on the reported (unadjusted) data for consideration by the MSG in accordance with the agreed scope.

3.4 With respect to contextual information and other data collected by the Independent Administrator or provided to the Independent Administrator by the government or MSG, the Independent Administrator will compile the data collected by the government, MSG, or reporting entities and prepare an initial report based on the reported contextual and other information in the format agreed by the MSG for reporting this information.

Phase 4 – investigation of discrepancies and draft Independent Administrator's Report

4.1 The Independent Administrator is mandated to contact the reporting entities in seeking to clarify any

discrepancies in the reported data.

4.2 The Independent Administrator should prepare a draft Independent Administrator's Report that comprehensively reconciles the information disclosed by the reporting entities, identifying any discrepancies, and reports on contextual and other information requested by the MSG.

4.3 The draft Independent Administrator's report should:

a) describe the methodology adopted for the reconciliation of company payments and government revenues, and demonstrate the application of international professional standards

b) include a description of each revenue stream, related materiality definitions and thresholds (Requirement 4.1).

c) include an assessment from the Independent Administrator on the comprehensiveness and reliability of the data presented, including an informative summary of the work performed by the Independent Administrator

d) Based on the government's disclosure of total revenues as per Requirement 4.2(b), indicate the coverage of the reconciliation exercise.

e) include an assessment of whether all companies and government entities within the agreed scope of the EITI reporting process provided the requested information. Any gaps or weaknesses in reporting to the Independent Administrator must be disclosed in the EITI Report, including naming any entities that failed to comply with the agreed procedures, and an assessment of whether this is likely to have had material impact on the comprehensiveness of the report (Requirement 5.3(d)).

f) document whether the participating companies and government entities had their financial statements audited in the financial year(s) covered by the EITI Report. Any gaps or weaknesses must be disclosed. Where audited financial statements are publicly available, it is recommended that the EITI Report advises readers on how to access this information (Requirement 5.3(e)).

4.4 Where previous EITI Reports have recommended corrective actions and reforms, the Independent Administrator should comment on the progress in implementing those measures (Requirement 5.3(e)). The Independent Administrator should make recommendations for strengthening the reporting process in the future, including any recommendations regarding audit practices and reforms needed to bring them in line with international standards.

Phase 5 – final Independent Administrator's report

5.1 The Independent Administrator should produce electronic data files that can be published together with the final Report.

5.2 Following approval by the MSG, the Independent Administrator is mandated to submit summary data from the EITI Report electronically to the International Secretariat according to the standardised reporting format available from the International Secretariat (Requirement 5.3(b)).

The Independent Administrator will publish/make public their final report only upon the instruction of the MSG. The MSG will endorse the report prior to its publication. Where stakeholders other than the Independent Administrator wish to include additional comments in, or opinions on, the EITI Report, the authorship should be clearly indicated.

4. Qualification requirements for Independent Administrators

The reconciliation of company payments and government revenues must be undertaken by an Independent Administrator applying international professional standards (requirement 5.1). It is a requirement that the Independent Administrator is perceived by the MSG to be credible, trustworthy and technically competent (ibid). 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 Independent Administrator will need to demonstrate:

- Expertise and experience in the oil, gas and mining sectors in Iraq.
- Expertise in accounting, auditing and financial analysis.

- A track record in similar work. Previous experience in EITI reporting is not required, but would be advantageous. In order to ensure the quality and independence of the exercise, 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.

5. Reporting requirements and time schedule for deliverables

The assignment is expected to commence on April 1st, 2015 culminating in the finalisation of the EITI Reports by November 30, 2015. The proposed schedule is set out below:

Signing of contract	Tuesday, 31/3/2015
Inception period	Wednesday, 1/4/2015 – Tuesday, 7/4/2015
Inception report	Tuesday, 7/4/2015
Data collection & initial reconciliation	Wednesday, 8/4/2015 – Thursday, 30/7/2015
Initial reconciliation report	Thursday, 30/7/2015
Draft reports	Sunday, 30/8/2015
Final reports	Thursday, 1/10/2015
Printed Reports and executive summaries	Thursday, 26/11/2015

The schedule of payments shall be as follows:

- <10%> following delivery of the inception report
- <10%> following delivery of the initial reconciliation report
- <30%> following delivery of the draft EITI report
- <50%> following MSG approval and publication of the EITI report

Annex 1 – Data Sheet on scope of services

The MSG proposes the following scope for the EITI.

1. Contextual Information

- The Independent Administrator is tasked with collating the following contextual information in accordance EITI Requirement 3.

A separate section related to Kurdistan Region containing available data and description of the regional extractive industries. Information to be obtained from related governmental entity in Kurdistan (Ministry of Natural Resources); governmental websites, Kurdistan Region oil operators websites and publications, Federal Government agencies and related reliable international publications

A detailed description of Iraqi oil export markets, contracts, pricing, terminals, tankers loading, metering calibration system... etc. To be collected from Oil Marketing Company, Basra and Ceyhan Oil Terminals, South Oil Company, North Oil Company and the third party inspectors.

A description of mining extractive industry including future plans and difficulties to be collected from Ministry of Industry and Minerals.

A description of the legal framework and fiscal regime governing the extractive industries (Requirement 3.2), in particular laws relevant to the information disclosed in the EITI reports. The description should be in the form of a legal study made jointly by Petroleum Contracts and Licensing Directorate, and legal departments of Ministry of Oil and Ministry of Industry and Minerals.

An overview of the extractive industries, including any significant exploration activities (Requirement 3.3) made by Iraqi Oil Exploration Company.

Information about the contribution of the extractive industries to the economy for the fiscal year covered by the EITI Reports (Requirement 3.4) to be collected from Ministry of Planning, Ministry of Finance, and Economy Dept. of Ministry of Oil.

Production data for the fiscal year covered by the EITI Report (Requirement 3.5) to be collected from Oil Technical Directorate, related IOC's, and National Oil Companies.

Information regarding state participation in the extractive industries (Requirement 3.6)² to be collected from Oil Technical Directorate and Petroleum Contracts and Licensing Directorate.

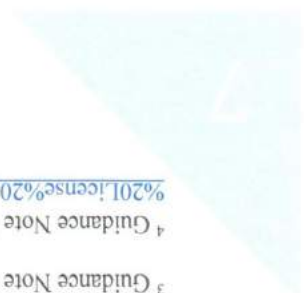
Distribution of revenues from the extractive industries (Requirement 3.7); with reference to related Federal Budget Laws, and information from Ministry of Finance and Ministry of Planning.

Information on the licensing process and register (Requirement 3.9)³ and the allocation of licenses (Requirement 3.10)⁴ in the form of a study made by Petroleum Contracts and Licensing Directorate.

² Guidance Note 18: SOE participation in EITI Reporting, <https://eiti.org/files/GN/Guidance-note-18-SOEs-EN.pdf>

³ Guidance Note 3: Licence Registers, <https://eiti.org/files/GN/Guidance-note-3-Licence-Registers.pdf>

⁴ Guidance Note 4: Licence Allocations, <https://eiti.org/files/Guidance-note-4-Licence-Allocations-FINAL-20131113.pdf>



- Any information requested by the MSG on beneficial ownership (Requirement 3.11)⁵ to be collected from IOCs, Oil Marketing Company, Petroleum Contracts and Licencing Directorate and related Oil Industry indices.
- Acknowledgments by the IEITI National Secretariat and any other Governmental Official. To be prepared by the IEITI National Secretariat and to add as the first section in the reports
- A section detailing the differences and comparison between the current report and previous reports in terms of contents, improvements, new aspects covered and a data table comparing "Sectors covered, Revenues covered, Proceeds by government reports, Payments by IOCs reports, Calculated discrepancies, Actual discrepancies, Materiality, Actual coverage, Number of reporting IOCs, Average of crude oil price, Daily production rate, Daily export rate and Domestic consumption rate".
- An opinion as to whether the information that has been provided by all parties has been prepared in accordance with the International Standards on Auditing and describe work to ensure disclosures are based on audited accounts to international standards.
- A detailed review of training and capacity building allocations of each contract signed with IOCs during bid rounds. The review should contain funds allocated and spent; number of training programs; number of trainees; locations of training course and a brief description of each course offered.
- A review of subcontracting policies (CCP) adopted by each bid rounds IOC including bidding mechanism, contracting and contract execution. The review should be made by each IOC and include a case study of an executed contract.
- Information about oil export metering mechanism and calibration as followed by the third party inspectors operating in export terminals of Basra and Ceyhan.
- 2. The taxes, revenues and payments to be covered in the IEITI Reports (Requirement 4.1)⁶
 - The total revenues (with a breakdown by payment type and company) received by the Government of Iraq from oil exports.
 - The total payments (with a breakdown by payment type) made by the international oil buying companies from oil exports.
 - The total revenues (with a breakdown by payment type and company) received by the Government of Iraq as corporate taxes.
 - The total payments (with a breakdown by payment type) made by the extractive companies as corporate taxes.
 - The total revenues (with a breakdown by payment type and company) received by the Government of Iraq as bonuses.
 - The total payments (with a breakdown by payment type) made by the extractive companies bonuses.
 - The total revenues (with a breakdown by payment type and company) received by the national oil companies from Government of Iraq as internal service payments.

⁵ Terms of Reference for beneficial ownership pilot.

<https://eiti.org/files/TOR%20Beneficial%20ownership%20pilot.pdf>, and [Template beneficial ownership declaration](https://eiti.org/files/Template-beneficial-ownership-declaration-form.doc).

⁶ Guidance Note 13: on defining materiality, reporting thresholds and reporting entities, https://eiti.org/files/Guidance%20on%20defining%20materiality_0.pdf.

- The total payments (with a breakdown by payment type and company) made by the government to national oil companies as internal service payments.
 - The total revenues (with a breakdown by payment type and company) received by the International oil companies from Government of Iraq as Cost Recovery payments.
 - The total payments (with a breakdown by payment type and company) made by the government to the International oil companies as Cost Recovery payments.
 - The total revenues (with a breakdown by payment type and company) received by the International oil companies from Government of Iraq as Remuneration Fees payments.
 - The total payments (with a breakdown by payment type and company) made by the government to the International oil companies (with a breakdown by payment type and company) made by the government to the international oil companies as Remuneration Fees payments (Cash/in kind).
 - Total revenues of Mining production as reported by the Ministry of Industry and Minerals.
 - Total revenues of Mining production as reported national Mining Companies.
 - Export monthly price average (Official Selling Price).
3. The quantities to be covered in the EITI Reports
- Oil production quantities as reported by national and international oil companies.
 - Oil production quantities as reported by national and international oil companies.
 - Oil production quantities as reported by Ministry of Oil/ Technical Directorate produced by national and international oil companies.
 - Oil exports quantities as reported by national oil companies.
 - Oil exports quantities as reported by oil marketing company (SOMO).
 - Oil exports quantities as reported by the third party verification company.
 - Oil and Gas quantities supplied to Refineries, power stations (Ministry of Electricity) and national gas companies as reported by National Oil Companies.
 - Oil and Gas (quantities supplied by the National Oil Companies as reported by Refineries, power stations (Ministry of Electricity) and national gas companies.
 - Oil and Gas quantities supplied to refineries, power stations (Ministry of Electricity) and national gas companies by National Oil Companies as reported by the Ministry of Oil.
 - Mining production Quantities produced as reported by National Mining companies.
 - Mining Production Quantities produced by National Mining Companies as reported by the Ministry of Industry and Minerals.
4. List of reporting entities (companies and government agencies) (Requirement 4.2)
- List should include: Name of the entity; Nationality; Address; Brief Background; Activities; History of its relation with the Extractive Industry in Iraq and Name, phone number and email of the Contact Person.
5. Training and capacity building programs for IEITI National Secretariat staff
- A capacity building program should be organized and funded by the Independent Administrator for six of the IEITI National Secretariat staff. The Independent Administrator is expected to present to the National Secretariat (within 30

days after signing the contract) a proposal containing details of the training program including the topics, qualifications of the instructors, training materials, location and dates... etc. Training shall commence after the National Secretariat approval of the program.



Annex 2 – Report format and other requirements

The independent administrator should take into consideration the following in relation to the IEITI reports:

1. Prior to drafting the reports, the Independent Administrator should present to the IEITI National Secretariat a proposed report structure defining the following:
 - Titles of the Sections
 - Contents of each Section
 - Cover Design, Graphics
 - Paper Quality
 - Paper Size
 - Font Sizes
 - Charts Design
 - Pictures Specifications
 - Any other related design aspects
2. To add explanations to each table and information in a way to facilitate the understanding of regular unprofessional readers, by performing the following:
 - Detailed Charts and Tables with its explanatory notes
 - Comparative information with prior year and also with International and Regional information where available and applicable
 - References to website links from where the Independent Administrator had obtained the data
3. Final Reports to be issued in Arabic, Kurdish, and English languages.
4. The number of copies for each report shall be 5,000 copies for the Arabic version, 1,000 copies for the Kurdish version, and 1,000 copies for the English version.
5. A supplementary "Executive Summary" for each report to be published in addition to the report in Arabic, Kurdish, and English with the same number of copies for each language as shown above.
6. Content and format of the Executive Summary to be discussed with and approved by the IEITI National Secretariat.
7. Publication of the Executive Summary must follow the same time schedule as shown in section 5 of this TORs.
8. Each final report (and Executive Summary) printing will be of the responsibility of the Independent Consultant, subject to IEITI approval.

- Each related document should be added as a link refers to the related website where the document is initially published.
- Documentation on governance arrangements and tax policies in the extractive industries, including relevant legislation & regulations
 - EITI workplans & other documents
 - Findings from preliminary scoping work
 - Previous EITI Reports
 - Commentary on previous EITI Reports
 - Validation Reports
 - Other relevant documentation (e.g. annual activity reports)

Annex 3 – Supporting documentation

Terms of Reference for Independent Administrator - IEITI 2013 and 2014 Reports

February 2015

رئيس المجلس

رئيس المجلس
علاء رسول محيي الدين

رئيسة المجلس:

وزارة الصحة والتعليم
وزارة الصناعة والاعمال
د. صفاء الدين قحري عبد المحيد

وزارة المالية
جاء صلاح الدين مراد

وزارة النفط
وزارة الكهرباء
وزارة الزراعة العراقية
وزارة الموارد الطبيعية كرسنان

الكرمية:

النفط - وزارة النفط
النفط - وزارة النفط
مختبر عند الخليل محمد
Xu Zhan Feng
CNPIC

النفط - وزارة النفط
النفط والغاز
عند المهدي حميد العميدي
Paul T. Dubetz
ExxonMobil Iraq

النفط - وزارة النفط
شركة نفط الجنوب - وزارة النفط
شبابه جعفر حاتم
Dr. Christos Mylonas
Shell Iraq

الكرمية:

مطالبة نحو المواطنة
على عطاء النفطية
جمعية اعلامية

مطالبة نحو المواطنة
على عطاء النفطية
مؤسسة اكرمية

مطالبة نحو المواطنة
على عطاء النفطية
الطاج الحاص

مطالبة نحو المواطنة
على عطاء النفطية
جمعية اعلامية

المجلس الشعبي:

كتب بتاريخ ٢٠١٥/٣/٢٦ ولم توثق في بغداد

الاعلامية - وزارة النفط

الاعلامية - وزارة النفط

جدول أعمال اجتماع مجلس اصحاب المصالح رقم 33 Stakeholders Council Meeting Agenda No. 33

شركة التسويق النفطية (سومو) - الاجتماع ٢٤ / ٣ / ٢٠١٥ - الساعة العاشرة صباحاً
Oil Marketing Company (SOMO) - Thursday, March 26, 2015 - 10:00 AM

10:00 صباحاً	١٠:٠٠ صباحاً	استعراض ومناقشة تقرير لجنة تحليل عروض	٢٠١٤ وعام ٢٠١٣ وعام ٢٠١٢	تقرير	Review and approve bidding committee recommendations for 2013 & 2014 reports
11:00 صباحاً	١١:٠٠ صباحاً	مناقشة وافقرار التقرير الابتدائي لشركة PWC	٢٠١٤ وعام ٢٠١٣ وعام ٢٠١٢	تقرير	Review and approve PWC inception report
11:30 صباحاً	١١:٣٠ صباحاً	(ToRs) حول (السلطة الادارية المركزية)	٢٠١٤ وعام ٢٠١٣ وعام ٢٠١٢	تقرير	National Secretariat's notes about the TORs for 2013 & 2014 reports
12:00 ظهراً	١٢:٠٠ ظهراً	مقترح تدريب مجموعة من الاعضاء المجلس			Proposal to train a group of MSG members
12:30 PM	١٢:٣٠ ظهراً	مناقشة الادارة الجديدة			Watch IEITI new Documentary (Role of Civil Society in EITI)