

# Terms of Reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Chief Technical Advisor or CTA (International)  
**Project Name:** Integrated Sound Management of Mercury in Indonesia's Artisanal and Small-scale Gold Mining (ISMIA)  
**Duty Station:** home-based  
**Expected Places of Travel:**  
1. Jakarta (Capital of Indonesia)  
2. Kulonprogo District (Yogyakarta)  
3. West Lombok District (West Nusa Tenggara)  
4. Bone Bolango District (Gorontalo)  
5. Tatelu, Manado District (North Sulawesi)  
6. Halmahera Selatan District (North Maluku)  
7. Singingi, Kuantan Singingi District (Riau)  
**Duration of Assignment:** 65 days within 12 months

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	<b>8</b> <b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b> (6) Junior Specialist (7) Specialist (8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal: Sample of the report(s) which is previously conducted by the applicant and written test result

## Need for the presence of IC consultant in office:

- ☐ Partial (project related meeting/ workshop)  
☒ Intermittent (explain)<sup>1</sup>  
☐ 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: N/A

Signature of the Budget Owner:

<sup>1</sup> The project requires the consultant's expertise through a distance communication (home-based) but intermittently presence in the country to advise the project preparation, implementation, monitoring, reporting and evaluation. Whenever required, the consultant will have to make a mission to selected project sites in coordination with the Implementing Partner.

## I. BACKGROUND

Supported by Global Environment Facility (GEF), UNDP, the Ministry of Environment and Forestry (KLHK), Ministry of Finance signed a project document Integrated Sound Management of Mercury in Indonesia's Artisanal and Small-scale Gold Mining (ISMIA) as a child project under Global Opportunities for Long-term Development of Artisanal and Small-scale Gold Mining (ASGM) sector (or GEF GOLD) that will be implemented in Burkina Faso, Colombia, Guyana, Indonesia, Kenya, Mongolia, Peru and Philippines. This is a project expected to support the implementation of Minamata Convention on Mercury in a country. In Indonesia, the project is coordinated together by KLHK, National Agency for Technology Assessment and Application (BPPT), and UNDP.

The project is focusing on Artisanal and Small-scale Gold Mining (ASGM) sector considering it is the largest global source of anthropogenic mercury releases into the environment (35%)<sup>2</sup> worldwide. The Mercury can travel long distances contributing to global mercury pollution and contaminating the world's ecosystems and fisheries. Exposure to mercury may cause serious health problems, and is a particular threat to the development of the child in utero and early in life<sup>3</sup>. Phasing-out mercury from the ASGM sector is therefore of the utmost importance, however ASGM is a very important source of jobs and livelihoods. ASGM accounts for about 17-20% of the world's annual gold production<sup>4</sup> with 15 million people directly participating in ASGM activities<sup>5</sup> and another 100 million depending on ASGM for their livelihoods.

The project will support 6 (six) selected ASGM communities in Indonesia to reduce mercury use by at least 5 metric tonnes/year starting in year three (3) of the project, which over the life-span of the project will result in a mercury release reduction of at least 15 tonnes.

**The objective of the project** is to reduce/eliminate mercury releases from the Indonesian Artisanal and Small-scale Gold Mining (ASGM) sector by (i) Strengthening institutions and the policy/regulatory framework for mercury-free ASGM; (ii) Increasing the access of mining communities to finance to enable the procurement of mercury-free processing technologies; (iii) Increasing the capacity of mining communities for mercury-free ASGM through the provision of technical assistance, technology transfer and support for formalization; and, (iv) raising awareness and disseminating best practices and lessons-learned on mercury phase-out in the ASGM sector.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### **Scope of Work**

Under the overall supervision and guidance of the National Project Director (NPD), National Project Manager (NPM), the UNDP Country Office and the Regional Technical Advisor for Chemicals and Waste for the region, the Chief Technical Advisor (CTA) will be responsible for providing overall technical backstopping and management support to the Project, and in particular technical assistance to the implementation of Project component 3.

### **Activities**

Specific responsibilities will include:

- Prepare Evidence-based economic models of processing plant upgrades based on existing best practice mines and chemical-free pilot plants established.
- Train miners and managers of mining groups on record keeping and reporting.
- Support mining groups in the development of loan applications.
- Provide guidance to the project team on the development of socioeconomic baseline surveys (including collection of sex-disaggregated data) and mercury/gold mass balance inventories for each of the priority project sites.
- Review accumulated data (including amount of gold produced and amount of mercury used/released) and review the report that will be presented to the government.

<sup>2</sup> UNEP Global Mercury Assessment (2013)

<sup>3</sup> WHO Fact Sheet No. 361 (2013)

<sup>4</sup> Estelle Levin Limited (2014)

<sup>5</sup> UNEP (2013) The Negotiating Process: <http://www.unep.org/hazardoussubstances/Mercury/Negotiations/tabid/3320/Default.aspx>

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

- Provide advice and guidance on the selection of the most formalized, organized and committed mining groups (containing 20% women) for project participation.
- Provide guidance to the project team on the assessment of the mining sites used by project mining groups in terms of ore and production means, and outstanding (technology) needs.
- Support the training of 30 Trainers (selected from project partners, mining communities and training centers) in the application of training resources (existing and new) and the use of equipment at ore processing plants and laboratory installations.
- Provide guidance on the training of 300 miners by trainers at existing plants and laboratory installations using existing and newly developed training materials and resources (incl. the use of practical on-site liberation tests to give miners the opportunity to observe results first hand and learn how to obtain such results themselves).
- Provide guidance on the selection of the locations where 1 mercury-free ore processing training plant and 5 small mobile plants can be installed/showcased.
- Support the development of the Technical specifications for the 1 mercury-free ore processing training plant and 5 small mobile plants.
- Provide guidance to the national project team on supporting mining groups in establishing their own mercury-free processing plant with technical assistance provided by the project, but funding allocated through financing mechanisms.
- Provide technical guidance and advice on the development of a feasibility study to assess the potential for the reprocessing of mercury-containing tailings by large-scale mining companies.

### Expected Outputs and Deliverables:

Deliverables/ Outputs (not necessarily in sequence)	Estimated Workdays	Estimated Deadline	Review & Approvals Required
1. Report 1: Individual Work plan is established	5	31 May 2019	UNDP CO
2. Report 2: Evidence-based economic models of processing plant upgrades based on existing best practice mines and chemical-free pilot plants established.	10	30 June 2019	NPM, UNDP (CO & BRH)
3. Report 3: Trained miners and managers of mining groups on record keeping and reporting.	10	31 July 2019	NPM, UNDP (CO & BRH)
4. Report 4: Supported mining groups in the development of loan applications.	10	31 August 2019	NPM, UNDP (CO & BRH)
5. Report 5: Provision of guidance to the project team on the development of socio-economic baseline surveys (including collection of sex-disaggregated data) and mercury/gold mass balance inventories for each of the priority project sites.	10	31 October 2019	NPM, UNDP (CO & BRH)
6. Report 6: Reviewed accumulated data (including amount of gold produced and amount of mercury used/released) and review the report that will be presented to the government.	10	30 November 2019	NPM, UNDP (CO & BRH)
7. Report 7: Provision of advice and guidance on the selection of the most formalized, organized and committed mining groups (containing 20% women) for project participation.	5	31 January 2020	NPM, UNDP (CO & BRH)
8. Report 8: Provision of guidance to the project team on the assessment of the mining sites used by project mining groups in terms of ore and production means, and outstanding (technology) needs.	5	29 February 2020	NPM, UNDP (CO & BRH)
<b>Total Number of Working Days</b>	<b>65</b>		

### III. WORKING ARRANGEMENTS

#### 1. Institutional Arrangement

- 1.1. Day-to-day responsibility for the coordination of CTA's activities will be under NPM.
- 1.2. The NPM has responsibility to assure all aspects to perform CTA's activities are well supported in coordination with relevant personnel (including PA, Working Group Coordinators and Field Staff) and stakeholders at national and field levels.
- 1.3. The NPM will work closely with the CTA to assure the CTA's deliverables are in compliance with the project document and the national priorities on Mercury reduction in ASGM sector.
- 1.4. The expected frequency of the reporting is as stated in the Expected Deliverables mentioned above.

#### 2. Duration of the Work

- 2.1. The CTA's duration of work is stated above on page 1 (Duration of Assignment) in line with the expected outputs and deliverables.
- 2.2. Expected starting date is May 2019 and expected completion of work will be March 2020.
- 2.3. Unforeseen delay will be further discussed by UNDP as a basis for possible extension.
- 2.4. Feedback from UNDP and government partners to the submitted report can be expected within 10 working days from the date of submission.

#### 3. Duty Station

- 3.1. The contractor's duty station will be home based with possible travel to Jakarta or other places (as suggested by the NPM).
- 3.2. The contractor is working on the output based, thus no necessary to be present in the office regularly.

#### 4. Travel Plan

- 4.1. Return travel cost from country of origin to Indonesia and cost of living allowance in Indonesia is to be included in the financial proposal.
- 4.2. Other travel cost(s) to project sites (if needed) will be covered by the project based on the agreed plan.

No	Destination	Frequency	Duration/night
1	<i>Jakarta</i>	<i>3 times</i>	<i>5</i>
2	<i>Ternate &amp; Labuha, Halmahera Selatan, Northern Maluku</i>	<i>1 Time</i>	<i>5</i>
3	<i>Tatelu, Manado, North Sulawesi</i>	<i>1 Time</i>	<i>4</i>
4	<i>Bone Bolango, Gorontalo</i>	<i>1 Time</i>	<i>4</i>
5	<i>Lombok Barat, Nusa Tenggara Barat</i>	<i>1 Time</i>	<i>4</i>
6	<i>Kulonprogo, DI Yogyakarta</i>	<i>1 Time</i>	<i>4</i>
7	<i>Kuantan Singingi, Riau</i>	<i>1 Time</i>	<i>4</i>

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Required skills and expertise

- PhD - preferably in the field of mining, environmental management, hazardous waste management or similar.
- At least 6 - years of experience of working in environmental projects related to reducing mercury in the Artisanal and Small-Scale Gold Mining (ASGM) sector.
- Experience in ASGM projects at least in Asia.
- At least six (6) years of experience in GEF or International Organization related project management.
- At least six (6) years of experience working with Indonesia ministries, national or provincial institutions that are concerned with natural resource and/or environmental management.

#### Competencies

- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects.
- Ability to coordinate and supervise multiple Working Groups (WGs) and Working Group Coordinators (WGCs) in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.

- Strong drafting, presentation and reporting skills.
- Strong communication skills, especially in timely and accurate responses to emails.
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
- Strong knowledge about the political and socio-economic context related to ASGM at national and subnational levels.
- Very good inter-personal skills.
- Proficiency in computer application and information technology.
- Excellent language skills in English (writing, speaking and reading).
- Some knowledge of Indonesian will be considered an advantage.

## V. EVALUATION METHOD AND CRITERIA

### **Cumulative analysis**

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- 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
<b>Technical</b>		
<b>Criteria A: Education and Experience</b>	<b>50%</b>	
1. PhD - degree, preferably in the field of mining, environmental management, hazardous waste management or similar		10
2. 6 - (six) years of working experience in environmental projects related to reducing mercury in ASGM sector		10
3. Experience in ASGM projects at least in Asia -		10
4. 6 - (six) years of experience in GEF or International Organisation related project management		10
5. 6 - (six) years of experience working with ministries, national or provincial institutions that are concerned with natural resources and/or environmental management		10
<b>Criteria B: Competencies (particular skills)</b>	<b>40%</b>	
6. Understanding the tasks and methodology to perform the deliverables		10
7. Reporting skills		10
8. Computer skills, especially application of MS Office package (Word, Excell, ppt, etc) and internet search		5
9. Strong knowledge on socio-economic context related to ASGM at national and sub-national levels		5
10. English skills (writing, verbal/speaking and reading)		10
<b>Criteria C: Further Assessment by Interview</b>	<b>10%</b>	
11. Verbal skills to present the tasks and methodology		10