TERMS OF REFERENCE

CONSULTING SERVICES FOR "DESIGN OF A BO REPORTING ONLINE SYSTEM" (C-1.3-1)

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1. Objectives
1.1 Background

The Extractive Industries Transparency Initiative (EITI) is a global coalition of governments, companies, and civil society working together to improve openness and accountable management of revenues from natural resources. To increase transparency and accountability in the extractive industry, the former UK Prime Minister Tony Blair announced the EITI at the World Summit on Sustainable Development in Johannesburg, RSA in 2002. There are 48 resource-rich countries that have committed to implementing EITI. For more information, please click here to visit www.EITI.org.

Companies publish what they pay, and governments publish what they receive in an EITI Report where the tax and royalty payments are independently verified and reconciled. The Soul of the EITI is This process is overseen by a multi-stakeholder group of governments, companies, and civil society.

What is E-Reporting system:

The Mongolia EITI's web-based E-Reporting system was launched in 2015 funded by EBRD and implemented by Adam Smith International in partnership with Interactive LLC, and around 30 kinds of information were reported by companies and government entities in this system every year since then. In accordance with the international EITI standard, system maintenance related to template form changes was developed in 2020, and upgrades related to server-based software renewal were developed in 2021 with state budget funds. In 2022, the development project is in progress to upgrade the E-Reporting system with funding from the World Bank.

1.2 Objectives

Mongolia EITI Secretariat is planned to perform the following activities related to the disclosure of the information of the Beneficial Owner in accordance with the international EITI standards:
- Develop the API which is connecting the E-Reporting system with the Open Data system of the General Authority for State Registration.
- Develop a user interface that makes beneficial ownership information publicly available, filterable by available fields, and reportable.

2. Scope of work

The main scope of service is to develop web-based API service that connects EITI E-Reporting system and the General Authority for State Registration /GASR/. The consultant firm will design the detailed UI/UX and API functionality.
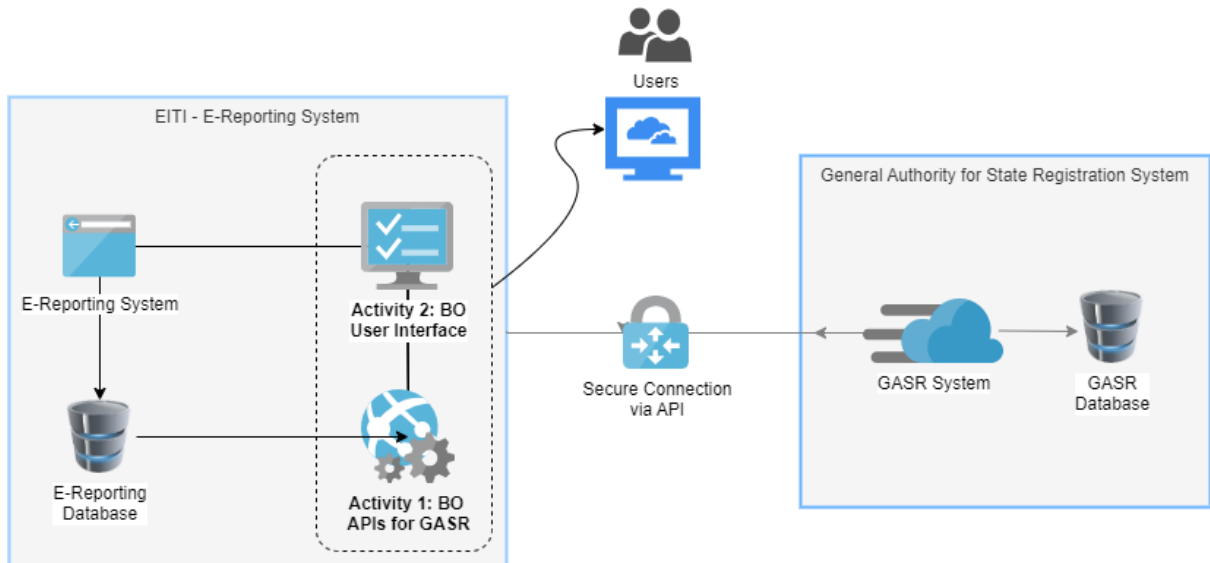

Figure 1. Upgrading plan structure

2.1 Tasks

2.1.1 Develop web-based API

- Communicate with the development company which performs core development of E-Reporting and GASR to design necessary documentations /API documentation and Sequence diagram/ of the API.

- Prepare the API document and Sequence diagrams.

- Perform the core development according to the project documents.

/Activity 2 in Figure 1/

2.1.2 Develop a user interface

Develop a web-based user interface that makes beneficial ownership information publicly available, filterable by available fields, and reportable. Companies that are belonging to the extractive industry can access and easy to report their beneficial ownership information. /Activity 1 in Figure 1/

3. Deliverables and Reporting

3.1 Deliverables

The consulting company would perform the following deliverables within 3 months of signing the contract:

3.1.1 Software development and implementation

Develop software in accordance with the requirements of the Tasks defined in 2.1 section. Perform the implementation.

3.1.2 Documentations

Web Services documentation and Sequence diagrams of the APIs.

3.1.3 The source codes

Source code updates will be submitted to the EITI Secretariat after the implementation.

3.2 Reporting
3.2.1 Inception report

Within 14 days from the signing of the contract, a system analysis design and a detailed development plan will be prepared and presented to the EITI Secretariat.

3.2.2 Progress or Interim Report

The consultant will report the progress report every month to the EITI Secretariat. The interim report will be presented to the EITI Secretariat 1.5 months after the signing of the contract. When presenting the interim report, the development of task 2.1.1 must be completed and confirmed by the EITI Secretariat.

3.2.3 Final report

The final report will be presented at the EITI Working Group meeting after the software launch.

When presenting the final report, the development of task 2.1.2 must be completed and confirmed by the EITI Secretariat.

4. Qualifications
4.1 Acceptance criteria
The total evaluation score is calculated as the sum of the 3 criteria below, and the minimum acceptable score is 70. The score for each of the criteria must be greater than 0.

4.1.1 Last three years of experience

The consultant's relevant experience in successfully implementing projects in the last three years. It would be confirmed by the official reference letter of the organization that implemented the projects. /Total 70 points/

4.1.2 The consultant's general experience

The number of years of operation. It would be confirmed by a reference of the Mongolian Tax Authorities. /Total 10 points/

4.1.3 Technical and management capability

The number of the consultant's full-time technical and managerial staff. Key personnel information such as CV, diploma, and experience will not be evaluated. It would be confirmed by the contract with the staff and the payment of social insurance. /Total 20 points/

4.2 Monitoring/Supervision

The EITI Secretariat team will provide access to all necessary documentation and the current software environment. The EITI Secretariat will provide regular support for the development related to other entities.

5. Schedule

5.1 Timeline

The Consultant firm is expected to work from January 15, 2022, to April 15, 2022. The EITI Mongolia secretariat and the Consultant will coordinate the date of interim deliverables in detail after the signing of the contract.

6. Cost estimation

The cost breakdown is listed below for each task.

Tasks	Estimated cost (USD)
Task 2.1.1 – Develop web-based API	5,000
Task 2.1.2 – Develop a user interface	5,000