

# Timor-Leste EITI Multi Stakeholder Group

## MINUTES

22 August 2014

09:30 – 10:53

Farol Office

### Participant Members\*

Elda Guterres da Silva	National Coordinator TL-EITI (MPMR)
Jose Lobato	Country Manager ConocoPhillips Timor-Leste
Agostinho G. Ramos	MoF/ DNPMR
Nelson Miranda	Luta Hamutuk
Angelo Lay	Director of Commerce, ANP
Filipe Nery Bernardo	Petroleum Fund Analyst- MoF

### Alternatives, and Non-Voting

Tobias Ferreira	BCTL
Francisco Alegria	Timor Gap E.P
Mateus Fernandes	Procurement MPRM

### Absent:

David de Araujo	ConocoPhillips External Relations
Oscar S. Faria	ANP
Jose Amaral	Deputy of FONGTIL
Luis Martins	Timor Gap E.P
Martinha da Silva	Director FHF, CSO Representative
Jacinta P. Bernardo	Timor Gap E.P
Antonio C. Santos	Woodside Country Representative
Angelina Branco	Eni Country Representatives
Carlos A. B. Florindo	Manager of ETADEP, CSO Representative
Alzira Sequera F. Dos Reis	Director Executive Alola Fondation
Ana Paula Sequera	Director Executive Forum Tau Matan
Aurelia M.S Rodriques	Cordinator Advocacy Fundasaun Haburas

**Chair by:** Elda Guterres da Silva      National Coordinator TL-EITI

## Evaluation process for Independent Administrator

The purpose of the meeting is to discuss the evaluation mechanics and process for the Independent Administrator (IA) that have bidding for to reconcile the 5<sup>th</sup> and 6<sup>th</sup> TL-EITI report, Secretariat TL-EITI have provide the MSG of the summary evaluation sheet as base on the Request for Proposal (RFP).

Industries have express before fill out the evaluation form first of all they need to consult with their colleagues (rep MSG) and also need further explanation as following:

1. Max Weight
2. Rating
3. scores

As explain by government entity as following:

1. evaluation weight for the technical 1000 which have divided into 3 categories

	<b>Evaluation Criteria</b>	<b>Max. Weight</b>
	<b>1. Qualification of the Firm</b>	<b>200</b>
a	Experience of the firm in similar assignments. Previous experience in EITI reporting is not required, but would be an advantageous	150
b	Expertise and experience in the oil, gas and mining sectors	30
c	Experience in Timor-Leste or in similar region	20
	<b>2. Approach and Methodology</b>	<b>400</b>
a	Understanding of Objectives	50
b	Quality of Methodology	150
c	Innovative Comments to Terms of Reference	50
d	Work Program	50
e	Organization and staffing	100
	<b>3. Key Experts Qualifications and Competence for the Assignment</b>	<b>400</b>
	<b>Total</b>	<b>1000</b>

According to the procurement process the panel will start to evaluate the technical proposal first then only allowed to opening financial proposal if minimum **technical score (St) is pass: 750** from a maximum of 1000 points.

2. Rating as following :

Excellent - 100%  
Very Good - 90%  
Above Average - 80%  
Average - 70%  
Below Average - 50%  
Non-complying - 0%

Exp. Max weigh for **column a** is **150**, if MSG evaluate that it was either below average 50% or Excellent 100% then we can get scores.

3. Scores as following:

Maximum weight X 50% or 100%

In other hand explain also the financial calculation process as following:

1000 X company offer lowest price / maximum price

The Weight giving to technical and financial proposal as following:

T: 80% Exp (750 X 80%)

F: 20% Exp (1000X\$95.000/20%)

Will award to the company that has reach to the high scores?

Government entity noted that for categories No 3, (expert qualification and competence for assignment) from the bidder should have background accounting or master degree

Industries is query about the key experts qualification and competence assignments if have more than two or three staff how to calculate this?

MSG is noted that each pillar (CSO, Government, TIMOR GAP and Industries) might have different scores then how to evaluate it, as explain by government entity add all the scores and divide into four. It was accepted

MSG has agreed to start to evaluate on 25 August 2014.