Alliance for Responsible Mining (ARM)

TERMS OF REFERENCE

I. GENERAL INFORMATION

Position or service: Project officer in Guyana

Place for implementation: Position based in Georgetown, Guyana – with missions in the mining areas in Guyana

Starting date: 01/ 06 /2022

Length: One year from the signing of the contract

Contractor: ARM Europe (France)

Objective: Play a support role to the technical coordinator of the "Supporting Mercury Phase-out in the Guianas" (2020-2023) at the national level (Guyana).

II. CONTEXT

ARM

Alliance for Responsible Mining (ARM) is a global initiative born in Colombia, inspired by the promising results achieved by the Oro Verde initiative in Chocó. In the last 15 years, ARM has worked with over 100 mines in 22 countries in Latin America, Africa, and Asia to transform ASM into a legitimate, responsible, and profitable activity promoting inclusive and sustainable development in mining communities.

To achieve this, ARM implements a holistic strategy: 1. Development of standards tailor-made to ASM (entry-level Craft Code http://www.craftmines.org/ and best practice Fairmined certification http://fairmined.org/); 2. Empowering miners to strengthen their organizations, and improve their practices (including mercury elimination or reduction) while complying with local law and the standards; 3. Supporting value-added supply chains from ASM to almost 300 businesses in 29 countries; and 4. They facilitate dialogue, research, and bottom-up advocacy with local, national, and global stakeholders to promote ASM's enabling environment.

ARM has a long-term experience tackling mercury reduction and elimination, from communication campaigns to accompanying mines in Colombia, Peru, Bolivia, and Honduras in the transition. ARM has set-up a demonstration gravimetric processing plant working with environmental, mining authorities and communities mining. For over ten years, ARM participated in the Minamata Convention development process, supporting miners' participation in the discussions.

Over the last three years, 2017-2020, ARM has implemented various projects in different countries with an annual average budget of 1.2 million USD. Our recent Annual Report for 2019 is available online (https://annualreport.responsiblemines.org/en), highlighting key achievements. From a perspective on the last decade (2010-2019) and with a total budget of about $10 million for ten years, we have marked a difference through projects and consultancies in 17 mineral-producing and 29 gold-consuming countries, contributing to the recognition of ASM as a legitimate opportunity to achieve Sustainable Development Goals.

The project

The Minamata Convention, which entered into force in August 2017, aims to protect human health and the environment from the emissions and anthropogenic mercury releases. The artisanal and small-scale gold mining sector (ASGM) is responsible for 37% of global emissions (AMAP-UNEP, 2013). The Guianas (Guyana, Suriname, and French Guiana), which have a very rich biological diversity, contain vast, rich gold deposit zones, mainly exploited by small-scale and medium-scale artisanal miners. The gold mining sectors of the three Guianas are highly interconnected, as evidenced by the informal supply logistics around the porous border rivers and facilitating the transfer of mercury and "garimpeiros", the gold miners. However, this is mainly an informal sector and with some formal structures, making an essential contribution to subsistence economies. Gold mining is, therefore a significant challenge for the effective implementation of the Minamata Convention. It is also the most significant factor of environmental destruction in the Guianas.

Gold mining leads to significant mercury releases, both direct (from metal mercury-intensive amalgamation techniques) and indirect (related to deforestation, which promotes recirculation of mercury naturally present in the soils). Concerns that mercury contamination has been found in fish and humans, particularly in indigenous communities. Yet this region, which has so far been spared by the great deforestation fronts, is of major importance for the Amazon conservation. Despite institutional growing interest at each of the territories, there is still no real regional coordination, which prevents current initiatives from providing a coherent view of contamination or effectively addressing discharges from illegal gold mining in French Guiana. Artisanal and small-scale Goldmining, however, remains a significant source of income for subsistence economies. Hence this is a major challenge for the effective implementation of the Minamata Convention.

In this context, WWF, ARM, and IRD are initiating a project in the Guianas entitled "Supporting Mercury Phase-out in the Guianas" with primary financing by the FFEM (Fonds Français pour l'Environnement Mondial (FFEM) or French Global Environment Facility).

With a duration of 4 years, its objective is to reduce mercury contamination in the Guianas by phasing out mercury use in the gold mining sector and contributing to reduce mercury emissions from mining deforestation by 2025. The project is expected (1) to complement and strengthen national mercury initiatives through the creation of regional and national coordination platforms, (2) to make accessible, applicable, replicable, and interesting mercury-free gold mining technologies for miners and (3) to produce and consolidate coherent and up-to-date mercury data (environmental flows, trade flows, use, pollution, human exposure) on a regional basis.

Component 1, coordinated by **WWF**, aims at supporting the development and implementation of National Action Plans (NAPs) on mercury phase-out, about the Minamata Convention, and at promoting transboundary coordination to ensure regional coherence and efficiency of NAP at the scale of the three Guianas. To achieve this, national multi-stakeholder platforms in Suriname and Guyana and a multi-stakeholder regional platform will be set up and/or supported. This regional platform will bring together the authorities in charge of the application of the Minamata Convention for each country. These organizations provide technical support to national approaches and economic sectors (inclusive of miners' representatives) related to gold mining activity. Analytical work on key topics and the development of piloting and testing of mercury-free gold extraction models will feed the platforms and, more generally, inform decision-making on all aspects of mercury phase-out.

The component 2 of this project, coordinated by **ARM**, aims at developing a socially acceptable, technically and economically viable mercury-free gold extraction model for artisanal and small-scale gold mining in Guyana and Suriname. Issues on their organizational capacity and informality are considered one of the principal obstacles to change practices, as many miners do not have the will or financial capacity to invest. The illegal and informal nature of the exploitation increases the mobility of the miners and the adoption of a work model with no interest for efficiency, which leads to the skim of deposits and thus to work incessantly pushing towards rapid deforestation of new areas to make a profit in the least amount of time. Therefore, the challenge is to improve the economic viability of gold mining activity, pushing miners into another form of exploitation that is more attractive in terms of efficiency and yield. The proposed approach consists of developing an organizational model with the miners concerned, allowing them to benefit from better on-farm yields and better gains from selling their product. Through mainly economic and legal incentives and capacity building, the adoption of mercury- free treatment methods are accompanied by a strong awareness-raising component to raise awareness among gold miners and neighboring communities. These efforts also bring other benefits, such as recognizing an economic activity having a more positive impact on the populations. Access to formal markets, with or without a price premium, strongly contributes to formalizing the activity and integrating it into the country's visible economic sectors.

The project will operate in two phases: a first generation of pilot sites in Guyana and Suriname will test and refine mercury-free extraction methods. In the second phase, the models selected will be spread in other mining communities. The establishment of verifiable production will be pursued to improve the attractiveness of mercury-free and responsible practices by gold miners.

Component 3 (coordinated by **the Institute of Research and Development - IRD**) aims at creating a Mercury Regional Observatory, compiling and updating key mercury data (on biogeochemical mercury fluxes, trade flows including informal or clandestine flows, uses and mercury pollution at different levels of food chains and within the human population), informing decision-making. Developing relevant National Action Plans (NAPs) in Guyana and Suriname and measuring their effectiveness requires access to reliable and up-to-date mercury data. To this end, data (existing and new), biogeochemical flows, and mercurial contamination (at various stages of the food chain, in particular) will be collected and analyzed within a Regional Observatory. The creation of an online tool will allow the dissemination of observatory data and capitalization on the latest advances towards the phasing out of mercury use.

Component 4: This component includes project management, coordination, and communication around the overall project. The overall project coordination will be provided by the WWF team (France and Guianas offices). Related to the overall and institutional communication of the project (web page on the project, newsletters, translation, etc.), communication linked to the activities, such as raising awareness of the mercury issue or disseminating the project Observatory results, is directly attached to the related activities.

Internal communication plans for project beneficiaries and external to international partners and institutional actors will be made to supervise and plan project-related communications.

Play a support role to the technical coordinator of the "Supporting Mercury Phase-out in the Guianas" (2020-2023) at the national level (Guyana). This will include the daily planning, logistic, financial and administrative management, and reporting of the strategies to be implemented and activities carried out in Guyana in the regional project and focusing on results.

IV. ROLE AND RESPONSIBILITIES

a) Related to the position

The Project Officer in Guyana, shall implement the following tasks:

Component 1 (15%):
- Coordinate with the WWF team in Guyana to implement the activities and inform ARM Regional Manager of the main achievement of the activities lead by WWF in component 1.
- Provide administrative, financial, and logistic support to the technical coordinator to ensure the development of ASM local dialogues in the selected region, in coordination with WWF Guianas team and ARM's HQs team;
- Provide support to facilitate, together with WWF team, the implementation of multi-stakeholders' platforms for the coordination of the project and to leverage the mercury phase-out reflection at the institutional level;
- Monitor the conduct of context assessments that identify the main barriers and opportunities about the mercury phase-out in Guyana.

Component 2 (30%)
- Support the technical coordinator for the selection and formalization of the commitment of the pilot sites in Region 8.
- Support the technical coordinator in the elaboration and follow-up of action plans
- Warrant transparent liaising and coordination with other projects and co-financing institutions in order to ensure a consistent site-specific strategy and approach with the ASM and local communities;
- Prepare and develop a financial and logistical strategy for the selected pilot sites to ensure the purchase and sustainability of proper equipment.
- Support the technical coordinator for the organization of the exchange of experiences and lessons learned.
- Be a bridge and a facilitator between the technical coordinator, ARM and WWF headquarters´ staff and IRD;
- With the support of ARM's headquarters team, facilitate the identification and assessment of market supply chains and identify opportunities for the connection with legal markets in Guyana;
- Ensure the periodic collection, analysis, and follow-up on risks and lessons learned during the project.

Component 5%):
- o Collaborate with IRD as leaders of the component for the implementation of the activities.
- o Facilitate the relationship with and activities developed by the research partners and stakeholders in Guyana, to ensure the suitable data collection on mercury.

Component 4 (50%):
- o Participate and coordinate periodic meetings for the coordination of the project;
- o Coordinate with and provide ARM and WWF, particularly the ARM management team and WWF Country Manager Guyana, with continuous and transparent information on the project implementation;
- o Together with the project team ensure the activities planned are implemented within and for the compliance of the project framework (budget, timeline, expected results) and respecting the guidelines of ARM Regional Manager);
- o Ensure that the resources are well managed, available in the field, and their use periodically reported for the suitable implementation of the activities in Guyana, with the support of ARM & WWF Administrative and Finance Managers;
- o Prepare, and deliver to ARM Regional Manager monthly reports on the progress of the activities and challenges faced in the implementation in Guyana, providing a critical assessment of the achievements compared to the expected results based on a set of defined indicators;
- o Support the ARM Management team in the identification of further collaboration in country that will ensure the sustainability and upscaling of the project, mainly through the building of relationships with partners and funders, and the definition of potential project concepts for extension;
- o Coordinate with ARM´s staff from the HQs and the technical coordinator to harmonize the methodologies and procedures for the implementation of activities related to the regional project.
- o Support the ARM areas of governance and M&E in the adjustments of methodologies and formats and their subsequent application, in order to collect information that it is identified as missing following the review of available baseline information and mapping of actors;
- o Following the guidelines of the ARMs M&E and mining services units, support the creation of a community management committee for the project and its proper administration, based on technical advice, training, workshops and transfer of methodologies on monitoring and participative evaluation, business management and artisanal and small-scale mining;
- o Following the guidelines of the ARMs governance unit, carry out calls and support the establishment of multi-stakeholder dialogue workshops.

The project Officer workplace will be in Georgetown, but he/she should be prepared to carry out periodic field missions (10/15% of his/her time) in the hinterland (region 8), especially in mining areas complex and limited ease of access. These field missions will be conducted according to the internal financial procedures of the project.

b) Institutional

As a staff of ARM, the project officer will have to comply with the organization's policies and therefore:
- o Participate in the capacity building sessions planned by ARM staff to guarantee the quality of the activities as well as the alignment with the organization strategies;
- o Participate as ARM representative in national and international events that are consider of strategic for the project and organization, under previous approval of ARM´s regional manager.
- o Participate in the meeting and spaces of coordination;

- Follow the internal rules, protocols, procedures, and codes implemented by the organization, particularly the guidelines related to the administrative and financial aspects, safety, and conflict of interest;
- Use the methodologies, templates, and tools for the planning, implementation, reporting, and
- communication of the activities;
- About the field missions, defined previously and share with the ARM´s team management, the itinerary, the planning of the travels and activities, in compliance with the safety policy of the organization;
- Ensure a routine collection and sharing of the information related to the attended meetings and events, as well as the contacts created;
- Provide, in total transparency, the information about the activities, objectives, results, challenges;
- Ensure the information produced is of good quality and intelligibility, the products are delivered and made available to the team and well stored, in compliance with the procedures of the organization;
- Be a model regarding the respect of human rights, especially in front of the communities supported by the project and, more generally, for each person related to the activities and processes implemented;
- Make sure that the communication strategy is coordinated with the staff of ARM-based in the headquarters of the organization and that all the public communication regarding the organization and the project are aligned with ARM's vision.

V. DELIVERABLES

a) Related to the position

The Project officer in Guyana will be in charge of elaborating all administrative, procurement, relationship, budget and monitoring aspects of the strategies and actions plans implemented during the project. The project officer will bear primary responsibility for elaborating the products and ensuring proper achievement in the country. Here are some products the project officer will be in charge of or provide the necessary elements for:
- Presentations and materials for trainings, workshops and accountability working sessions;
- Minutes of the attended workshops and events, with attendees list and photos;
- Periodic reports on the progress of the implementation of action plans with the mining pilots at the national level;
- Procurement, shipping and customs operations related to mining equipment;
- Intermediary technical reports of the activities in Guyana (every 6 months);
- Final report on the consultancy following the ARM guidelines;
- List of the contacts created;
- List of the communication material delivered to key audience;
- Monthly report of the activities, achievements, risks, and lessons learnt;
- Monthly planning of activities, field missions, schedule meetings;
- Stakeholder engagement plan updated monthly, specific activities, goals and engagement with key stakeholders;
- 1 to 1 follow-up with supervised staff;
- Any other support that would demonstrate the compliance of the activities and achievement of the expected results.

b) At institutional level

- Register with all the trainings received from ARM staff
- Fund requests, field mission check-lists, field mission reports, expenses justification, original receipts
- Timeline of the travels and activities planned during field missions
- Timesheet –daily update, monthly delivery
- Minutes of internal meetings (particularly those related to the project coordination)
- Monthly report on personal activities and products delivered

VI. V.I PROFILE

EDUCATION	Bachelor degree in project management with experience in the field(s) of mining, water resources, Aid orrural development projects
	Diploma in Environmental, water, mining issue is a plus
PROFESSIONAL EXPERIENCE	At least 2 years of experience related to:
	Project execution in the field mining, especially of Artisanal and Small-scale Mining (ASM) Development, Environment issues
	Experience managing funds from international cooperation is required
	Experience in and demonstrated understanding of working in Guyana interior locations is a plus.
SKILLS	Good technical, planning and organizational skills essential
	Excellent written and oral communication skills in English
	Advanced working knowledge of MS Office (Word, PowerPoint, and Excel)
	Team spirit, adaptability, resilience, and good public relations are expected
	A willingness to participate in field missions in challenging conditions is required
	Knowledge of Guyanese Creoles and/or Spanish is an asset

VII. LENGTH

One-year contract offered from the signing of the contract

VIII. CONTRACT CHARACTERISTICS

Type of contract: Service provision / Fixed-term contract
Payment conditions: Upon presentation of the deliverables and administrative supports as agreed in the working plan and after approval by the supervisor of the contract.

The consultant shall have a status that allows him to submit invoices.

IX. SUPERVISION OF THE CONTRACT

The labor will be supervised by ARM Regional Manager.

X. DOCUMENTS TO BE ATTACHED

1. Curriculum vitae (CV)
2. Letter that demonstrate the motivation and fitness for the position

Persons interested in applying should send their full application to the following email: patriciagarcia@responsiblemines.org

XI. ASSESSMENT AND SELECTION OF THE APPLICANTS

Applications received will be assessed by the Recruitment Committee of ARM.

ARM is committed with the respect and the promotion of gender equality criteria, and with ensuring an equal treatment to applicants with regard to their capabilities. The organization encourages skilled women to apply.

The Recruitment Committee reserves the right to extend this call for application or to declare it null if no application corresponding to the necessities are being received.

XII. TIMELINE OF THE HIRING PROCESS

Opening of the application process:	May 11st, 2022
End of the application process:	May 18th 2022
Applications' assessment:	May 18th 2022
Interviews of preselected applicants:	May 19th to 20th 2022
Selection and communication:	May 20th 2022
Starting date of the contract:	June 1st 2022