



ALLIANCE POUR UNE
MINE RESPONSABLE

Alliance for Responsible Mining (ARM)

TERMS OF REFERENCE

I. GENERAL INFORMATION

Position or service: National project coordinator in Guyana

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

Suriname Starting date : 09/ 03 /2020

Lenght : Four years (4) from the signing of the contract (through extendable contracts of 6-month duration).

Contractor : ARM Europe (France)

Objective : Coordinate the project “Supporting Mercury Phase-out in the Guianas” (2020-2023) at the national level (Guyana)

II. CONTEXT

ARM

The Alliance for Responsible Mining (ARM) is a globally recognized leader and pioneer of responsible ASM. Since 2004, ARM has worked with a worldwide network of experts and partners for sustainable development of ASM. We are legally incorporated in Colombia as an independent and non-profit organization with projects based in Africa and Latin America.

ARM projects cover a wide range of countries. ARM has worked in 18 countries in Latin America (Colombia, Ecuador, Peru, Bolivia, Honduras and Brazil), Africa (Cameroon, Senegal, Mali, Burkina Faso, Gabon, Ghana, Uganda, Niger, Rwanda, Democratic Republic of Congo and Kenya) and Asia (Mongolia). We have supported around 100 mining organizations through our specific methodology based on a holistic approach, in which the social and cultural aspects complement the technical one. Around 15,000 people have benefited directly and indirectly from our intervention, both miners and their community. We have developed and tested tools, processes and methodologies to ensure quality interventions and to keep improving our outcomes.

We work with governments, multilaterals, regional networks, mining organizations, industry and other national allies. On the one hand, our mission focuses on setting standards for responsible ASM and transforming the sector through a holistic strategy and a bottom-up approach to become a formalized, organized and profitable activity socially and environmentally sustainable.

ARM has developed the Fairmined Standard and the CRAFT Code as instruments for connecting ASM organizations and producers to formal and more fair markets through their commitment to risk mitigation, formalization and adoption of good mining practices (for more information about ARM, its standards and projects see: <https://www.responsiblemines.org/en/>)



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 releases of mercury. 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 also with some formal structures, making an essential contribution to subsistence economies. Gold mining is therefore a major challenge for the effective implementation of the Minamata Convention. It is also the biggest factor of environmental destruction in the Guianas.

Gold mining continues to lead to significant releases of mercury, 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 have 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 conservation of the Amazon. Despite institutional growing interest at the level of each of the territories, there is still no real regional coordination, which prevents current initiatives from providing a coherent view of contamination, or to effectively address issues such as discharges from illegal gold mining in French Guiana. Artisanal and small-scale Goldmining, however, remains a major source of income for subsistence economies. Hence this is a major challenge for effective implementation of the Minamata Convention.

In this context, WWF, ARM, IRD and UQAM are initiating a project in the Guianas entitled "Supporting Mercury Phase-out in the Guianas" with primary financing by the FFEM¹.

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.

The Component 1, coordinated by **WWF**, aims at supporting the development and implementation of National Action Plans (NAPs) on mercury phase-out, in relation with the Minamata Convention, and at promoting transboundary coordination in order 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 as well as a multi-stakeholder regional platform will be set up and/or supported. This regional platform

¹ Fonds Français pour l'Environnement Mondial (FFEM) or French Global Environment Facility



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will bring together the authorities in charge of the application of the Minamata Convention for each country, the organizations that 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 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 principle obstacles to changes practices, as a lot of miners do not have the will or financial capacity to invest. 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 a work incessantly pushing towards fast deforestation of new areas to make a profit in the least amount of time. The challenge, therefore, 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 in developing an organizational model with the miners concerned, allowing them to benefit from better on-farm yields and better gains from the sale of 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 in order to raise awareness among gold miners and members of neighboring communities. These efforts also bring other benefits, such as the recognition of an economic activity having a more positive impact on the populations. Access to formal markets, with or without a price premium, strongly contributes to formalize the activity and integrate it into the visible economic sectors of the country.

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, and in a second phase, the models selected will be spread in other mining communities. The establishment of certified or otherwise verifiable production will be pursued, in order to improve the attractiveness of mercury-free and responsible practices by gold miners.

Component 3 (coordinated by **the Institute of Research and Development - IRD and the University of Quebec in Montreal - UQAM**) 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), to inform 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 as well as capitalization on the latest advances towards the phasing out of mercury use.

Component 4: This component includes project management and coordination, as well as 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



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the project, newsletters, translation, etc.), communication linked to the activities, such as raising awareness of the mercury issue or disseminating the results of the project Observatory, 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

Coordinate the project “Supporting Mercury Phase-out in the Guianas” (2020-2023) at the national level (Guyana). This will include the daily planning, management and reporting of the strategies to be implemented and activities carried out in Guyana in the context of the regional project, and with a focus on results.

IV. ROLE AND RESPONSIBILITIES

a) Institutional

As a staff of ARM, the National Project Coordinator will have to comply with the organization’s policies and therefore:

- Participate in the capacity building sessions planned by ARM staff to guarantee the quality of the activities as well as the alignment with the strategies of the organisation;
- 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, in a suitable manner, the methodologies as well as the templates and tools that are related, for the planning, the implementation, the reporting and the communication of the activities;
- With regard to the field missions, define 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;
- Ensure the information produced is of a good quality and intelligibility, the products are delivered and made available to the team and well stored, in compliance with the procedures of the organisation;
- Be a model in regard of 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 organisation, and that all the public communication regarding the organization and the project are aligned with ARM’s vision.



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b) Related to the position

As the national coordinator of the Project in Guyana, the consultant shall implement the following tasks:

Component 1 (10%):

- Coordinate with WWF team in Guyana the implementation of the activities and inform ARM Regional Program Manager of the main achievement of the activities lead by WWF in the component 1.
- Lead the development of ASM local dialogues in the selected regions in coordination with WWF Guianas team and ARM's team;
- Facilitate the implementation in Guyana of multi-stakeholders' platforms for the coordination of the project and to leverage the mercury phase-out reflection at institutional level;
- Monitor the carrying out of context assessments that allow the identification of the main barriers and opportunities with regard to the mercury phase-out in Guyana.

Component 2 (50%):

- Select and supervise the staff related to the technical project implementation in the territories;
- Coordinate and participate in the selection of the pilot sites in Guyana, the elaboration of action plans and the carrying out of activities of these action plans that aim at mitigating risks and adopting best management practices;
- Warrant a transparent liaising and coordination with other projects and co-financing institutions in order to ensure a consistent territorial strategy and approach with the ASM and local communities;
- Be a bridge and a facilitator between the field (mining communities, local teams in Guyana) and the National Project Coordinator based in Suriname, ARM Regional Program Manager based in Medellín, as well as the rest of ARM and WWF headquarter staff;
- 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 learnt during the project.

Component 3 (15%):

- Coordinate with IRD and UQAM as leaders of the component for the implementation of the activities.
- 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 (25%):

- Participate in the periodic meetings for the coordination of the project;
- Coordinate with and provide ARM and WWF, particularly the Regional Project Coordinator, ARM Regional Program Manager and WWF Country Manager Guyana, with continuous and transparent information on the project implementation;



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- Coordinate with the Project National Coordinator in Suriname for the harmonization of the methodologies and procedures for the implementation of activities related to the regional project;
- Ensure the activities planned are implemented within and for the compliance of the project framework (budget, timeline, expected results) and respecting the guidelines of the project regional coordinator);
- Ensure that the resources are well managed, available and their use periodically reported for the suitable implementation of the activities in Guyana, with the support of ARM & WWF Administrative and Finance Direction;
- Prepare, and deliver to ARM Regional Program 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;
- Support the ARM Regional Program Manager in the identification of further collaboration and funding 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.

The coordinator's workplace will be in Georgetown, but he/she should be prepared to carry out periodic field missions at national and international levels, especially in mining areas that might sometimes be of complex and limited ease of access. These field missions will be conducted according to the internal financial procedures of the project.

V. DELIVERABLES

a) 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

b) Related to the position

- Minutes of the attended meetings and events, with attendees list and photos
- List of the contacts created
- List of the communication material delivered to key audience
- Monthly report of the activities, achievements, risks and lessons learnt
- 1 to 1 follow-up with supervised staff
- The national coordinator will be in charge of products related to the implementation of the different strategies. The coordinator will be the main responsible for the final product or provide inputs necessary to the elaboration of the final products. Here are some products the Project coordinator will be responsible for or will provide inputs to:



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- Report of the multi-stakeholders' dialogue sessions at national level
- Reports of context assessment on mercury use, governance, and opportunities and risks for its phase-out in the region at national level
- Report of supply chain analysis at national level
- Report of the mining pilot's selection phase at national level
- Periodic reports on the progress of the implementation of action plans with the mining pilots at national level
- Any other support that would demonstrate the compliance of the activities and achievement of the expected results

VI. PROFILE

EDUCATION	– Master's degree in the field(s) of Environment, Water resources management, Development issues, Aid or Development project management, Public policy in rural environments, or any related subject.
PROFESSIONAL EXPERIENCE	– At least 5 years of experience related to: *Project management in the field of Artisanal and Small-scale Mining (ASM) Development, Environment *Policy analysis on Environmental issues, Rural development, ASM– Experience in rainforests context is required (preferably the Guianas shield) – Experience/Knowledge related to water issues, ecosystem conservation, ASM issues, landscape approach will be highly appreciated – Experience in relation to public policies in the field of rural development in Guyana is an asset – Experience managing funds from international cooperation – Experience in and demonstrated understanding of working in Guyana context
SKILLS	– Strong policy analysis and strategic thinking skills – Excellent written and oral communication skills in English – Advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher). The use of project management tools/software will be appreciated. – 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 Creole and/or Dutch and/or Spanish is an asset

VII. LENGTH

Four (4) years from the signing of the contract (through extendable contracts of 6-month duration).

VIII. CONTRACT CHARACTERISTICS

Type of contract : Service provision / Fixed-term contract

Total value for the contract: 15.000,00 € for a 6-month contract.



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Payment conditions: Starting salary/Fees of 2500,00€ paid monthly, 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 Program 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: geraudbrunel@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 :	January 17, 2020
End of the application process :	February 16, 2020
Applications' assessment :	February 17, 2020
Interviews of preselected applicants :	February 18 to 25, 2020
Selection and communication:	February 26, 2020
Starting date of the contract :	March 9, 2020