



ALLIANCE POUR UNE
MINE RESPONSABLE

Alliance for Responsible Mining (ARM)

TERMS OF REFERENCE

I. GENERAL INFORMATION

Position or service:	Technical Liaison (Mining)
Place for implementation:	Position based in region 7 or 8, Guiana – with frequent missions to the mining areas.
Starting date:	April 15, 2021
Ending date:	Two years from the signing of the contract (through extendable contracts of 6-month to one-year duration)
Contractor:	Alliance for Responsible Mining (ARM)
Objective:	Advise, conduct, implement and monitor improvement activities in mining sites which seek to reduce mercury contamination in the Guianas by phasing out mercury use in the gold mining sector and contribute to reduce mercury emissions from mining deforestation by 2025.

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,



ALLIANCE POUR UNE
MINE RESPONSABLE

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 initiated early 2021 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 2,5 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



ALLIANCE POUR UNE
MINE RESPONSABLE

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 is 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.

III. OBJECTIVE

Advise, conduct, implement and monitor improvement activities in mining sites, which seek to reduce mercury contamination in the Guianas by phasing out mercury use in the gold mining sector and contribute to reduce mercury emissions from mining deforestation by 2025.

IV. ROLE AND RESPONSIBILITIES

Under the guidelines of the national project coordinator in Guyana, and considering the collaborative work between various areas of ARM such as: sustainable mining; regional management; supply chain and Market; governance and monitoring and evaluation, the consultant will have the following responsibilities:

A. Responsibilities at the project level

Give support in the implementation and monitoring to the management of the sustainable community mining enterprise model

- Inform and communicate the beneficiaries and the community in general about the aspects that are related to the ARM and the project;
- Comply with the established timeline to develop the project that it will support;
- Be the permanent liaison in the field between the project beneficiaries, the institutions that influence the setting and the different ARM areas and units engaged in the implementation of the project;
- Give support in the field in the formalization and follow-up of alliances and collaboration agreements in favor of accomplishing results;
- Promote the formulation of the project intervention strategy considering the results of previous processes and considering the principles of inclusion, transparency and equity, as well as multidimensional factors within the framework of a developing sustainable community;
- Conduct and systematize calls and logistics for events, meetings and workshops that are agreed upon as part of the formalization and improvement process;
- Facilitate and perform follow ups in compliance with the activities agreed with the donor and with the Mining Organizations (Sustainable Plan);
- Accompany and give support to the ASGM, according to the guidelines for the development of the project;
- Other functions assigned by the national project coordinator that benefit the fulfillment of the activities contracted by the donor.

Analysis and management of the environment

- Give support in the analysis of the gold supply chain, focusing on the conditions of sales of the Guiana's artisanal and small-scale miners and local buyers, following the guidelines of ARM areas;
- Carry out a secondary review of information on the socio-economic baseline of the project's beneficiaries and the mapping of actors. This should follow the guidelines of the ARM areas of Monitoring and Evaluation (M&E) and Governance for Sustainable ASGM;



ALLIANCE POUR UNE
MINE RESPONSABLE

- 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;
- Following the guidelines of the ARMs M&E and sustainable mining 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;
- Following the guidelines of the ARMs governance unit, carry out calls and support the establishment of multi-stakeholder dialogue workshops.

Within the framework of the guidelines of the ARMs sustainable mines unit:

- Implement technical methodologies with the support and under the guidelines of those responsible, always seeking to generate the necessary capacities for the long-term sustainability of the intervened mining groups and small companies.
- Give support in the gathering of information, either in field or secondary, that allows to know the conditions of the mining organizations that we work with. With this, identify the measures to be implemented and give advice to the miners in order to improve their practices.
- Support in the elaboration of sustainability assessment, pre-feasibility and elaboration of sustainable plans in the identified ASGM in order to select one for the first generation of pilot sites.
- Manage base line information and follow-up of the implementation that enables feeding the ARM indicator system necessary to verify the changes generated in those intervened beneficiary groups.
- Elaborate analytics products of strategy and required reports and storage them in the web server for the approval by the strategy responsible.
- Be aware of the Planning Matrix to request trips (to the Administration with the approval of the Administrative and Financial Professional) and prepare the activities in due time.
- Represent the organization in territory with key actors: miners, community, authorities, communicating to them effectively about ARM and Fairmined.
- Give support in the formation process of the artisanal and small-scale miners in subjects related to the required aspects, according to the scheduled activities and under the guidelines from the leaders of strategy.
- Monitoring the implementation of all the activities resulting from the execution of the project that is developed with the mining organizations.

B. Institutional Responsibilities

- 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;
- Follow the internal rules, protocols, procedures, and codes implemented by the organization.
- Organize, systematize and deliver all the physical collected information
- Follow the travel policies for tickets bookings, advances and legalizations.
- About the field missions, defined previously and share with the headquarter-based project coordinator, 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;
- Participate in the meeting and spaces of coordination;



ALLIANCE POUR UNE MINE RESPONSABLE

- 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;
- 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.
- (where applies) Lead the team under supervision
- Be a model regarding the respect for human rights, especially in spaces where communities are in attendance supported by the project and, more generally, for each personal related to the activities and processes implemented;

Responsibilities of the TLM

- Know and understand the policies of work in safety and health
- Assist and actively participate in the training events;
- Deliver clear, complete and truthful information
- Comply with the safety and hygiene norms of the organization
- Inform the identified risks conditions to the supervisor or immediate superior;
- Report immediately any incident or occupational accident.

IV. DERIVERABLES

The parts agree in the following derivable for the present contract:

On a project level

1. Information for the social baseline and the mapping of actors carried out with secondary information and complemented by primary information.
2. Minutes and/or memory that displays the composition of the community management committee of the project and a work plan arranged with the members, where it displays the commitments assumed by the committee and the consultancies developed by the consultor, signed by all the parts involved.
3. Reports on the calls processes performed for the required activities including workshops and multi-actors' dialogues.
4. Final report on the consultancy following the ARM guidelines.
5. Updating the developments, activities and products done as part of the implementation of the sustainability plans for the mining organizations that are worked with.
6. Attestations of the implementation of the activities resulting from the sustainability plans, placed on the web server for follow-up and approval by the responsible of strategy.
7. Required reports as part of the actions' implementation processes subsequent from meetings and other activities that require explicative documents about the performed processes.
8. Required information by the governance and supply chain units that will be key to the sustainability of the mining organizations.
9. Attendance registry and photographic record in JPG or PNG format of all meetings, workshops, campaigns and activities carried out. All records should be systematized in the formats sent by the M&E.



ALLIANCE POUR UNE
MINE RESPONSABLE

10. Reports that summarize the consultancies, trainings and workshops carried out to the management committee, miners and the community. These reports should specify the applied methodology, used tools and formats, successes achieved and that include all the attendance and photographic record in JPG or PNG format of each intervention, considering the specifications on numeral 7.
11. Training evaluation/Technical advisory evaluation
12. Memory of training/Technical advisory
13. Delivery control of communication material

At the organization level

- Induction completed (the first month);
- Fund requests, field mission check-lists, field mission reports, expenses justification, original receipts;
- Timeline of the travels and activities planned during field missions;
- Travel reports (every time a travel is made) and supports, placed on the web server;
- Minutes of internal meetings (particularly those related to the project coordination);
- Minutes on relations with external actors placed in due time on the web server;
- (Where applicable) Documentation on quarterly accompaniment of in charge consultants (1on1) or performance evaluation depending on their periodicity.

VI. PROFILE

The consultant or groups of consultants must match the following profile:

EDUCATION	Bachelor's Degree in Studies on industrial or environmental engineering/sciences/studies or related areas.
PROFESSIONAL EXPERIENCE	Desirable:
	1. Work experience in the hinterland of Guyana
	2. Knowledge on handling natural resources and environmental problematics.
	3. General knowledge in the mining sector or extractives industries.
SKILLS	Orderly, pragmatic person or people and with attention to detail.
	Excellent written and oral communication, teamwork, analytical and synthesis skills
	Advanced working knowledge of MS Office (Word, PowerPoint, and Excel)
	Ability to ride an ATV
	Ability to adopt technological innovations and use of platforms.
	Knowledge of GIS and GPS

VII. LENGTH

Two years from the signing of the contract (through extendable contracts of 6-month to one-year duration)

VIII. CONTRACT CHARACTERISTICS

Type of contract: Service provision for consultancy



ALLIANCE POUR UNE
MINE RESPONSABLE

Payment conditions: Monthly payments upon presentation of the deliverables and administrative supports

Payment fees: €1.350 upon presentation and approval of all the products stated in numeral 4 of this document.

Note: For field visits, required for the proper development of the consultancy the ARM will cover transportation, food and accommodation expenses and other expenses in stationery and supplies according to the organization policies.

IX. SUPERVISION OF THE CONTRACT

The contract will be in charge of the National project coordinator.

X. DOCUMENTS TO BE ATTACHED

1. Curriculum vitae (CV)
2. Letter that demonstrate the motivation and fitness for the position
3. Documents and/or references that support work experience as well as professional training or degrees.

Applicants should send their full application to the following email:
trevorfranklin@responsiblemines.org

XI. ASSESSMENT AND SELECTION OF THE APPLICANTS

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

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:	March 16, 2021
End of the application process:	March 29, 2021
Applications' assessment:	March 30, 2021
Interviews of preselected applicants:	March 31 to April 1, 2021
Selection and communication:	April 2, 2021
Starting date of the contract:	April 15, 2021