

Terms of Reference (TOR):

Lead Technical Advisor, Citizens' Tribunal on Regulatory Integrity and Accountability in Nigeria's Petroleum Sector

1. Background

In response to growing public concerns regarding regulatory integrity, transparency, and accountability within Nigeria's petroleum sector, heightened by recent public allegations involving the Nigerian Midstream and Downstream Petroleum Regulatory Authority (NMDPRA), the Africa Network for Environment and Economic Justice (ANEEJ), in collaboration with civil society partners, proposes to convene a **Citizens' Tribunal on Regulatory Integrity and Accountability**.

The Citizens' Tribunal is conceived as a **civic accountability and deliberative mechanism**, designed to examine systemic governance and institutional issues, elevate citizen and expert perspectives, and generate reform-oriented recommendations in the public interest. The Tribunal does not exercise judicial, quasi-judicial, or investigative powers.

To support the credibility, design, and effective delivery of this initiative, ANEEJ seeks to engage **John Onyeukwu** as **Lead Technical Advisor**.

2. Purpose of the Assignment

The purpose of this assignment is to provide **strategic**, technical, and intellectual leadership to the Citizens' Tribunal process by ensuring that its design, facilitation, and outputs are credible, non-partisan, evidence-based, and reform-oriented, and aligned with best practices in governance, regulatory accountability, and collective action against corruption.

3. Role and Designation

The Lead Technical Advisor shall serve in an independent, advisory, and non-executive capacity, with responsibility for:

- Technical and analytical design of the Tribunal process;
- Safeguarding process integrity and neutrality;
- Supporting facilitation and moderation;
- Leading synthesis, analysis, and reporting.

The designation does not confer judicial authority, investigative mandate, or decision-making power over Tribunal outcomes.

4. Scope of Work

The Lead Technical Advisor shall work closely with ANEEJ and partner organisations to undertake the following:

A. Technical Design and Process Framework

- Provide strategic advice on the overall design, positioning, and framing of the Citizens' Tribunal;
- Develop the analytical, thematic, and facilitation framework, including guiding questions and focus areas;
- Ensure integration of collective action principles and institutional reform perspectives.

B. Preparatory and Advisory Support

- Advise on stakeholder mapping and engagement strategies;
- Provide technical input into the public call for memoranda and submissions;
- Support the development of criteria for Tribunal Panel composition;
- Contribute to the development of rules of procedure, ethical safeguards, and legal disclaimers.

C. Facilitation and Moderation Support

- Serve as Lead or Co-Facilitator for Working Group sessions and Tribunal hearings, as agreed;
- Support moderation of proceedings to ensure balance, fairness, and evidence-based dialogue;
- Guide discussions toward systemic and institutional analysis rather than personal attribution.

D. Analysis, Synthesis, and Reporting

- Lead the synthesis of submissions, testimonies, and deliberations;
- Draft or co-draft the **Citizens' Tribunal Report**, including findings, analysis, and reform-oriented recommendations;
- Support articulation of policy, regulatory and institutional reform proposals emerging from the Tribunal.

E. Strategic Advice and Post-Tribunal Engagement

- Provide strategic advisory support on positioning, messaging, and stakeholder engagement;
- Support post-Tribunal advocacy planning and engagement, as required.

5. Deliverables

- Inception and Technical Design Note;
- Facilitation and analytical framework with guiding questions;
- Technical input into hearing rules, safeguards, and procedures;
- Facilitation/co-facilitation of Working Group and Tribunal sessions;

- Draft and Final **Citizens' Tribunal Report on Regulatory Integrity and Accountability in Nigeria's Petroleum Sector**;
- Close-out advisory brief.

6. Duration and Level of Effort

- **Total Duration:** Approximately **12 weeks**
- **Level of Effort:** Part-time, with variable intensity across phases

7. Work Plan and Milestones

Phase 1: Inception and Technical Design

Timeline: Weeks 1–2

- Inception meeting and review of background materials;
- Development of Tribunal design and analytical framework.

Deliverable: Inception & Technical Design Note

Phase 2: Preparatory Support and Framework Development

Timeline: Weeks 3–4

- Stakeholder mapping and engagement strategy;
- Technical input into call for memoranda;
- Development of hearing guidelines, safeguards, and agenda.

Deliverables: Stakeholder brief; draft hearing rules and agenda

Phase 3: Facilitation of Working Group and Tribunal Hearings

Timeline: Weeks 5–7

- Facilitation/co-facilitation of Working Group sessions;
- Support moderation of Tribunal hearings;
- Preliminary synthesis of emerging themes.

Deliverables: Session summaries and preliminary synthesis notes

Phase 4: Analysis, Synthesis, and Draft Reporting

Timeline: Weeks 8–10

- Analysis of submissions and testimonies;
- Drafting of Citizens' Tribunal Report.

Deliverable: Draft Citizens' Tribunal Report

Phase 5: Validation, Finalization, and Close-Out

Timeline: Weeks 11–12

- Incorporation of feedback;
- Finalization of report and executive summary;
- Close-out advisory support.

Deliverables: Final Citizens' Tribunal Report and close-out brief

8. Milestone-Based Payment Schedule

Milestone	Deliverable	Timeline	Payment (%)
Milestone 1	Inception & Technical Design Note approved	End of Week 2	25%
Milestone 2	Stakeholder brief, hearing rules, and agenda approved	End of Week 4	25%
Milestone 3	Facilitation of Working Group and Tribunal hearings completed	End of Week 7	30%
Milestone 4	Draft Citizens' Tribunal Report submitted	End of Week 10	10%
Milestone 5	Final Report approved and close-out completed	End of Week 12	10%
Total			100%

9. Reporting and Coordination

- The Lead Technical Advisor shall report to ANEEJ's designated Project Lead;
- Regular coordination meetings shall be held at agreed milestones;
- All deliverables are subject to ANEEJ's review and validation.

10. Qualifications and Experience

- Demonstrated expertise in governance, public policy, and institutional reform;
- Experience in anti-corruption, civic accountability, or collective action initiatives;
- Proven facilitation and moderation skills in sensitive governance contexts;
- Strong analytical writing and synthesis capacity;
- Demonstrated independence, integrity, and non-partisanship.

11. Ethical Standards and Independence

The Lead Technical Advisor shall:

- Maintain professional independence and avoid conflicts of interest;
- Uphold confidentiality and ethical standards;

- Refrain from public commentary that may compromise the neutrality of the Tribunal, except as agreed with ANEEJ.

12. Professional Fees

Professional fees and reimbursable expenses shall be paid in accordance with the milestone-based payment schedule outlined above and subject to applicable tax deductions.

13. Acceptance

These Terms of Reference shall take effect upon written acceptance by ANEEJ and the Lead Technical Advisor.