



**REQUEST FOR THE EXPRESSION OF INTEREST  
FOR HOSTING THE KIMBERLEY PROCESS SECRETARIAT**

Ad Hoc Committee on Review and Reform (AHCR)  
On behalf of The Kimberley Process Certification Scheme (KPCS)

2019

## OVERVIEW

The Kimberley Process (KP) is an intergovernmental forum aimed at ensuring that rough diamond purchases are not financing violence by rebel movements and their allies seeking to undermine legitimate governments. The work within the KP resulted in the creation of an international certification scheme that outlines the rules that govern the trade in rough diamonds.

The Kimberley Process Certification Scheme (KPCS) imposes requirements on its members to enable them to certify shipments of rough diamonds as 'conflict-free' and prevent conflict diamonds from entering the legitimate trade.

The KP is open to all countries that are willing and able to implement its requirements. Currently the KP has 55 Participants, representing 82 countries, with the European Union represented collectively.

The Kimberley Process is chaired, on a rotating basis, by participating countries. Each year, at its regular session, the Plenary selects a Vice-Chair from among the Participants. The Participant selected as Vice-Chair becomes the Chair following its one-year term as Vice Chair.

The KP has established a number of working groups and committees for carrying out the KPCS implementation that meet on a regular basis: Working Group of Diamond Experts (WGDE), Working Group on Monitoring (WGM), Working Group on Statistics (WGS), Working Group on Artisanal & Alluvial Production (WGAAP), Committee on Participation and Chairmanship (CPC), and the Committee on Rules and Procedures (CRP).

Currently, there is no permanent administrative support body in the KP performing on an ongoing basis secretarial and administrative services, in line with Section VI of the KPCS Core Document.

Furthermore, the KP lacks a collective funding mechanism for its activities and therefore KP stakeholders fund its actions on an ad hoc basis.

For the moment, the KP is supported by the Administrative Support Mechanism (ASM), established in 2013. The ASM operates under the general supervision and responsibility of the KP Chair and the Chairs of all Working Groups and Ad Hoc Committees. It is administered voluntarily by the World Diamond Council (WDC) in

its Observer status in accordance with the Memorandum of Understanding between WDC and the Chair of the KP that is due to end in 2019.

The ASM does not have a legal personality and is supported by WDC member organizations that perform their tasks independently using their own personnel on ad hoc and part-time assignments with the use of their own financial as well as non-financial resources. Therefore, the KP lacks its own permanent, professional, focused and dedicated administrative mechanism in support of the KP Chair and KP working bodies on a daily basis.

For additional information, visit [www.kimberleyprocess.com](http://www.kimberleyprocess.com)

### **PURPOSE OF THIS REQUEST FOR THE EXPRESSION OF INTEREST (REOI)**

With the purpose of strengthening the capacity of the KP the 2017 Brisbane Plenary has asked for the Kimberley Process Ad Hoc Committee on Review and Reform (AHCRR) to consider how to create an efficient mechanism ensuring administrative support, technical assistance and necessary funding to KP structures and activities through a dedicated secretariat. Thus, the establishment of a permanent administrative support body was built into the current KP reform agenda.

The AHCRR has been tasked through an 2018 Administrative Decision on the Establishment of a Kimberley Process Secretariat (KPS) with undertaking the development of a proposal on the creation of the KPS, outreach to KP Participants, Observers and international organizations with the aim to identify potential interest in hosting the KPS and establishing an appropriate process for identification and selection.

The general nature of the proposed KPS functions and activities is based on the functions of the current ASM arrangement as per the 2011 Amendment to the 2010 Administrative Decision on the Establishment of the Ad Hoc Committee for Exploring the Modalities of Enhancing the Efficiency of the KP with a View to Provide Administrative Support for Its Activities. Potential functions of the KPS are described in **Annex 1** to this REOI. These functions are strictly administrative in nature and do not involve any policy inputs or decision making capabilities. The KPS will be accountable to the KP Plenary, and will be obliged to provide an annual report of its activities.

## **OBJECTIVE**

With this document, the AHCRR seeks to identify countries and/or organizations that wish to be considered as host for the KPS. The AHCRR will consider either full proposal submissions or expressions of interest (EOI) from interested parties.

## **REOI DETAILS**

The AHCRR hereby requests your formalized non-binding EOI in order to assist us in suitably qualifying and selecting the host of the KPS and finalizing the Terms of Reference. Upon selection of a final host candidate, the KP would pursue together with the candidate an appropriate legal instrument of establishing the KPS. Your submission should include:

1. A clear statement of your interest in hosting the KPS;
2. Information on your capabilities and experience in hosting secretariats of international organizations and/or mechanisms and fostering collaboration between multi-stakeholder groups including government, industry and civil society;
3. Information on your capabilities and experience in advancing objectives similar to that of the KP;
4. Information on your administrative framework for hosting a secretariat, including employment and ethics policies, and possible in-kind administrative support to the KPS;
5. Other information relevant to the evaluation and selection criteria as set out below.

## **EVALUATION AND SELECTION CRITERIA**

Received submissions will in a first stage be evaluated on the following criteria:

- Current capabilities and experience in hosting secretariats of international organizations and/or mechanisms;
- Demonstrated ability to ensure information security, including of online databases;
- Commitment to upholding neutrality and independence;

- Demonstrated expertise in multi-stakeholder engagement, management, and facilitation;
- Understanding of issues surrounding KP work and functioning;
- Administrative framework for hosting the KPS, including possible in-kind resources to support the work of the KPS;
- Availability of a technical proposal for hosting the KPS;
- Convenient access for international travel.

### **CONFERENCE AND NEXT STEPS**

After EOI have been received, the AHCRR will consult and conduct appropriate outreach with those parties who have made submissions. The AHCRR will discuss, including through at least one meeting, and will consider which interested parties should either be considered or invited to submit a full proposal, if they did not initially do so.

### **TIMELINE AND NOTIFICATIONS**

EOI submissions are due **90 calendar days after the publication** of this REOI.

This REOI is for your use in the preparation of a submission.

If any omissions from or discrepancies in the REOI are found, or if you are in any doubt as to its meaning, you can e-mail a written request for explanation, before submitting the EOI. The originator of any such request is solely responsible for its timely receipt by the AHCRR.

Other addenda to the REOI may be issued at any time prior to the EOI submissions collection closure date set forth in this REOI but not later than 10 days before the close of the 90-day window.

### **REQUIRED FORMAT FOR SUBMISSION**

Electronic submissions should not include inter-line additions, or erasures of any kind. Your submission shall be sent to the AHCRR at the designated address by email:

- ASM Focal Point: [focalpointasm@kimberleyprocess.com](mailto:focalpointasm@kimberleyprocess.com)

The AHCRR must receive the Expression of Interest not later than the EOI submissions collection closure date set forth in this REOI.

#### **RESERVATION OF RIGHTS**

This REOI implies no obligation on the part of the KP or of the AHCRR. The AHCRR on behalf of the KP reserves the right to reject any or all responses to this REOI if no consensus is found among KP Participants.

This REOI should in no way be construed as a submission of purchase, but rather it is a request for hosting and sharing of information to assist the AHCRR in determining the most suitable place, structure and funding mechanism for the KPS. The AHCRR hereby assumes no financial responsibility, direct or indirect, for the cost of preparing any EOI, or amendments thereto. The AHCRR reserves the right to cancel in whole or in part the REOI at its sole discretion.

## ANNEX 1

**Potential functions of the KPS are regarded by the AHCRR to be as follows  
(subject to final adoption by KP Plenary)**

*1. Knowledge Management and Institutional Memory (on web site and otherwise; for public view or for KP only view)*

- a. Collection and maintenance of all finalized KP documents reflecting decisions and actions taken by the KP Chair, Plenary, working groups or Ad Hoc Working Groups. This includes maintaining identification and contact information of all members of all Working Groups and Ad Hoc WG,
- b. Collection and maintenance of all minutes of meeting of all Working Groups, Ad Hoc Working Groups,
- c. Collection and maintenance of all KP reports, including Participants Annual Reports, Reports of Review Visits and Missions,
- d. Collection and maintenance of all Participants' implementing legislation, and a specimen of KP Certificates with updated authorized signatures,
- e. Collection and maintenance of data pertaining to Participants' contact/focal point for import/export confirmations and all other KP matters, including the submission of statistical data to the KP statistics web site,
- f. Administrative assistance during KPCS review cycles.

*2. Communications*

- a. Update and maintain the KPCS web site, including by archiving and publishing meeting communiqués and other public facing communications from the KP Chair,
- b. Distribute notices from the KP Chair and other relevant information to Participants and Observers regarding meetings (telephonic or in person),
- c. Under the clear direction of the KP Chair, and for his use, prepare communications on behalf of the KP Chair in response to inquiries from members of the public and the media. The KPS would not serve as a spokesperson for the KP, KP Chair, or any other component of the KP,
- d. Facilitate communications between and among members of Working Groups and Ad Hoc Working Groups,
- e. Provision of teleconferences.

*3. Administrative and Logistical Support for KP Chair, Chairs of Working Groups and Ad Hoc Committees*

- a. Assistance to the KP Chair in planning Intersessional and Plenary meetings and any other meetings organized to accomplish the work of the KPCS,
- b. Assistance to the Chair of the WGM in organizing review visits (RV) or missions (RM) and any other logistical arrangements requested by the Chair of the WGM,
- c. Creation upon instructions of the WGM, drafting and updating of Best Practices manual and Report template for conducting RV/RM, administratively supporting the WGM in following up on the implementation of the RV/RM recommendations,
- d. Encouraging the finalization and submission of annual reports, review visit reports, review mission reports, or any other required reports or other written reports on activities of any working body of the KPCS,
- e. Follow up on implementation of agreed upon actions, decisions or any other undertakings according to the instructions of any KPCS working body or the KP Chair.

#### *4. Data website hosting and management*

- a. Hosting, maintaining and updating the KP statistical website, collecting and maintaining of statistical data on this website under the instructions of the WGS,
- b. Supporting the WGS in encouraging the finalization and submission of statistics by Participants, follow up on discrepancies,
- c. Collection and processing of statistical data upon the instructions of the WGS,
- d. Hosting, maintaining and updating of the KP public website under the instructions of the KP Chair.

#### *5. Technical and Professional Assistance*

- a. Receipt and analysis of requests for training, data, technical assistance or support, research,
- b. Referral of such requests to the appropriate KP bodies for response or for provision of such technical research or support, initial support and provision of expertise,
- c. Follow up of such referrals, with results provided and published, as appropriate
- d. Technical assistance to applying and readmitting Participants upon the instructions of the KP Chair and CPC,
- e. Communicate available technical and professional assistance from KP Participants and Observers and external organizations.

#### *6. Possible administrative management of potential Assistance fund upon its establishment.*