



## Albania, July 2020

### TERMS OF REFERENCE

## Consultancy Service to improve access to timely reliable and comprehensive EITI data design of the open data portal for EITI data

Approved by the **MSG EITI Albania** on date **July 15, 2020**

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## 1. Background

The Extractive Industries Transparency Initiative (EITI) is a global standard for improving transparency and accountability in the oil, gas and mining sectors.

EITI implementation has two core components:

- **Transparency:** oil, gas and 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 an Independent Administrator, and published annually alongside other information about the extractive industries in accordance with the EITI Standard.

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- **Accountability:** a multi-stakeholder group (MSG) with representatives from government, companies and civil society is established to oversee the process and communicate the findings of the EITI reporting, and promote the integration of EITI into broader transparency efforts in that country.

The EITI Standard encourages MSGs 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. The requirements for implementing countries are set out in the EITI Standard<sup>1</sup>. Additional information is available via [www.eiti.org](http://www.eiti.org).

Open Data has the ability to increase transparency and public involvement into decision making processes regarding Extractive industries sectors, generate employment, transform existing industries through new services, and generate economic profitability. Creation and further update of Open Data platform in the EITI will serve as tool for data systematic disclosure and into dissemination both locally and internationally interested organizations in extractive industries.

Open comprehensive data policy can empower civil society, the media and business to make better informed choices about services they receive and the standard they should expect, as well as help public debate and inform choice of appropriate and realistic options for sustainable development.

Open data Policy can also be a valuable tool for Government in improving policy making and Extractive sector management.

The Open data policy referred in the EITI Standard 2019 complements the requirements regarding open data as per Requirement 7.

Open data from EITI implementation can increase awareness about how the country are managed, who are the real owners of extractive companies, what the relevant fiscal terms are and what extractives revenues are spent.

[The Government of Albania and EITI Albania National Secretariat](#) requires the services of a competent and credible firm to improve access to timely, reliable and comprehensive EITI data and design of the open data portal.

### EITI Implementation in **Albania**

The Albanian Government supported the EITI initiative and engaged for EITI implementation on March 2009. It became an **EITI Candidate Country** on May, 2009. The International EITI Board, declared Albania as an **EITI Compliant Country** according to EITI standard on May 2013. Albania published its first EITI Report of the payments and revenues from extractive industries (oil & gas and mining), for the fiscal year 2009.

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<sup>1</sup> <http://eiti.org/document/standard>

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The Albanian MSG agreed objectives which aim, among other purposes to increase knowledge about the extractive sector in Albania. These objectives include an intention to “enhance accountability to the Albanian public on the revenues from the Albania’s extractives industries” and to “increase public understanding of the social and economic impacts of the Albania’s extractive industries and enrich public debate on the governance and stewardship of the Albania’s oil, gas and mineral resources”. These two objectives are explicitly supported by a third: to “ensure information is readily accessible and presented to the public in a clear manner”. These objectives are in line with the EITI Principles, which declare that “a public understanding of government revenues and expenditure over time [can] help public debate and inform choice of appropriate and realistic options for sustainable development” of Albania (EITI Principle 4). The EITI Standard therefore requires EITI Reports that are “comprehensible, actively promoted, publicly accessible, and contribute to public debate” (EITI Requirement 7.1). Improving the accessibility and comparability of EITI data is essential to realize these objectives.

### 2. Objectives of the assignment

On behalf of the government of [Albania](#) and the [Albanian MSG](#), the [EITI Albania](#) seeks a competent and credible firm, free from conflicts of interest, to provide Consultancy Services in accordance with the EITI Standard and this Terms of Reference. The objective of the assignment is to create an open EITI data portal where all data related to the activity of the Extractive Industry will be reflected online, according to the new administrative division and the type of mineral for all mining permits for exploitation and exploration of minerals, mined rent obtained and used, data related to the gas and oil. As well as provide information on other demographic, social, employment, investment environmental indicators.

The main objective of this service is to collect, produce and present for publication full technical, economic, legal, social data presented in Albanian EITI Reports, to build and operate an online public information which will inform the public at home and abroad, various individuals and entities interested in the trend of indicators and in general for the sustainable development of these areas by achieving the objective of increasing the scope of Albania EITI reports. Also, the objective is to recognize, use, analyse and evaluate the data of economic - social and legal indicators of the extractive industry areas.

ALB-EITI aims to systematically publish open data by embedding open data policies and strategies in reporting entities involved in EITI reporting to ensure timely and quality data, accessibility and cost effectiveness of data delivery.

The open data policy consider different user needs and access challenges based on geographic , ethnic, gender and interest groups representation.

### 3. Scope of service and tasks

The consultant will be expected to undertake the following tasks:

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The purpose of the task is that through the application of the methodology, the presentation in an online portal of the information collected and processed by the contractor, for the extractive industry sectors. The consultant will propose the methodology and graphical view of the data for publication on the web.

The Consultant through mapping data ecosystems will ensure that data are provided in granular, machine-readable formats and fully described, so that users have sufficient information to understand their strengths, weaknesses, analytical limitations and security requirements, as well as how to process the data.

- **Kick-off meeting and work plan presentation.** The consultant will appoint a Project Manager and will present a work plan at the kick-off meeting with the National Secretariat and other stakeholders involved in the management of extractive industries to better understand the assignment and the methodology to be used while creating the portal and the data to be used.
- **Establishing the best/most effective manner to implement,** a) Reviewing the existing data that is already in use in the ALB-EITI website and establish which of them will be used to fill out the Open Data portal; b) Reviewing the existing official data that is already in use in other government websites and establish which of them will be used to fill out the Open Data portal;
- **Finalising the Requirements for the Portal.** The Portal is required to be developed using the modern technology and be able to provide access to the public in both aggregated form and also as row official data, as collected from internal sourced. The data should be also possible to be retrieved in ready to elaborate formats like standard ones excel, csv or any more advance modern data types like xml. The principles underlying Albanian EITI Open Data policy are based on the International Open Data Charter (<http://www.opendatacharter.net>) and modified to reflect the domestic context. They will be presented as follows:
  - Primary Data
  - Open by Default
  - Easy Access;
  - Timely Data Availability;
  - Completeness;
  - Machine Readability;
  - Free Use;
  - Comparable and Interoperability;
  - Improved Governance and Citizens Engagement;
  - Inclusive Development and Innovation;

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- **Setting up the Open Data Portal for preview.** Within 8 weeks from the start date the Consultant should prepare and present to the National Secretariat the demo of the Open Data Portal.
- **User testing and security testing by the consultant.** Once delivered the demo of the Open Data Portal, the Consultant shall preform a user testing and a security testing.
- **Final delivery of Open Data Portal.** The Consultant shall deliver the final Open data Portal 16 weeks from start date. The Consultant shall deliver the final Open data Portal 16 weeks from start date. The Consultant shall provide Open Data Portal as an independent portal <http://www.opendata.albeiti.org>. Limited number of reports/dashboard should be accessible through existing EITI Albania website <http://www.albeiti.org/>. It should enable the easy publication and consumption of data as reported and aggregated data as part of the EITI Initiative. Key functionality should include ability to:
  - upload, manage and access data;
  - visualize data using charts and maps;
  - deliver data to other applications via APIs or other endpoints;
  - support bulk downloads and uploads.

Data portals should also include / support easy inclusion of applications gallery; links to social media; community functions; news and announcements; blogs; embedded visualizations; requests for data.

- **Initial data preparation and data upload.** The consultant shall:
  - Arrange for hosting of the portals and the data. The initial contract should provide hosting capacity for at least 200 datasets (indicators and tables). The hosting arrangements must be transferable to the EITI Albania agency, at a specified time.
  - Provide an on-call pool of resources of up to 40 man-days for upload of “quick-win” datasets, based on the data which EITI already has collected. Actual data information will be provided in editable excel format.
  - Provide technical assistance for the new portal. As part of initial award, provide technical assistance and support for 4 months with the option of extending the period of providing of technical assistance, subject of ulterior funding and negotiations. Product warranty and bug-fixing is required for the minimum period of 1 year after the delivery.
- **Technical Training on the modules delivered.** The Consultant should:
  - Provide training on management and tools for the new open data portals, including maintenance, versioning and quality control for data, and other matters.

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- Presumed that Portal administrators leave the government posts the consultant would provide a way for new administrators and managers to self-train. This may be achieved through providing documentation and training manuals and guidance manuals, preferably including online versions, with specific view towards new portal administrators and managers being able to self-train.
  
- **Deliver the documentation, applicable source code and other materials.** The EITI Albania has an interest in adopting the same Open Data technical and data standards so that portals can be interoperable. The consultant shall suggest ways to achieve this by providing documentation, manuals, guidance material, and electronic slide presentations on (a) regional Open Data technical and data standards for format and metadata, including templates, and (b) Open Data Portal technical standards so that other countries' future portals can easily ensure compatibility with the regional and country data portals. Portals and hosting should meet international commercial best practice cyber-security standards.

*The Proposal should describe options for technical assistance and support to be provided with corresponding SLAs, including a contact point for telephone calls and emails during the working day (in the region).*

- **Overall Requirements**
  - Some of the data published in the Open-Data portal (mainly aggregate industry level) should be available from EITI main website.
  - The services should need little (or no) technical intervention for its use by the data publisher teams in EITI Albania. When possible, data collection it required to be automatically transferred (like exchange rate, Gross Domestic Products, Oil Prices, etc.). Possible automatic upload of this data, from trusted sources, needs to be investigated.
  - The portals and their hosting should be easy to maintain by the technical staff and with the skills that they have or could easily acquire locally.
  - Support all major web browsers, including support of full functionality on mobile devices.
  - The solution should be scalable to bring on as much data as might eventually be published by EITI.
  - The solution should be sustainable with limited financial resources and inability to attribute large budgets to an Open Data Initiative. It is therefore especially important that ongoing mandatory running costs of the platforms are minimized. Annual and monthly subscription fees or licensing fees are to be avoided. It is preferable to propose a solution that includes training local officials in maintaining the portal directly.

*A Proposal should describe how the Overall Requirements will be met. It should also specify if there are*

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*any particular limits on extent of scalability. A Proposal should include estimates (with a justification) of necessary ongoing running costs so future sustainability of the proposed solution could be evaluated.*

- **Minimum Requirements**

- Types of data to be supported by a data portal should include:
- Geospatial data in a range of formats. Ability to interoperate with GeoNode, QGIS, or similar GIS/spatial Open Data portals/software is required.
- Tabular (numerical and text) data in Excel and CSV formats

Open Data portal should:

- Support different user roles. Definition of roles for uploaders within EITI personnel which will be responsible to data collection, checking and portal uploading (publication).
- allow 'power users' to upload and manage data with ability to stage data before publishing
- allow accessing and downloading data in multiple formats, including bulk downloads
- allow users to visualize data using charts and maps
- design APIs that provide access and a query language for specific datasets
- provide an ability to search across data and metadata, including an advance search to further filter and customize search options
- provide data analytics around website, content, embeds, users, and API
- provide an ability to upload documents to provide additional context (e.g., data dictionaries, methodology notes, etc.)
- Portal should provide functionality similar to best practice among existing national open data portals, including:
  - Custom branding and style.
  - Applications gallery
  - Community functions
  - Links to social media
  - News and announcements
  - Blogs
  - Requests for data
  - Visualizations of data
  - Backup, migration, upgrading, and disaster recovery procedures
  - Ability to manage the above functionality and create content by local teams

Solutions based on widely used and sustainably supported packages are preferred rather than customized programming.

*A Proposal should describe how the Minimum Requirements will be met. Prospective consultants are also invited to specify any additional functionality relevant to improving use of open data in their proposals.*

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- **Data Preparation and Upload**

- The areas covered by this data may include, but are not limited to company financial statements, import export information, company registries, and general statistics. While main sources are Instat (National Institute of Statistics), Customs Office, Tax Office, National Agency of Natural Resources.
- The selected consultant should have an on-call (via phone and email) available pool of resources to provide up to 40 man-days for data preparation and upload. Data owner will supply the data in its original format, although for some datasets the resource should be prepared to help and advise the data owner on the best query to extract the data from the database. The resource should then transform the data as necessary (including rationalizing complex formats into more usable formats, converting to open formats, converting data fields into a consistent set of values, etc.), and upload the datasets and associated metadata into the portal. Any transformations should be documented and any custom scripts preserved so that local technical staff can transform updated datasets similarly in the future. Preparation and upload of further datasets would be subject to negotiation against a set rate in the proposal through a contract supplement.

*A Proposal should specify what skills would be brought for data preparation and upload, and include daily rate for such professional services.*

- **Hosting**

- Preference for cloud hosting, which can be transferred at a later stage to the management of countries.
- The selected consultant should be capable of arranging hosting capacity for at least to 200 datasets under the initial contract.
- The hosting capacity should be scalable to accommodate future portals for other countries or to accommodate more datasets, and any additional costs of doing so should be detailed in the proposal.
- The capacity in terms of number of simultaneous users, bandwidth, and data downloads should also be scalable, both up and down, in the light of experience, and the costs (and savings) from doing so should be detailed in the proposal.
- The portals should be available with at least 99.5% uptime, and the architecture should allow upgrading to a fully resilient configuration, with the costs of doing so detailed in the proposal.
- The hosting should include backup and disaster recovery procedures and capacity and specifications for the hosting environment including operating system, database and web server.

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- The hosting architecture and site(s) should have sufficiently good internet connectivity paths to users Albania, EU as well as to the United States, to allow the portal to be easily used and to allow data to be downloaded in a reasonable time limited by the speed of the individual's own connection to the local internet.
- It is currently difficult to predict the overall system usage and download traffic, nevertheless the initial size of hosting server should perform in acceptable user performance, in case of 50 concurrent users and more than 30 downloads. At portal start operation (with initial dataset) average download time of a single dataset should be at no more than 30 seconds.
- The hosting contract for the portal should be separable and should be easily transferable to the EITI, or a third-party of the EITI, and to the Governments of Albania at a specified time.
- Final hosting arrangements will be agreed on between the EITI and the selected consultant based on a received proposal, country preferences, and other factors.

*A Proposal should include a suggested initial configuration based on the prospective consultant's experience with the launch and initial phases of other data initiatives (including the initial launch "surge"), explain the justification for this configuration, and include cost options based on the applicable parameters. Any additional costs or cost savings specified above should be also included in the proposal.*

- **Training and Capacity Building**

The selected consultant is expected to offer intensive training sessions on management and tools for an Open Data portal, versioning and quality control for data, and other matters. It is expected that the trainees will be about 8-10 days.

A package of training should include:

- Technical training: This will be targeted at technical personnel. The training will cover:
  - First module. System administration:
    - Maintenance and system administration of the Open Data portal
    - Open source code customization
    - User administration
    - Management and usage information
    - Security
  - Second module: Publication of data
    - Publishing of datasets
    - Data wrangling, data cleaning, and troubleshooting techniques
    - Using metadata functions available
    - Provision of documentation, online help pages, and other content
    - NB: In order to provide an opportunity for trainees to practice and consolidate their

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skills, this training module should include assisting the trainees each to upload datasets themselves, with a total of at least 10 datasets.

- Third module: Use of the portal
  - Discovery/search for datasets
  - Creation of visualizations using available tools
  - Use of APIs
  - Downloading of data
- Any other relevant training the prospective consultant may wish to specify.
- Due to possible turnover among technical support staff and among dataset owners, prospective consultants should also specify how they would offer training in an ongoing fashion through training manuals, guidance manuals, “how-to” guides, help pages, slide presentations, or other similar documentation with the data standards for current and future portals needed to ensure compatibility of regional and country data portals, and/or other similar methods.

- **SUPPORT**

Once the portal is launched, the provider’s support services will include:

- System support and administration till the end of the contract
- Options for technical assistance and support to be provided with corresponding SLAs, including a contact point for telephone calls and emails during the working day (in the region)
- Proactive monitoring of correct portal and hosting function and security, and taking any necessary corrective action
- Rectification of faults in the portal or associated support materials for a minimum of four months
- Backup and disaster recovery
- **SECURITY CONSIDERATIONS AND REQUIREMENTS**
  - While the EITI data on the portals will be *a priori* open data and therefore there is no confidentiality requirement, the portal may also store information about its users that needs to be protected for privacy reasons.
  - The portal should ensure the integrity of open data, for instance against attacks aimed at substituting a modified dataset for the original.
  - Only personnel authorized by an institution should be permitted to upload data.
  - Users should have individual credentials (and **not** share credentials with others). It should be possible for system administrators to revoke individual user’s credentials quickly and easily. It should be possible to delegate the authority to create users to lead users in individual institutions.

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- Role-based access control should also be applied for rights to create other content on the portal.
- The portal need not be certified to the standards of the governments involved but should implement best commercial practice cyber-security measures.

- **SERVICE LEVEL REQUIREMENTS**

- Availability of initial service on best endeavors basis with greater than 99.5 % availability.
- Prospective consultants should indicate how the requested portals could be enhanced to provide higher levels of availability and costs of doing so.
- Prospective consultants should specify and provide backup and disaster recovery services as part of initial service.

- **OPTION FOR ORAL PRESENTATIONS**

The EITI National Secretariat reserves the right to conduct oral presentations with consultants who submit a proposal. Should the EITI National Secretariat wish to proceed with oral presentations, consultants will be contacted to schedule a mutually agreed upon date and time.

- **REQUIRED RESPONSES IN THE PROPOSAL**

Describe your firm’s experience in providing services identified in the scope of work, including links to previously delivered Open Data portals.

*A Proposal should describe options for technical assistance and support to be provided with corresponding SLAs, including a contact point for telephone calls and emails during the working day (in the region).*

*A Proposal should describe how the Overall Requirements will be met. It should also specify if there are any particular limits on extent of scalability. A Proposal should include estimates, with their justification, of necessary ongoing running costs so future sustainability of the proposed solution could be evaluated.*

*A Proposal should describe how the Minimum Requirements will be met. Prospective consultants are also invited to specify any additional functionality relevant to improving use of open data in their proposals.*

*A Proposal should specify what skills would be brought for data preparation and upload, and include daily rate for such professional services.*

*A Proposal should include a suggested initial configuration based on the prospective consultant’s experience with the launch and initial phases of other data initiatives (including the initial launch “surge”), explain the justification for this configuration, and include cost options based on the applicable parameters. Any additional costs or cost savings specified above should be also included in the proposal.*

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*A Proposal should also describe a proposed training/capacity building program for each country following the guidelines set out in the section on Training and Capacity Building.*

- **Reporting**

The selected firm will report to the task team leader of the EITI Albania National Secretariat.

- **Project management and plans**

- Project manager appointed by contract start date
- Show to EITI plan for achieving deliverables by contract start date
- Show to EITI design specifications and build by 3 weeks from contract start date
- Regular meetings and with project manager

- **Testing and acceptance**

The selected consultant should perform full testing of portal and verify that the systems are fully operational.

A business team will conduct user testing of certain aspects of the systems. It is understood that this user testing is neither designed to be comprehensive nor implies the acceptance of the systems 'as-is'.

- **Warranty**

Any faults in products provided will be rectified free of charge for the first four months.

## 4. Deliverables

This assignment is expected to commence on August 2020 and finalized by December 2020 (*including support*).

The consultant will have a period of 16 weeks to prepare and deliver the assignment. The Open Data Portal will in both English and Albanian language.

- Open Data portal set up and live, and initial data preparation and upload completed.
- Technical training modules for portal administrator, publication of data, use of the portal, and all related/relevant functionality for Open Data portals delivered.
- Remaining training, related documentation and materials, and source code as applicable delivered.

The proposed schedule is set out below:

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Project Manager appointed by the consultant and final work plan presented at kick-off meeting	August 2020*
Requirements for portal are finalized	3 weeks from start date
Data portal is set up and available for preview by business team.	Within 8 weeks from start date
User testing and security testing by the consultant	From weeks 8-10 from start date
Final delivery of data portal	Within 10 weeks from start date
Initial data preparation and upload is completed	Within 12 weeks from start date
First, second, and third technical training modules delivered	Within 14 weeks from start date
Remaining training, documentation, applicable source code, and other materials delivered	Within 16 weeks from start date

### 5. Consultant Qualifications Requirements

- At least 5 years' experience required in establishing Open Data portals, web portals or similar systems and associated training programs.
- Project Management least 5 years' experience in Project Management, and have at least one previous experience in Open Data projects.
- Key staff should have at least 5 years' experience in IT software development.
- Key staff should have at least 5 years' experience in database systems.
- Key staff should have at least 5 years' experience of relevant virtual/cloud system.
- Project management, trainers, telephone/email contact, and other client-facing staff required to have fluent English.

### 6. Contract Duration:

The contract is lump sum and the services should be performed within 16 weeks from contract signing. The maximum estimated input of Key Experts is 153 man/days. The consultant is expected to complete it within

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the period August - December 31, 2020. This date is the Grant's Closing Date and no contract extension can take place beyond it. Therefore, the assignment should be completed, and respective invoices should be submitted until this date.

### 7. Selection Method:

The consultant will be selected in accordance with Consultant Qualification method with the procedures set out in World Bank's Procurement Regulations for IPF Borrowers (July 2016, revised November 2017) (Procurement Regulations).

### 8. Schedule of payments

The schedule of payments will finally be agreed during contract negotiations and shall have the following structure:

- 10% following submission of work plan at the end of Kick-Off meeting;
- 60% following submission of Open Data Portal live and initial data preparation and upload complete;
- 20% following Delivery of technical training;
- 10% following successful completion of the four system support period with successful rectification of any faults;

### 9. Administrative arrangements

The EITI Albania Secretariat will assist the consultant with the following:  
Will provide for the consultant EITI reports data and information's.

### 10. Reference materials

- Relevant reference documents are available from:
- <https://eiti.org/standard/overview>
- <http://www.albeiti.org/>
- <https://eiti.org/search?query=open+data>
- <https://opendatacharter.net/>
- [https://akshi.gov.al/wp-content/uploads/2018/02/standardet\\_teknike\\_te\\_publikimit\\_te\\_te\\_dhenave\\_ne\\_formatin\\_open\\_data.pdf](https://akshi.gov.al/wp-content/uploads/2018/02/standardet_teknike_te_publikimit_te_te_dhenave_ne_formatin_open_data.pdf)