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Terms of Reference

GENERAL INFORMATION

Title: PPG National ASGM Expert (National Consultant)
Project Name: Integrated Sound Management of Mercury in Indonesia's Artisanal and Small-scale Gold Mining (ASGM) or ISMIA Gold
Report to: Programme Manager, Environment Unit
Duty Station: Home-based
Expected Places of Travel: Bogor, Sumbawa NTB
Duration of Assignment: 60 (sixty) days within 9 (nine) months

REQUIRED DOCUMENT FROM HIRING UNIT

(5)	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(6) Junior Specialist
(7) Specialist	
(8) Senior Specialist	
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or P11
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

☐ partial (explain)
☒ Intermittent (explain): The consultant will be working for 60 days within 9 months period of contract.

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services:

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I. BACKGROUND

As one of the Implementing Agencies of the Global Environment Facility (GEF), UNDP is supporting developing countries to develop and implement projects aimed at the elimination and/or sustainable management of mercury to meet their obligations under the newly established Minamata Convention on Mercury. Recognizing the multi-dimensional impacts of artisanal and small-scale gold mining (ASGM) on the environment, health and poverty, the “Global Opportunities for Long-Term Development of ASGM” (GEF GOLD) programme was approved at the October 2016 council meeting of the GEF. GEF GOLD is a programmatic approach on ASGM involving three UN agencies (UNDP, UNEP, and UNIDO) and one NGO (Conservation International). The GEF GOLD programme has a global component on communications and knowledge management, which is managed by UNEP and country-level projects in eight countries: Burkina Faso (UNIDO), Colombia (UNDP), Guyana (Conservation International), Indonesia (UNDP), Kenya (UNDP), Mongolia (UNEP/UNIDO), Peru (UNDP), and Philippines (UNEP/UNIDO).

The main objective of the programme is to achieve Global Environmental Benefits by reducing mercury releases from ASGM practices through the introduction and promotion of best practices and techniques for gold extraction.

With this background, and in order to support the efforts of the Government of Indonesia to protect human health and the environment from mercury releases originating from the intentional use of mercury in ASGM, UNDP in its capacity as the Implementing Agency for the GEF, requires the support of a PPG Coordinator & Institutional and Policy Expert (National Consultant). The consultant is requested to work together with relevant parties (PPG Phase International Coordinator, UNDP Programme Manager, BPPT and KLHK) to facilitate the Project Preparation Grant (PPG) phase during which the detailed preparation of a country project for Indonesia will take place.

The consultant is expected to support the design and preparation of a UNDP/GEF project document for the GEF GOLD programme in Indonesia and support the preparation of additional supporting documents required for approval by the GEF.

General Objective

In close coordination with relevant parties, the consultant is requested to provide guidance throughout the process of programme/project design focusing on Hg Management in the ASGM sector.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

The National ASGM Expert will work under the guidance of the **International ASGM Expert**, as well as in direct coordination with the PPG coordinator. (S)he needs proven experience with Hg management in the ASGM sector.

General Scope of Work and Activities

- Identify potential institutions that have responsibilities related to the management and phase-down of mercury in the ASGM sector, to participate in programme and formalize (if possible) their involvement during the project's implementation.
- With advice from the International ASGM Expert, **conduct an ASGM and Mercury Baseline** and undertake a priority setting study in close coordination with national project counterparts (**Comp. A; Baseline I; (e)**), including all the sub-bullet points listed under “c”.
- Conduct in coordination with the **National Financial Expert** a study on the social background and motivations of ASGM communities who engage in illicit mining activities and who apply mercury to recover gold (**Comp A; Baseline I; (f)**). Propose an incentive structure for these workers to formalize their work (including possibility to acquire land titles) and set up cooperatives for a more structured and secure functioning of the sector.
- In coordination with the **Project Coordinator** and the **International ASGM expert**, conduct a study on the current legislative and policy framework (policies, plans, regulations, standards and measures), its implementation and monitoring pertaining to the management of mercury,

the use and phase-out/phase-down of mercury in the ASGM sector, and the formalization of miners (**Comp. A; I Baseline; (a)**).

- In coordination with the **Project Coordinator** and the **International ASGM expert**, conduct a study to assess the current capacity of governmental institutions and entities (including educational and training institutions), private and NGO/CBO entities and organizations (both at local and national level) that have responsibilities pertaining to the management of mercury (in ASGM). Such a study will assess partner's current capacity to (e.g.): i) Conduct awareness raising on the dangers of mercury; ii) Manage mercury responsibly (including safe handling/storage, phase-out, etc.); iii) Assess alternatives for suitability at local level, use alternatives and support their introduction at national/local level; iv) Monitor the use of mercury in ASGM and its phase-out; v) Train ASGM communities, processing plants and private sector partners in the safe management and phase-out of mercury in ASGM; Etc. (**Comp. A; I Baseline; (b) and (d)**).
- In coordination with the **Project Coordinator** and the **International ASGM expert**, conduct an assessment to determine current collaboration, information exchange (including communication) and awareness between and among national, sub-national and local ASGM stakeholders (**Comp. A; I Baseline; (c)**).
- In coordination with the **International ASGM Expert**, prepare an analysis of access to regional/global programmes to sell Hg free or "reduce Hg" gold.
- Participate in Inception and Validation Workshops.
- Suggest indicators and project interventions related to Hg management in ASGM to be included in the PRF and the accompanying Work Plan.

Specific tasks would include undertaking:

- Identify potential institutions that have responsibilities related to the management and phase-down of mercury in the ASGM sector, to participate in the project and formalize (if possible) their involvement during the project's implementation.
- In coordination with the **Project Coordinator** and the **International ASGM expert**, conduct a study to assess the current capacity of governmental institutions and entities (including educational and training institutions), private and NGO/CBO entities and organizations (both at local and national level) that have responsibilities pertaining to the management of mercury (in ASGM) (**Comp. A; I Baseline; (b)**).
- Conduct in coordination with the **National Financial Expert** a study on the social background and motivations of ASGM communities who engage in illicit mining activities and who apply mercury to recover gold (**Comp A; Baseline I; (f)**). Propose an incentive structure for these workers to formalize their work (including possibility to acquire land titles) and set up cooperatives for a more structured and secure functioning of the sector.
- With guidance provided by the **International ASGM Expert**, conduct an ASGM and Mercury Baseline and undertake a priority setting study in close coordination with national project counterparts (**Comp. A; Baseline I; (e)**), including all the sub-bullets listed under "c".
 - Select priority ASGM project locations/sites (detailed geographic information to be provided) and community beneficiaries based on criteria to be agreed upon between the national project counterparts and the PPG project team;
 - Estimate the amount of mercury that is used by ASGM communities selected to participate in the project – prior to the project's implementation;
 - Review the current gold supply chain and propose ways to increase the potential profit for the producers vis-a-vis intermediaries;
 - Assess what type of BAT/BEP options would be suitable and applicable for the prioritized ASGM communities;
 - Assess the technical capacity and awareness of ASGM communities on mercury alternatives and alternative technologies and the technical capacity and awareness of supporting professions (e.g. geologists, environmentalists, technology technicians, etc.) in the selected project locations/sites and determine what type of technical guidance, training, etc. should be provided by the project to support a reduction in the use of mercury in the priority sites and the country as a whole;
 - Assess the capacity of ASGM communities and supporting professions (e.g. geologists, environmentalists, technology technicians, etc.) in the selected project locations/sites and determine what type of technical guidance, training, etc. would be required to support a reduction in the use of mercury in the priority sites and the country as a

whole;

- Define the mercury reduction target the project would be able to achieve for each project site.
- In coordination with the **Project Coordinator** and the **International ASGM expert**, conduct a study on the current legislative and policy framework (policies, plans, regulations, standards and measures), its implementation and monitoring pertaining to the management of mercury, the use and phase-out/phase-down of mercury in the ASGM sector, and the formalization of miners (Comp. A; I Baseline; (a)). - In coordination with the **Project Coordinator** and the **International ASGM expert**, conduct an assessment to determine current collaboration, information exchange (including communication) and awareness between and among national, sub-national and local ASGM stakeholders (Comp. A; I Baseline; (c)).
- In coordination with the **International ASGM Expert**, prepare an analysis of access to regional/global programmes to sell Hg free or “reduce Hg” gold.
- Participate in Inception and Validation Workshops.
- Suggest indicators and project interventions related to Hg management in ASGM to be included in the PRF and the accompanying Work Plan.

Coordination and Supervision

The consultant will be supervised by the Programme Manager UNDP Country Office and the UNDP MPU/Chemicals Regional Technical Advisor to facilitate the implementation of the programme. He/she should carry out his/her tasks in accordance with the rules and procedures of UNDP and those of the Government of Indonesia.

Place of Work

The consultant shall perform his/her functions remotely but will be in regular contact with the international PPG coordinator, other national and international consultants by skype, e-mail and other means.

Expected Deliverables/ Outputs

Deliverables/ Outputs	Target Due Date	Review and Approval	Working Days	%
1. Outline of the report with a clear indication of the information	28.04.2017	International PPG Financial Expert & Programme Manager	15 days	25%
2. Draft of Final Report	28.07.2017	International PPG Financial Expert & Programme Manager	30 days	50%
3. Final Report	31.08.2017	International PPG Financial Expert & Programme Manager	15 days	25%

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of Programme Manager in Environment Unit and will coordinate closely with Programme Adviser in Bureau Regional Hub (BRH), PPG International Coordinator, and other consultants.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverables could be proposed by the incumbent and shall be agreed jointly.

Duration of the Work

The consultant will perform his/her assignment with the following timeline:

- He/she will have 60 total of working days within 9 months to complete his/her assignment.
- The expected effective working date is started in April 2017.
- He/she should submit the deliverables within the suggested time frame in compliance with the international requirement.
- Delay on submitting report will impact on the completion of works and release of payment.

Duty Station

The consultant will be a home-based contract modality.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The expert will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will be come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Bogor	2 times	4 days
2	Sumbawa, NTB	1 time	4 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Academic Qualifications:

- 1.1. Master OR equivalent combination of education and the solid/ extensive relevant professional experience in related area.

2. Years of experience:

- 2.1. At least 8 years of experience in the design or implementation of projects related to ASGM and/or chemical and/or hazardous waste management, including mercury substances.
- 2.2. Experience in the design of chemicals management projects in (name of region) is required.
- 2.3. Thorough knowledge of international conventions related to the management of chemical substances and/or hazardous waste (Stockholm, Basel, Rotterdam, Minamata and SAICM).
- 2.4. Experience and/or familiarity with UNDP or other UN organizations' projects, processes, guidelines and structure will be considered an advantage.

3. Competencies and special skills requirement:

- 3.1. Understanding of the political, cultural and socio-economic context and development challenges in Indonesia;
- 3.2. Confidence and comfortable to liaise and communicate with very senior government officials
- 3.3. Good interpersonal and cross-cultural communication skills;
- 3.4. Ability to negotiate and troubleshoot relationships with national stakeholders; and
- 3.5. Advanced proficiency in operating Microsoft office applications

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70%	
<ul style="list-style-type: none"> Criteria A: qualification requirements as per TOR: <ol style="list-style-type: none"> 1. Master degree OR equivalent combination of education and the solid/extensive relevant professional experience in related area. <div>10</div> <div>10</div> 2. Experience in the development, implementation, support and management of environmental projects, including design, monitoring activities, evaluation and monitoring; design or implementation of projects related to ASGM and/or chemical and/or hazardous waste management, including mercury substance; <div>10</div> 3. Experience in design of chemicals management projects in (name of region) is required. <div>10</div> 4. Experience in international conventions related to the management of chemicals substance and/or hazardous waste <div>10</div> 5. Experience in political, cultural and socio-economic context and development challenges in Indonesia <div>10</div> 6. Experience in coordination and communication with senior Government Officials 		
Criteria B: Brief Description of Approach to Assignment		40
<u>Financial Criteria</u>	30%	