

*Liberia Extractive Industries Transparency
Initiative (LEITI)*

APPROVED WORK PLAN

July 1, 2014 – June 30, 2015

**Prepared by
The LEITI Secretariat**

Background

This is the seventh work plan of the Liberia Extractive industries Transparency Initiative (LEITI).

The approved budget for 2013/2014 amounted to **US\$2,062,021**. Of this approved amount, the Government of Liberia appropriated US\$664,172 against a total budgeted amount of US\$1,250,315 requested from the Government. The amount appropriated by the Government of Liberia constituted 32% of the LEITI FY 2013 / 2014 approved workplan, while the total amount committed by donors, including the African Development Bank, the World Bank, the GIZ and the United Nations Development Program (UNDP) amounted to US\$811,706 or 39% of the approved budget. However, about seventy-five percent (75%) of the amount committed by donors were not disbursed due to delay in finalizing various grant agreements within the budget year. Grant amounts not disbursed and/or utilized for FY 2013 /2014 were brought forward to FY 2014 /2015, given that most of these grant agreements extend beyond a single year.

Budgetary supports received by the LEITI were used to achieve the following:

- a. To prepare the 5th EITI Reconciliation Report for Liberia;
- b. To fund LEITI Secretariat Operations, including employees' compensation;
- c. To fund implementation of the LEITI communications strategy comprising LEITI report disseminations /Road Shows, billboards, broadcast advertising, newsletters, annual activity report, jingles, dramas, etc.;
- d. To support LEITI MSG Operations, including funding monthly MSG Regular and Emergency Meetings, and fund various Committees' meetings, etc;
- e. To Fund travels of Liberia's Representative on EITI Board and LEITI Head of Secretariat to attend EITI International Board meetings and conferences; as well as staff of the Secretariat attending short-term trainings and conferences; and
- f. To Fund Capacity Building workshops for civil society organizations, traditional leaders, and representatives of reporting companies and government agencies.

2014/ 2015 Work Plan

EITI Requirement 5 mandates the MSG, "in consultation with key stakeholders, should agree and publish a fully costed work plan, containing measurable targets and a timetable for implementation and incorporating assessment of capacity constraints." This work plan therefore seeks to outline activities and programs the Liberia EITI plans to undertake for the fiscal year July 1, 2014 up to and including June 30, 2015.

Justification and Scope of the Work Plan

This Work Plan builds on the organization's achievements and aims to expand its scope with a focus of remaining compliant with the criteria and principles of the EITI, and fulfilling other national requirement as required by the LEITI Act of 2009. To achieve this, the Work Plan for the period July 1, 2014 to June 30, 2015 aims at producing the following deliverables:

1. Investigating and resolving discrepancies in the 3rd and 4th EITI Reports for Liberia;
2. Disseminating LEITI's 5th Report, covering July 1, 2011 to June 30, 2012, throughout the fifteen counties of Liberia, consistent with EITI requirements;
3. Procuring an Independent Administrator to prepare the 6th EITI Report for Liberia;
4. Producing, publishing and disseminating Liberia's 6th EITI Report, covering July 1, 2012 through June 30, 2013;

5. Conducting a scoping study within the mining sector to determine the scale of operations of Artisanal and Small-scale miners, their licensing procedures, and registration and revenue payments; and the possible inclusion of quarry operations (granite and sand) within the LEITI reporting process, based on the outcome of such study;
6. Publishing a Benefactor Ownership Disclosure report, consistent with EITI Standards;
7. Decentralizing LEITI activities throughout Liberia by selecting Focal Persons in the various counties outside Montserrado County;
8. Developing and deploying an online data depository system to enhance EITI Reporting by stakeholders;
9. Providing capacity building trainings to civil society organizations, representatives of reporting companies and government agencies;
10. Providing support for establishment of LEITI Stakeholders' Feedback Mechanism for effective representation at the level of the MSG;
11. Developing an MSG Policy Manual;
12. Strengthening the LEITI Outreach and Communications activities by hiring two Communication Assistants ;
13. Enrolling five more high schools into the LEITI Extractive Clubs;
14. Interfacing the LEITI reporting templates within the Integrated Financial Management Information System (IFMIS) at the Ministry of Finance; and
15. Developing a curriculum for the establishment of an LEITI Center of Excellence.

Work Plan Period

The LEITI Work Plan is for a 12-month period, from July 1, 2014 to June 30, 2015. The activities and programs listed in the Work Plan are arranged based on their nature, complexity, and relationships to other tasks.

Cost of Work Plan

It is projected that the amount of **US\$1,670,915** is required to fund the FY 2014/15 Work Plan.

Government of Liberia's (GOL) budgetary appropriation to LEITI for FY2014/15 workplan is US\$774,929, constituting about 46% of the total projected cost of the workplan. While total funding commitments by donors, including amounts brought forward is US\$895,986 or 54% of the total projected cost of the workplan. Specifics of the donors funding include: AfDB - US\$409,000; USAID - US\$195,975; World Bank - US\$146,955; GIZ - US\$79,056 - excluding in-kind Technical Support valued at US\$20,000; and UNDP - US\$65,000.

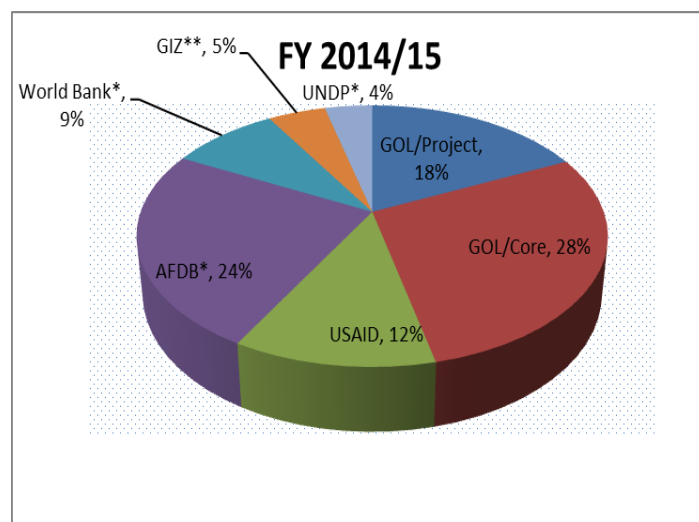
This projected amount of US\$1,670,915 needed to fully fund all activities of the Work Plan has been committed by the government of Liberia and donors as you will see contained in the Sources of Funds' Table below. Programs to be funded by the budget include the following major components: 1) Consultancy costs - **US\$527,500**; 2) Communications and Outreach Costs- **US\$332,140**; 3) MSG Operational Costs - **US\$42,815**; 4) Compensation for LEITI Secretariat Staff - **US\$277,393**; 5) LEITI Secretariat Operational Costs - **US\$151,831**; 6) Training & Capacity Building Costs - **US\$280,846**; and 7) Travel Costs - **US\$58,390**.

Sources of Funding

The LEITI Act of 2009 designates the Government of Liberia as the primary authority responsible for funding the programs of the LEITI through budgetary appropriations. The Act indicates that the LEITI may request grants and other technical supports from Liberia's Development Partners and other international institutions. Consistent with this provision, the Government of Liberia has appropriated US\$774,929, while donors have also pledged US\$895,986 to fund the programs and activities in in the LEITI 2014 / 2015 Work Plan, details of which are indicated in the Sources of Funding Table below:

Summary table of the sources of funding:

| WORKPLAN SECTION | | July 1, 2014 - June 30, 2015 | | |
|---|---------------------|------------------------------|-------------|----------------|
| Sources of Funds | | | | |
| Source | FY 2013/14 | FY 2014/15 | % Change | Specific Fund |
| GOL/Project | \$ 295,004 | \$ 300,000 | 2% | GoL |
| GOL/Core | \$ 955,311 | \$ 474,929 | -101% | GoL |
| USAID | \$ - | \$ 195,975 | 100% | G2G Grant |
| AFDB* | \$ 348,150 | \$ 409,000 | 0% | OSFU / FSF |
| World Bank* | \$ 263,556 | \$ 146,955 | 0% | SECOM |
| GIZ** | \$ 60,000 | \$ 79,056 | 24% | E-Club |
| UNDP* | \$ 140,000 | \$ 65,000 | 0% | Private/Public |
| Total Source per FY | \$ 2,062,021 | \$ 1,670,915 | -23% | |
| <i>*Brought forward from 2013/2014</i> | | | | |
| <i>** Has pledged Technical Support to the LEITI valued at US\$20,000 for the Contract Matrix</i> | | | | |



Detailed Work Plan Narrative

I. LEITI Secretariat

The Secretariat performs a variety of functions to support the MSG on a daily basis, including: the development of LEITI work plans, the coordination of LEITI-related stakeholder actions, the identification of barriers to LEITI implementation, the drafting of proposals to seek budgetary support, the formulation of strategies to overcome these obstacles, and the dissemination of information about LEITI throughout the country. The activities of the Secretariat are been summarized under seven different but interrelated headings: Personnel Costs, Secretariat Operational Costs, MSG Operational Costs, Consultancy Costs, Communications and Outreach Costs, Travel Costs and Training and Capacity Building Costs. The first three components of the Work Plan are dedicated to the Administrative and Operational activities of the Secretariat while the other four component are been viewed as core functions of the Secretariat or program initiatives.

Administrative and Operational Activities

1. **Personnel Cost- US\$277,393.** This amount constitutes 17% of the total Budget and a 5% decrease relative to 2013/2014 allocation. The decrease is significantly due to the omission of budgetary allocation for two Industry Analysts in the current budget who were allocated for in the 2013 / 14 budget but were not hired. **The Personnel Cost** will cover employees' salaries and medical insurance benefits.

2. **LEITI Secretariat Operational Costs of US\$151,831 include:**

I. Secretariat General and Administrative Costs

- Internship (local)** - \$3,600 is allocated to provide ongoing learning opportunity and support to the Secretariat through the use of interns. Minimum stipend is provided to assist during reports preparation, and at the same time provide interns with practical understanding of the EITI process. These students will also serve as outreach contacts for the LEITI within the student community. This allocation also targets high school students involved in the LEITI E-Club inter-high school debate, whereby the Most Valuable Debater offered an internship with the Secretariat.
- Internet Services - US\$2,100.** This amount will be used to pay for quarterly internet subscription for the Secretariat;
- Internet Access/Sticks (3) US\$2,880.** This allocation will be used to pay monthly subscriptions for three existing high speed internet modems for the Head of Secretariat, Technical

Department, and the Communications and Outreach Officer to enable them exchange documents while working from home during late hours or over the weekend and during emergency situations.

- d. **Local Travel Allowance- US\$6,094** - This amount will be used to fund Daily Subsistence Allowances for staff travelling outside of base station, especially during dissemination of LEITI 5th Report.
- e. **Local Communication Allowance (Scratch cards) US\$11,340.** - This allocation will be used to purchase scratch cards for staff members and interns to facilitate their work. The change compared to prior year is due to additional staff and increased allocation to account for greater communication needs at the Secretariat.
- f. **Postage-US\$345** - this amount is intended to enhance the Secretariat's mail delivery system, particularly proposals and related documents to foreign parts.
- g. **Printing, Binding and Publication US\$15,064** - this amount will be used for printing, binding and publication of the report of the investigation and resolution of the discrepancies in the 3rd and 4th EITI Reports for Liberia.
- h. **Office Stationery & Supplies-US\$16,000** - this allocation will be used acquire stationery and supplies on a quarterly basis for the Secretariat. With increased staff and the proposed acquisition of additional office space, there will be an increase in the consumption of stationery and supplies during the budget year.
- i. **Electricity - US\$4,650** - the drastic low in the supply of electricity by Liberia Electricity Corporation (LEC) has increased the use of the 100KVA stand-by generator being jointly used by institutions at the Old Budget Bureau, which requires shared contribution for fuel. This allocation will therefore be used to fund our share of the fuel purchase.

II. Assets and Other Secretariat Support

- a. **Desks, Computers, Photocopier, Filing Cabinets, etc. - US\$14,650-** This amount will be used to purchase laptops for the Deputy Head of Secretariat, the Finance Director and replace the Technical Officer's damaged laptop.

The amount will also be used to purchase other office furniture, including filing cabinets, executive desk for the Deputy Head of Secretariat and other staff members who are intended to occupy the new office space being acquired by the Secretariat. Part of the allocation will also be used to acquire and install an internet facility in the newly acquired office space.
- b. **Office Renovation & Partition- US\$5,000** - To accommodate the additional staff, the Secretariat has requested from the Ministry of Finance the use of the office space directly below our current arrangement which was formerly occupied by the Copyright Office of the Ministry of Commerce. This allocation will therefore be used to renovate that office space. Renovation will include painting, curtains, carpeting and minor carpentry.
- c. **Bank Charges - US\$1,000** - This allocation will be used to fund the operation of LEITI accounts at the International Bank Liberia Limited (IBLL).
- d. **Fuel & Repairs & Maintenance - US\$64,257** - This allocation will be used to fund the costs of Vehicle - Insurance, Fuel & Repairs & Maintenance, Vehicle Registration, fuel & lubricant. This amount will also be used to underwrite costs associated with the maintenance of three vehicles and one motorbike currently owned by the LEITI. Additionally, the allocation will also be used to fund other activities, including quarterly repairs and maintenance of ICT Infrastructures (Equipment and software maintenance); to

purchase janitorial supplies; and to hire and compensate one guard to protect the assets of LEITI.

3. **MSG Operational Costs- US\$42,815.** Activities of the Multi-Stakeholders Steering Group (MSG) in relation to the Secretariat will be funded by this allocation. Activities include underwriting the costs for accommodation and transportation for MSG Members travelling with the Secretariat for LEITI Reports dissemination, a modest honorarium for MSG members, refreshments for regular monthly MSG and committees meetings, and securing a venue for one offsite MSG meeting.
4. **Consultancy Costs - US\$527,500.** This component constitutes 32 %of the total proposed budget and a slight percentage increase of 2% compared to 2013/2014 allocation. The increase is due to the allocation made for payment of consultancy for EITI validation in the current budget unlike the 2013 / 2014 budget.

This category includes the following activities/programs:

- a. **EITI Reconciliation Report (6th) - US\$110,000.** Amount is allocated for the recruitment and payment to an Independent Administrator to prepare Liberia's 6th EITI Report of payments made to the Government of Liberia by companies in the mining, oil, agriculture and forestry Sectors from July 2012 to June 2013.
 - b. **Investigation of Discrepancy-3th & 4th Reports US\$25,000-** this amount will be used to hire consultant to investigate and resolve discrepancies found in the LEITI 3rd & 4th Reports..
 - c. **Scoping study of the mining sector US\$50,000.00 -** this amount will be used to hire consultant to conduct a study in order to determine the scale of operations of Artisanal and Small-scale miners, their licensing procedures, and registration and revenue payments; and the possible inclusion of quarry operations (granite and sand) within the LEITI reporting process, based on the outcome of such study.
 - d. **Auditor (Contracts, Concessions and Licenses) & Terms of reference - US\$115,000.** This amount will be used to fund a consultancy to conduct an audit / investigation in order to determine if the process of awarding each material contract, concession, and license in the extractive sectors was awarded in accordance with applicable Liberian laws.
 - e. **Online Data Depository - US\$15,000. This allocation** will be used to hire consultant to develop a web-based reporting system to enable companies and individuals operating within the oil, mining, agriculture, and forestry sectors, as well as relevant government ministries and agencies to register and file EITI reports online.
 - f. **Beneficial Ownership Disclosure - US\$40,000.** In addition to a requirement in the New EITI Standards adopted at the Global Conference in May 2013, the UN has also made request to the LEITI through the Ministry of Justice to provide a comprehensive disclosure of ownership in the extractive sectors. This information will also support LEITI in its work around transparency and accountability. This allocation will therefore be used to achieve that objective.
 - g. **Other/Local Consultancies to the LEITI - US\$20,000.** This amount is allocated to enable the Secretariat to hire local consultants to provide additional support including legal to review the LEITI Act and provide guidance on further implementation of it and advise on the enforcement of other sanction regimes against non-compliant companies.
 - h. **Annual Audit - US\$17,000.** This amount is allocated to finance the audits of the WB and AfDB grants.
5. **Communication & Outreach Costs - US\$332,140.** This component constitutes 20% of the total budget and an 18% decrease relative to the 2013/2014 allocation. This decrease is due to the substantial drop in the allocation

for the dissemination of reports compared to the 2013 / 2014 budget. This allocation will fund lease payments for eighteen LEITI billboards installed in 14 counties. The allocation will also support continuous engagements in both urban and rural populations through national and community radio programs; dissemination of LEITI reports in the fifteen counties through town hall meetings, and road shows; and maintain a viable global interface through an LEITI website. Dissemination of reports and other information to the larger population are also done through quarterly newsletter publications, brochures, news papers, television broadcasts, bumper stickers, radio competition; advertising and other communication initiatives. LEITI jingles and dramas will be produced in all sixteen vernaculars for dissemination. Effective outreach will require continuous engagement with Stakeholders through retreats, workshops, conferences.

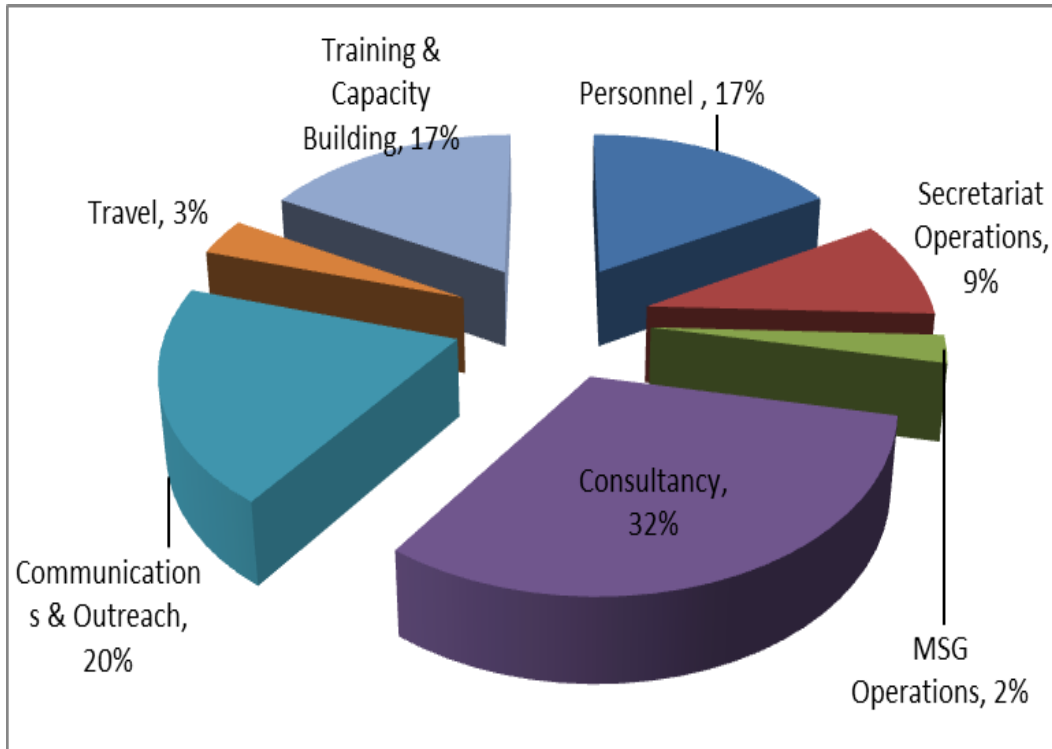
Additionally, some of the amount proposed for media production cost will be used to design and print the 5th LEITI report in summary, sector, quarterly, and regional forms. The proposed budget will, therefore, support the implementation of seven broad categories of communication and outreach programs: 1) Production Costs; 2) Advertising Costs; 3) Media Outreach; 4) Roadshows/Workshops; 5) Billboard lease; 6) Website Hosting, and 7) E - Club.

6. **Travel Costs - US\$58,390** - Amount allocated to this component will be used to support Liberia Representative on the EITI Board to travel to EITI Board meetings. It included ticket costs and daily subsistence allowance. Provisions are also made for other stakeholders' participation in the Board and other international engagements. This allocation will also cover the costs of visas and logistics.
7. **Training and Capacity Building Expenses - US\$280,846.** The allocation will provide for continuous capacity-building opportunities for those institutions and individuals who are strategic to the LEITI process, such as Civil Society Organizations (CSOs), government institutions, reporting companies, traditional leaders, and staff members of the Secretariat. Traditional leaders will be able to forge and strengthen a link between their constituencies and LEITI by empowering them through workshops. Some staff members of the Secretariat will also receive capacity enhancements through short term trainings which may include peer to peer learning. Artisanal miners will receive training and awareness around LEITI activities and how ways to strengthen capacities around LEITI reconciliation process.

Under this caption, focal persons to decentralize the EITI process in Liberia will be covered, and the capacity of artisanal miners around the country will be strengthened to enhance their ability to report adequately to the annual reconciliation exercise.

A stakeholder feedback process supported by the AfDB is also included in this category. Under this arrangement, constituency groups on the MSG will be supported to reach out to members throughout Liberia to ensure their concerns are reflected in board decisions.

Graphical presentation of major expenditure categories



Below is a table highlighting key deliverables in the 2014/15 Work Plan:

| Objectives | Constraints | Implementing Partners | Secretariat Support | Cost | Funding Source | Timeline | Expected Outcomes |
|--|---|---|---|---|--|--|--|
| <ul style="list-style-type: none"> Dissemination of LEITI 5th & 6th Reconciliation & Revenue Tracking Rpt. in Summary, Sector & Regional forms Production of Annual Activity Rpt. for 2013 /2014 and Quarterly Newsletters (2014 / 2015) | <ul style="list-style-type: none"> Lack of or little data on extractive companies contribution to society/GoL Lack of or little data on GoL receipts from extractive companies Minimum awareness of LEITI activities | <ul style="list-style-type: none"> LEITI Secretariat MSG Legislature County Officials County-based Civil Societies | <ul style="list-style-type: none"> All Secretariat Staff | \$73,609 | <ul style="list-style-type: none"> UNMIL Civil Affairs AfDB GOL WB | <ul style="list-style-type: none"> December 2014 June 2015 | <ul style="list-style-type: none"> Increased awareness of LEITI activities Increased awareness of extractive companies and their contribution to society/GoL Awareness of GoL receipts of payments Enhanced revenue transparency |
| <ul style="list-style-type: none"> Recruitment of Independent Administrator (Reconciler) | <ul style="list-style-type: none"> Procurement processes | <ul style="list-style-type: none"> LEITI Secretariat | <ul style="list-style-type: none"> LEITI Secretariat | \$110,000 | <ul style="list-style-type: none"> USAID | <ul style="list-style-type: none"> December 2014 | <ul style="list-style-type: none"> Increased awareness of extractive companies and their contribution to society/GoL Awareness of GoL receipts of payments Enhanced revenue transparency |
| <ul style="list-style-type: none"> Scoping study of the mining sector Conduct Post Award Process Audit of rights granted in the oil, mining, agriculture, and forestry sectors in 2012 | <ul style="list-style-type: none"> Identification of mining location to visit Availability of all contracts, concessions, licenses in the oil, mining, forestry, & agriculture sectors Supervising | <ul style="list-style-type: none"> Consultant(s) / LEITI Secretariat | <ul style="list-style-type: none"> LEITI Secretariat | <ul style="list-style-type: none"> \$50,000 \$135,000 | <ul style="list-style-type: none"> USAID AfDB | <ul style="list-style-type: none"> June 2015 June 2015 | <ul style="list-style-type: none"> Inclusion of sand miners and rock crushers into the reporting process. Ascertain if applicable Liberian laws were followed Recommend ways to harmonize |

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|---|---|--|---|----------|--|--|---|
| & 2013 | agencies lack information on under their purview | | | | | | lapses/overlap in laws |
| <ul style="list-style-type: none"> Workshop with LACC and Legislature on the LEITI process and make use of the Reports | <ul style="list-style-type: none"> Minimum use of LEITI reports by Legislature and LACC | <ul style="list-style-type: none"> LEITI Secretariat | <ul style="list-style-type: none"> LEITI Secretariat | \$6,000 | <ul style="list-style-type: none"> WB | March 2015 | <ul style="list-style-type: none"> Ensure Liberians get fair benefits from their resources |
| <ul style="list-style-type: none"> Initial study and setup of EITI Center of Excellence | <ul style="list-style-type: none"> Little synergies across region Little or no knowledge bank | <ul style="list-style-type: none"> Consultant/LEITI Secretariat LIPA | <ul style="list-style-type: none"> Head of Secretariat Deputy Head of Secretariat Industry Analyst | \$10,000 | <ul style="list-style-type: none"> UNDP | January 2015 | <ul style="list-style-type: none"> Development of an EITI knowledge bank for regional use |
| <ul style="list-style-type: none"> Capacity Building – artisanal miners | <ul style="list-style-type: none"> Weak capacity to support LEITI payment reconciliation | <ul style="list-style-type: none"> LEITI Secretariat MLME GODIMWUL PWYP Brokers & Dealers Association | <ul style="list-style-type: none"> LEITI Secretariat | \$45,000 | <ul style="list-style-type: none"> AfDB | February 2015 | <ul style="list-style-type: none"> Strengthened capacity to enhance revenue collection |
| <ul style="list-style-type: none"> Stakeholder feedback mechanism | <ul style="list-style-type: none"> Minimum input from stakeholders in MSG decisions | <ul style="list-style-type: none"> LEITI Secretariat MSG | <ul style="list-style-type: none"> Head/Deputy Head of Secretariat Finance Director Administrative Manager | \$42,000 | <ul style="list-style-type: none"> AfDB | <ul style="list-style-type: none"> Jan 2015 | <ul style="list-style-type: none"> Increased participation of stakeholders in the policy formulation |

| | | | | | | | |
|--|--|--|---|----------|---|---|--|
| <ul style="list-style-type: none"> LEITI Staff Development | <ul style="list-style-type: none"> Little knowledge of sectors among newly recruited staff | <ul style="list-style-type: none"> LEITI Secretariat External Trainers | <ul style="list-style-type: none"> Head of Secretariat Administrative Mngr. Finance Director | \$65,000 | <ul style="list-style-type: none"> AfDB GOL | <ul style="list-style-type: none"> Febr. 2015 June 2015 2013- | <ul style="list-style-type: none"> Fully equipped with required knowledge to perform functions |
| <ul style="list-style-type: none"> Capacity Building amongst CSOs, Traditional Leaders | <ul style="list-style-type: none"> Weak capacities amongst CSOs, traditional leaders | <ul style="list-style-type: none"> LEITI CSOs Consultants NTCL | <ul style="list-style-type: none"> Head/Deputy Head of Secretariat Finance Director Technical Director Communications Officer | \$65,000 | <ul style="list-style-type: none"> AfDB WB | <ul style="list-style-type: none"> March 2015 - May 2015 | <ul style="list-style-type: none"> Enhanced capacities for CSOs, traditional leaders to contribute to the LEITI process |
| <ul style="list-style-type: none"> Online Data Repository | <ul style="list-style-type: none"> Untimely reports | <ul style="list-style-type: none"> LEITI Secretariat | <ul style="list-style-type: none"> Head /Deputy of Secretariat Technical Officer | \$15,000 | <ul style="list-style-type: none"> UNDP | <ul style="list-style-type: none"> Dec 2014 | <ul style="list-style-type: none"> Enhanced report quality and timeliness |
| <ul style="list-style-type: none"> Develop & Implement MSG Operations Manual | <ul style="list-style-type: none"> Lack of clear rules of engagement | <ul style="list-style-type: none"> WB LEITI Secretariat | <ul style="list-style-type: none"> Head of Secretariat Technical Officer Consultant | \$5,000 | <ul style="list-style-type: none"> WB | <ul style="list-style-type: none"> Jan 2015 | <ul style="list-style-type: none"> Effective functioning of the MSG Effective policy formulation |
| <ul style="list-style-type: none"> Expansion of Extractive Clubs (e-clubs) in high schools & Inter-high school debate to include Bong, Nimba & Margibi Counties | <ul style="list-style-type: none"> Little knowledge of LEITI activities amongst high school | <ul style="list-style-type: none"> GIZ LEITI Secretariat MSG | <ul style="list-style-type: none"> All Secretariat Staff | \$79,056 | <ul style="list-style-type: none"> GIZ | <ul style="list-style-type: none"> June 2015 | <ul style="list-style-type: none"> Increased awareness and participation of LEITI activities and programs |
| <ul style="list-style-type: none"> Decentralization of LEITI activities | <ul style="list-style-type: none"> Need to expand activities of LEITI to leeward | <ul style="list-style-type: none"> WB LEITI Secretariat | <ul style="list-style-type: none"> Head of Secretariat Deputy Head of | \$34,950 | <ul style="list-style-type: none"> WB | <ul style="list-style-type: none"> March 2015 | <ul style="list-style-type: none"> Full decentralization of LEITI activities across the |

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|--|--|--|---|----------|---|---|---|
| | counties to ensure wider participation of citizens | <ul style="list-style-type: none"> MSG | <p>Secretariat</p> <ul style="list-style-type: none"> Finance Director Communications Officer | | | | country |
| <ul style="list-style-type: none"> Integration of LEITI templates into IFMIS / MOF | <ul style="list-style-type: none"> General lack of delay in payment Delayed in LEITI reports Inefficient reconciliation processes | <ul style="list-style-type: none"> LEITI Secretariat Consultant | <ul style="list-style-type: none"> Head of Secretariat Technical Officer | \$5,000 | <ul style="list-style-type: none"> WB | <ul style="list-style-type: none"> March 2015 June 2015 | <ul style="list-style-type: none"> Enhanced ability to generate sector &, regional reports Real-time access to payment data Efficient reconciliation process |
| <ul style="list-style-type: none"> Beneficial Ownership Disclosure | <ul style="list-style-type: none"> Little knowledge of ownership within extractive sectors | <ul style="list-style-type: none"> LEITI Secretariat Consultant | <ul style="list-style-type: none"> Head of Secretariat | \$40,000 | <ul style="list-style-type: none"> UNDP | <ul style="list-style-type: none"> March 2015 | <ul style="list-style-type: none"> Increased knowledge over ownership EITI requirement |
| <ul style="list-style-type: none"> Resolution of discrepancies – 3rd, 4th Reports | <ul style="list-style-type: none"> Unresolved discrepancies weakens accountability & transparency | <ul style="list-style-type: none"> LEITI/Consultant | <ul style="list-style-type: none"> Deputy Head of Secretariat Technical Officer | \$30,000 | <ul style="list-style-type: none"> WB GOL | <ul style="list-style-type: none"> March 2015 | <ul style="list-style-type: none"> Increased accountability and transparency |
| <ul style="list-style-type: none"> EITI Validation | <ul style="list-style-type: none"> Timely recruitment & completion of the report by the Administrator Treat Ebola crisis pose to the reporting process | <ul style="list-style-type: none"> Independent Administrator & LEITI Secretariat MSG | <ul style="list-style-type: none"> HOS, DHOS & Technical Dept. | \$75,000 | <ul style="list-style-type: none"> GOL | <ul style="list-style-type: none"> June 2015 | <ul style="list-style-type: none"> Ensure that LEITI passes validation |

LEITI Budget - Fiscal Year: July 1, 2014 to June 30, 2015

INCOME

| Sources of Funds | | | | |
|---|---------------------|---------------------|-------------|----------------|
| Source | FY 2013/14 | FY 2014/15 | % Change | Specific Fund |
| GOL/Project | \$ 295,004 | \$ 300,000 | 2% | GoL |
| GOL/Core | \$ 955,311 | \$ 474,929 | -101% | GoL |
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| Total Source per FY | \$ 2,062,021 | \$ 1,670,915 | -23% | |
| <i>*Brought forward from 2013/2014</i> | | | | |
| <i>** Has pledged Technical Support to the LEITI valued at US\$20,000 for the Contract Matrix</i> | | | | |

EXPENDITURES

1) Compensation for LEITI Secretariat staff

| Compensation for LEITI Secretariat Staff | | | | BUDGET DISTRIBUTION | | | | | | | |
|--|--------------------------------|----------|-------------------|---------------------|---------------|---------------|---------|-----------------|--------|------------|---------|
| | | | | GOL FUNDING | | DONOR FUNDING | | | | | TOTAL |
| | | | | | | NEW | | BROUGHT FORWARD | | | |
| Staff Member | Monthly / Quarterly Allocation | Quantity | Annual Allocation | core | Project | USAID | AFDB | GIZ** | UNDP | World Bank | |
| | | | | 474,929 | 300,000 | 195,975 | 409,000 | 49,056 | 65,000 | 146,955 | 865,986 |
| SALARIES | | | | | | | | | | | - |
| Head of Secretariat | 6,667 | 12 | \$ 80,004 | 80,004 | | | - | - | - | - | - |
| Deputy Head of Secretariat | 3,889 | 12 | \$ 46,669 | 46,669 | | | - | - | - | - | - |
| Finance Director | 2,400 | 12 | \$ 28,800 | 28,800 | | | - | - | - | - | - |
| Technical Officer | 1,600 | 12 | \$ 19,200 | 19,200 | | | - | - | - | - | - |
| Administrative Manager | 1,400 | 12 | \$ 16,800 | 16,800 | | | - | - | - | - | - |
| Communications & Outreach Officer | 1,500 | 12 | \$ 18,000 | 18,000 | | | - | - | - | - | - |
| Industry Analysts (2) | 2,000 | 12 | \$ 24,000 | 24,000 | | | - | - | - | - | - |
| Accounts Assistant | 800 | 12 | \$ 9,600 | 9,600 | | | - | - | - | - | - |
| Procurement Assistant | 800 | 6 | \$ 4,800 | - | 4,800 | | | | | | - |
| Office Assistant/Driver | 500 | 12 | \$ 6,000 | 6,000 | | | - | - | - | - | - |
| Driver (2) | 800 | 12 | \$ 9,600 | 9,600 | | | - | - | - | - | - |
| Motorbike Driver | 200 | 12 | \$ 2,400 | - | 2,400 | | | | | | - |
| | | | \$ 265,673 | 258,673 | 7,200 | | | - | - | - | - |
| BENEFITS | | | | | | | | | | | - |
| Staff Annual Insurance | Lumpsum | 1 | \$ 11,520 | 8,640 | 2,880 | | | - | - | - | - |
| | | | \$ 11,520 | 8,640 | 2,880 | | | - | - | - | - |
| | | | \$ 277,393 | 267,313 | 10,080 | | | - | - | - | - |

2) LEITI Secretariat Operational Costs

| LEITI SECRETARIAT OPERATIONAL COSTS | | | | FUNDING DISTRIBUTION | | | | | | | |
|---|--------------------------------|----------|-------------------|----------------------|---------------|---------------|-----------------|------------|-------------|--------------------|---------|
| | | | | GOL FUNDING | | DONOR FUNDING | | | | | TOTAL |
| | | | | core | Projects | NEW | BROUGHT FORWARD | | | | |
| Expense | Monthly / Quarterly Allocation | Quantity | Annual Allocation | 474,929 | 300,000 | USAID 195,975 | AFDB 409,000 | GIZ 49,056 | UNDP 65,000 | World Bank 146,955 | 865,986 |
| Secretariat Gen. & Admin Costs | | | | | | | | | | | |
| Internship (local students - 2) | 300 | 12 | \$ 3,600 | | 3,600 | | | | | | - |
| Internet (variable) | 525 | 4 | \$ 2,100 | 1,575 | 525 | | | | | | - |
| Internet Access/Sticks (3) | 240 | 12 | \$ 2,880 | 1,920 | 960 | | | | | | - |
| Local Travel allowance for Secretariat Staff | 49 | 125 | \$ 6,094 | - | 6,094 | | | | | | - |
| Local Comm Allowance (scratch cards) | 945 | 12 | \$ 11,340 | 10,200 | 1,140 | | | | | | - |
| Postage | 86 | 4 | \$ 345 | 345 | | | | | | | - |
| Printing, Binding & Publication | Lumpsum | 1 | \$ 15,064 | 15,064 | | | | | | | - |
| Office Stationery & Supplies (quarterly) | 4,000 | 4 | \$ 16,000 | 16,000 | - | | | | | | - |
| Other Operational Fund, including petty cash | 404 | 12 | \$ 4,851 | - | 4,851 | | | | | | - |
| | | | \$ 62,274 | 45,104 | 17,170 | | | | | | - |
| Electricity | | | | | | | | | | | |
| Generator | | | | | | | | | | | |
| Share of Monthly Fuel & Lubricant Consumption | 375 | 12 | \$ 4,500 | - | 4,500 | | | | | | - |
| Repairs & Maintenance -(2.5KVA) generator | 25 | 6 | \$ 150 | - | 150 | | | | | | - |
| | | | \$ 4,650 | - | 4,650 | | | | | | - |
| Fixed Assets | | | | | | | | | | | |
| Computers, Desks, etc | | | | | | | | | | | |
| Laptops (DHOS, Finance Director, Tech. Officer) | 2,000 | 3 | \$ 6,000 | | 6,000 | | | | | | - |
| Air Conditioners (2 -new office space) | 650 | 2 | \$ 1,300 | | 1,300 | | | | | | - |
| Photo Copier/printer (new office space) | 2,500 | 1 | \$ 2,500 | | 2,500 | | | | | | - |
| Filing Cabinets(metal) (new office space) | 250 | 3 | \$ 750 | | 750 | | | | | | - |
| Filing Cabinets(Executive) (DHOS) | 700 | 1 | \$ 700 | | 700 | | | | | | - |
| Executive Desk (DHOS) | 900 | 1 | \$ 900 | | 900 | | | | | | - |
| IT Services (internet installation & wiring) | Lumpsum | | \$ 2,500 | - | 2,500 | | | | | | - |
| | | | \$ 14,650 | - | 14,650 | | | | | | - |
| Others | | | | | | | | | | | |
| Office Renovation (new office space) | 5,000 | 1 | \$ 5,000 | | 5,000 | | | | | | - |
| | | | \$ 5,000 | - | 5,000 | | | | | | - |
| Bank charges | | | | | | | | | | | |
| Service Bank Charges - IBLL | 83 | 12 | \$ 1,000 | 1,000 | | | | | | | - |
| | | | \$ 1,000 | 1,000 | - | | | | | | - |
| Fuel & R/M | | | | | | | | | | | |
| Registration & Insurance (3 vehs) | 1,586 | 3 | \$ 4,757 | 3,932 | 825 | | | | | | - |
| Registration & Insurance (motorcycle) | 500 | 1 | \$ 500 | | 500 | | | | | | - |
| Repairs & Maintenance (3 vehs) | 1,500 | 12 | \$ 18,000 | 6,000 | 12,000 | | | | | | - |
| Repairs & Maintenance (motorcycle) | 83 | 12 | \$ 1,000 | 1,000 | - | | | | | | - |
| Fuel & Lubricant (3 old vehs) | 2,423 | 12 | \$ 29,081 | 29,081 | | | | | | | - |
| Fuel & Lubricant (motorcycle) | 100 | 12 | \$ 1,200 | 1,200 | | | | | | | - |
| Repairs & Maintenance - ICT Equipment | 1,500 | 4 | \$ 6,000 | 4,800 | 1,200 | | | | | | - |
| Guard service for LEITI Office | 150 | 12 | \$ 1,800 | - | 1,800 | | | | | | - |
| Janitorial supplies | 160 | 12 | \$ 1,920 | - | 1,920 | | | | | | - |
| | | | \$ 64,257 | 46,012 | 18,245 | | | | | | - |
| | | | \$ 151,831 | 92,116 | 59,715 | - | - | - | - | - | - |

3) MSG Operational Costs

| MSG OPERATIONAL COSTS | | | | FUNDING DISTRIBUTION | | | | | | | |
|--|--------------------------------|----------|-------------------|----------------------|---------------|---------------|-----------------|--------|--------|------------|---------|
| | | | | GOL FUNDING | | DONOR FUNDING | | | | | TOTAL |
| | | | | | | NEW | BROUGHT FORWARD | | | | |
| Expense | Monthly / Quarterly Allocation | Quantity | Annual Allocation | core | Projects | USAID | AfDB | GIZ** | UNDP | World Bank | |
| | | | | 474,929 | 300,000 | - | 409,000 | 49,056 | 65,000 | 146,955 | 670,011 |
| Venue Hire (Extraordinary Meetings) | 5,000 | 1 | \$ 5,000 | - | 5,000 | | | | | | - |
| Regular Monthly Meeting Refreshments | 540 | 11 | \$ 5,940 | - | 5,940 | | | | | | - |
| Committees Meetings Refreshments | 100 | 24 | \$ 2,400 | - | 2,400 | | | | | | - |
| Local Travel allowance (MSG Members travelling with Secretariat) | 75 | 25 | \$ 1,875 | - | 1,875 | | | | | | - |
| Monthly Honorarium/Sitting - MSG Members, excl. GOL representatives (\$100/member) | 2,000 | 12 | \$ 24,000 | \$13,500 | 10,500 | | | | | | - |
| Quarterly - MSG Committee Members (\$50/member) | 150 | 24 | \$ 3,600 | - | 3,600 | | | | | | - |
| Total: | | | \$ 42,815 | \$13,500 | 29,315 | | - | - | - | - | - |

4) Consultancy Costs

| CONSULTANCY COSTS | | | | DONOR FUNDING | | | | | | | |
|---|--------------------------------|----------|-------------------|---------------|---------------|-----------------|-----------------|----------|---------------|---------------|----------------|
| | | | | GOL FUNDING | | BROUGHT FORWARD | | | | | TOTAL |
| | | | | | | NEW | BROUGHT FORWARD | | | | |
| Expense | Monthly / Quarterly Allocation | Quantity | Annual Allocation | CORE | PROJECTS | USAID | AfDB | GIZ** | UNDP | World Bank | |
| | | | | 474,929 | 300,000 | 195,975 | 409,000 | 49,056 | 65,000 | 146,955 | 865,986 |
| EITI Reconciliation Report (6th & 7th) - payment to Consultant | Lumpsum | 1 | \$ 110,000 | - | - | 110,000 | | | | | 110,000 |
| Invest. of Discrep. - 3rd, 4th & 5th LEITI Rpts | Lumpsum | 3 | \$ 45,000 | | 15,000 | | | | | 30,000 | 30,000 |
| Post Award Process - Auditor | Lumpsum | 1 | \$ 115,000 | | | | 115,000 | | | | 115,000 |
| ToR, Publication of Findings/Reports | Lumpsum | 1 | \$ 20,000 | | | | 20,000 | | | | 20,000 |
| IFMIS Iteration | 5,000 | 1 | \$ 5,000 | | | | | | | 5,000 | 5,000 |
| Develop & Implement MSG Policy Manual | 5,000 | 1 | \$ 5,000 | | | | | | | 5,000 | 5,000 |
| Scoping Study in Mining Sector | Lumpsum | 1 | \$ 50,000 | | | 50,000 | | | | | 50,000 |
| Other (local consultancies, including legal to the LEITI) | Lumpsum | 1 | \$ 20,000 | | 20,000 | | | | | | - |
| Benefactor Ownership Disclosure - New EITI Standard | Lumpsum | | \$ 40,000 | | | | | | 40,000 | | 40,000 |
| EITI Validation | Lumpsum | 1 | \$ 75,000 | 75,000 | | | | | | | - |
| EITI Center of Excellence | Lumpsum | | \$ 10,000 | | | | | | 10,000 | | 10,000 |
| Development of Online Reg. & Repository | Lumpsum | | \$ 15,000 | | | | | | 15,000 | | 15,000 |
| Audit of Grants | Variable | 2 | \$ 17,500 | | | | 10,000 | | | 7,500 | 17,500 |
| Total: | | | \$ 527,500 | 75,000 | 35,000 | 160,000 | 145,000 | - | 65,000 | 47,500 | 417,500 |

5) Communication & Outreach Operational Costs

| COMMUNICATION & OUTREACH COSTS | | | | DONOR FUNDING | | | | | | | |
|--|--------------------------------|----------|-------------------|---------------|---------------|-----------------|-----------------|---------------|----------|---------------|----------------|
| | | | | GOL FUNDING | | BROUGHT FORWARD | | | | | TOTAL |
| | | | | | | NEW | BROUGHT FORWARD | | | | |
| Expense | Monthly / Quarterly Allocation | Quantity | Annual Allocation | CORE | PROJECTS | USAID | AfDB | GIZ | UNDP | WORLD BANK | |
| | | | | 474,929 | 300,000 | 195,975 | 409,000 | 79,056 | 65,000 | 146,955 | 895,986 |
| Media Campaign | | | | | | | | | | | |
| Dramas, 4th & 5th Rpt Summaries, and Scoping Study & Sector & Regional Reports Report) | Annual | | \$ 39,675 | | | 3,675 | 15,000 | | | 21,000 | 39,675 |
| Publication of Sector/Regional & Process Audit Rpts | Annual | 7 | \$ 25,000 | | | | 25,000 | | | | 25,000 |
| Recond. & Renewal of Billboards | 4,771 | 18 | \$ 45,000 | - | 45,000 | | | | | | - |
| Advertising Costs | Annual | | \$ 59,300 | 27,000 | | 32,300 | | | | - | 32,300 |
| Outreach (Meetings with Editors, etc.) | Annual | | \$ 10,000 | | | | 10,000 | | | | 10,000 |
| Dissemination of Reports / Road Shows(Fuel, DSA, & Vehicle Hire) | 4,907 | 15 | \$ 73,609 | | 15,000 | | 35,000 | | | - | 58,609 |
| Website Hosting Fees | Annual | | \$ 500 | | 500 | | | | | | - |
| E - Club Program | Annual | | \$ 79,056 | | | | | 79,056 | | | 79,056 |
| Total: | | | \$ 332,140 | 27,000 | 60,500 | 35,975 | 85,000 | 79,056 | - | 44,609 | 244,640 |

6) Travel Costs

| TRAVELS | | | | GOL FUNDING | | DONOR FUNDING | | | | | TOTAL |
|---|--------------------|----------|-------------------|-------------|---------------|---------------|-----------------|----------|----------|------------|----------|
| | | | | | | NEW | BROUGHT FORWARD | | | | |
| Expense | Monthly Allocation | Quantity | Annual Allocation | Core | Projects | USAID | AfDB | GIZ | UNDP | WORLD BANK | |
| | | | | 474,929 | 300,000 | | 409,000 | 49,056 | 65,000 | 146,955 | 670,011 |
| EITI Board Meetings (2 meetings attended by 3 persons), Tickets, DSA & Incidentals | 14,318 | 3 | \$ 42,954 | - | 42,954 | | | | | | - |
| Conferences & Meetings(2 meetings attended by 2 persons) | 6,468 | 2 | \$ 12,936 | - | 12,936 | | | | | | - |
| Logistical Fees (Visas, etc.) | Variable | | \$ 2,500 | - | 2,500 | | | | | | - |
| Total: | | | \$ 58,390 | - | 58,390 | - | - | - | - | - | - |

7) Training and Capacity Building Expenses

| TRAINING AND CAPACITY BUILDING | | | | GOL FUNDING | | DONOR FUNDING | | | | | TOTAL |
|--|--------------------|----------|-------------------|-------------|---------------|---------------|-----------------|----------|----------|---------------|----------------|
| | | | | | | NEW | BROUGHT FORWARD | | | | |
| | Monthly Allocation | Quantity | Annual Allocation | Operations | Projects | USAID | AfDB | GIZ | UNDP | WORLD BANK | |
| | | | | 474,929 | 300,000 | | 409,000 | 49,056 | 65,000 | 146,955 | 670,011 |
| Government (including expanding scope) | Lumpsum | | \$ 6,896 | | | | | | | 6,896 | 6,896 |
| Government (LACC & Legislature) | 6,000 | 1 | \$ 6,000 | | | | | | | 6,000 | 6,000 |
| Civil Society Organizations (CSOs) | Various | | \$ 50,000 | | | | 50,000 | | | | 50,000 |
| LEITI County Focal Points | Various | 1 | \$ 34,950 | | | | | | | 34,950 | 34,950 |
| Traditional Leaders | Various | 1 | \$ 15,000 | | | | 8,000 | | | 7,000 | 15,000 |
| Group Meetings (All Sectors) | Various | 1 | \$ 16,000 | | 7,000 | | 9,000 | | | | 9,000 |
| Artisanal & Small-Scale Miners(ASM) | 3,000 | 15 | \$ 45,000 | | | | 45,000 | | | | 45,000 |
| Stakeholder Participation/Feedback | Various | | \$ 42,000 | | | | 42,000 | | | | 42,000 |
| LEITI Staff Dev., Training & Travel (ST) | Lumpsum | | \$ 65,000 | - | 40,000 | | 25,000 | | - | - | 25,000 |
| Total: | | | \$ 280,846 | - | 47,000 | | 179,000 | - | - | 54,846 | 233,846 |

SUMMARY

| BUDGET SUMMARY FY 2014 -15 | | | | | | | | | |
|-----------------------------------|---------------------|--|--|--|--|--|--|--|--|
| WORKPLAN SECTION | AMOUNT | | | | | | | | |
| Personnel | \$ (277,393) | | | | | | | | |
| Secretariat Operations | \$ (151,831) | | | | | | | | |
| MSG Operations | \$ (42,815) | | | | | | | | |
| Consultancy | \$ (527,500) | | | | | | | | |
| Communications & Outreach | \$ (332,140) | | | | | | | | |
| Travel | \$ (58,390) | | | | | | | | |
| Training & Capacity Building | \$ (280,846) | | | | | | | | |
| CONTINGENCY | \$ - | | | | | | | | |
| TOTAL BUDGET | -\$1,670,915 | | | | | | | | |

| Budget Section | ANNUAL ALLOCATION | GOL FUNDING | | DONOR FUNDING | | | | | TOTAL |
|---|--------------------------|--------------------|------------------|----------------------|------------------------|-----------------|-----------------|------------------|------------------|
| | | Core | Projects | NEW | Brought Forward | | | | |
| | | | | USAID | AfDB | GIZ** | UNDP | | |
| INCOME | \$ 1,670,915 | 474,929 | 300,000 | 195,975 | 409,000 | 79,056 | 65,000 | 146,955 | 895,986 |
| Expenditures | | | | | | | | | |
| Compensation and Insurance for LEITI Secretariat Staff | \$ (277,393) | (267,313) | (10,080) | - | - | - | - | - | - |
| LEITI Secretariat Operational Costs | \$ (151,831) | (92,116) | (59,715) | - | - | - | - | - | - |
| Multi-Stakeholders Steering Committee Operational Costs | \$ (42,815) | (13,500) | (29,315) | - | - | - | - | - | - |
| Consultancy Fees | \$ (527,500) | (75,000) | (35,000) | (160,000) | (145,000) | - | (65,000) | (47,500) | (417,500) |
| Communication & Outreach Operational Costs | \$ (332,140) | (27,000) | (60,500) | (35,975) | (85,000) | (79,056) | - | (44,609) | (244,640) |
| Travel Costs | \$ (58,390) | - | (58,390) | - | - | - | - | - | - |
| Training & Capacity Building | \$ (280,846) | - | (47,000) | - | (179,000) | - | - | (54,846) | (233,846) |
| Subtotal of Expenses: | \$ (1,670,915) | (474,929) | (300,000) | (195,975) | (409,000) | (79,056) | (65,000) | (146,955) | (895,986) |
| Contingency: | - | - | - | - | - | - | - | - | - |
| Total Budget: | \$ (1,670,915) | (474,929) | (300,000) | (195,975) | (409,000) | (79,056) | (65,000) | (146,955) | (895,986) |
| Shortfall: | - | - | - | - | - | - | - | - | - |
| Total budgetary requirement - Shortfall with 5% Contingency: | - | - | - | - | - | - | - | - | - |