



Working Group on audit of Extractive Industries: Terms of Reference (TOR) for Community of Practice Coordinator (CoP)

Background:

The Extractive Industries (EI) represents a significant source of income for a large number of countries¹. . Relatively light interventions can generate millions or even billions of dollars for the government. It is also a sector susceptible to corruption and 'loss'. Strong and effective Supreme Audit Institutions (SAIs) can contribute to better and more transparent oversight of Extractive Industries (EI) and help to ensure that governments manage natural resources in the best interest of the public. To strengthen SAI's in this role, a Working Group on audit of Extractive Industries (WGEI) was established under INTOSAI in 2013. At its inaugural meeting in August 2014, the WGEI also committed to initiate a Community of Practice as an operational tool to achieve specific WGEI objectives, and as a platform for interaction both amongst SAIs, individual professionals and beyond INTOSAI. The concept note for the CoP outlines the background and key functions of the CoP.

Reporting structure:

The Coordinator reports to the WGEI Steering Committee through the WGEI Chair. The CoP Coordinator ensures close liaison with the WGEI Secretariat through the secretariat Head. CoP activity planning and reporting must be harmonized with that of WGEI Secretariat, so as to enable the Chair to fulfil his obligation to the Steering Committee and subsequently to INTOSAI.

Essential job functions²

In close coordination with the WGEI secretariat and Chair, the Coordinator is primarily tasked with the initial set-up of a functioning Community of Practice, in line with the WGEI Work Plan and the CoP Concept note attached. In addition to the general functions described below, the Coordinator is thus expected to perform the following tasks:

- Develop a CoP strategic plan and annual plan with costed, prioritized activities, in line with the WGEI Activity Plan. The plans are to be approved by the WGEI Chair;
- Ensure continuous liaison with WGEI Secretariat and its Head;
- Provide regular updates to the WGEI Steering Committee through the chair on activities and progress.

1. Collection and consolidation of resources, tools and best practice

- Through the engagement of WGEI and CoP members; compile and categorize existing audit reports, tools and materials pertaining to EI audit and make these widely available through open web posting under the WGEI website and in the database.
- Ensure WGEI & CoP "resources" webpages are up-to-date;
- Ensure translation of relevant tools and resources and make these available on web and in print form (as per need/ as funding permits). The Coordinator is responsible for the oversight of new tools and resources produced under the CoP; however, specific tasks within tool production are carried out by all members of the CoP.

¹ 1 In 27 countries, oil and gas contributes more than 50% of government revenues or 60% of exports. In 10 more countries, minerals contribute more than 30% of government revenues or 40% of exports.

² Specific tasks may be delegated to other CoP staff as resources permit.



2. Exchange and networking:

- Set up and manage an email list with all CoP members.
- Act as a one-stop contact point for individuals and organizations working on EI audit and wishing to connect with other colleagues. Pro-actively encourage both multilateral and bilateral sharing and networking between peers in the CoP.
- Encourage and monitor regional and/or thematic sub-groups for concrete tasks or issues.
- Initiate and support workshops, debate forums and online working groups on selected topics in EI.
- Mobilize and coordinate members' contribution to prioritized tasks allocated to the CoP under the WGEI Activity Plan, and support fundraising.
- Support the WGEI Secretariat and meeting organizers in the run-up to the WGEI meetings.

3. Training, research and development:

- Initiate and share results of relevant training need surveys; developing and promoting new and existing training materials and guidelines;
- Commission research and evaluations, subject to WGEI Chair approval.

4. Outreach:

- Ensure strategic liaison and partnering with actors central to achieving the WGEI and Community of Practice objectives, be they government, revenue authorities, private sector, development partners or civil society actors. As specified in the WGEI Activity Plan, this would include efforts to increase awareness of the Extractive Industries Transparency Initiative (EITI) and encouragement for country subscription to EITI.

Requirements

- An advanced university degree (Masters or above) in a relevant field.
- Minimum five years relevant professional experience.
- Excellent inter-personal and communication skills and proven networking and facilitation skills working with multiple stakeholders, including UN agencies, donors, local communities, NGOs and governments.
- Solid understanding of, and experience with, networks and knowledge sharing platforms as a means to advance professional capacity.
- Excellent organizational and coordination skills, including experience managing multiple complex projects and deadlines involving different partners.
- Strong advocacy and public speaking skills as well as editing and writing skills with a focus on leveraging lessons learnt to improve planning and policy.
- Ability to be flexible and work well in a fast-paced environment with limited daily supervision.
- Experience in budgeting, financial reporting and fundraising.
- Excellent writing, editing and spoken English skills. Working knowledge of French, Spanish or Arabic highly desirable.
- Knowledge of Supreme Audit Institutions and their mandate a decided advantage, so is knowledge and understanding of Extractive Industries

About INTOSAI



The International Organization of Supreme Audit Institutions (INTOSAI) operates as an umbrella organization for the external government audit community. For more than 50 years it has provided an institutionalized framework for supreme audit institutions to promote development and transfer of knowledge, improve government auditing worldwide and enhance professional capacities, standing and influence of member SAIs in their respective countries. In keeping with INTOSAI's motto, 'Experientia mutua omnibus prodest', the exchange of experience among INTOSAI members and the findings and insights which result, are a guarantee that government auditing continuously progresses with new developments.

INTOSAI is an autonomous, independent and non-political organization. It is a non-governmental organization with special consultative status with the Economic and Social Council (ECOSOC) of the United Nations.

INTOSAI was founded in 1953 at the initiative of Emilio Fernandez Camus, then President of the SAI of Cuba. At that time, 34 SAIs met for the 1st INTOSAI Congress in Cuba. At present INTOSAI has 192 Full Members and 5 Associated Members.