

## TERMS OF REFERENCE

Position Information	
Division:	Bureau for Policy and Programme Support
Unit:	ACP-EU Development Minerals Programme/Inclusive Growth/BPPS
Contract type:	Individual Consultant
Title:	Mining Expert Consultant
Expected start date:	1 May 2020
Languages required:	English
Duration:	18 months on a retainer basis (up to 60 working days)
Location:	Home-based
Programme Background	
<p>UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.</p> <p>Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS's staff provides technical advice to Country Offices, advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, and engages in UN inter-agency coordination in specific thematic areas. BPPS works closely with UNDP's Crisis Bureau (CB) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP's development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.</p> <p>As part of its continuing work on minerals and sustainable development, UNDP recently signed a grant agreement with the European Commission. The grant is for implementing the second phase of the ongoing ACP-EU Development Minerals Programme. It is under this Programme that the UNDP is seeking a Consultant – Mining Expert.</p> <p>The demand for Development Minerals is increasing rapidly. This demand is driven by urbanization, infrastructure developments, clean energy production and industrialisation in the African, Caribbean and Pacific Group of States (ACP).</p> <p>Development Minerals are mined, processed, manufactured and used domestically in industries such as construction, manufacturing, infrastructure and agriculture. These types of minerals have a different risk profile in contrast to the remainder of the mining sector, particularly to large-scale high-value mining. The sector is also dominated by artisanal, small and medium scale domestic businesses, with a large proportion of informal operators.</p> <p>Even though the Development Minerals sector is more employment-generating and poverty-reducing, it has a long history of policy neglect. In response to this, Phase I of the ACP-EU Development Minerals Programme, implemented between 2015 and 2019, successfully brought the sector to the forefront of the development agenda. The Programme is financed by the European Commission and UNDP and is implemented by UNDP at the request of the ACP Group of States.</p>	



Based on the lessons learned from Phase I of the Programme and the consensus that emerged under the Mosi-oa-Tunya Declaration, Phase II will continue to provide training and capacity development support to Artisanal and Small-Scale Enterprises (ASMEs), their associations, the public institutions that support and regulate them and the social stakeholders impacted by minerals development. The aim is to achieve better livelihoods for ASMEs through higher employment and incomes. These objectives are met by: 1) Improving the business environment and formalising the operations of ASMEs; 2) Enhancing their entrepreneurial skills and improving access to finance, technologies and markets; 3) Strengthening social and environmental safeguards in mining and quarrying; 4) Supporting women-owned and/or women-run ASMEs; and 5) Facilitating inter-ACP knowledge exchange on Development Minerals.

The Programme contributes to the achievements of the ACP's Framework of Action on the Development of the Mineral Resources Sector; the ACP-EU Joint Cooperation Framework for Private Sector Development; the Africa Mining Vision (AMV); the Sustainable Development Goals; the African Union's Agenda 2063; and to UNDP's Strategic Plan 2018-2021.

### Scope of Work and Functions

The Consultant will work under the supervision of the Programme Manager.

#### Functions/key results expected:

##### Summary of key functions:

The consultant will undertake the following functions:

- Lead the design and preparation of training materials on development minerals, enterprise development, access to finance, technology, markets and market information as well as geological data management.
- Deliver training on minerals development as specified above.
- Lead the organization of training and outreach events for the Programme beneficiaries in the artisanal and small-scale mining enterprises (ASMEs) sector.
- Produce reports and data on events organised.
- Produce research papers on Development Minerals and emerging issues such as climate change, disaster risk reduction, and urbanization and other topics that may come to light under the Programme.

Deliverables/Milestones	Estimated duration
Produce two training materials	20
Produce two event reports and data	15
Develop and produce plan for two training events	5
Produce One research paper	20
Total:	Up to 60 working days

#### Intellectual Property:

All information pertaining to this programme as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. Except for purposes of this assignment, the products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

#### Core Competencies:

- Demonstrate corporate knowledge and sound judgment;
- Demonstrate and safeguard ethics and highest standards of integrity, discretion and loyalty.
- Act as a team player while also taking individual initiatives to complete duties and responsibilities; and
- A culture of knowledge sharing and learning.

#### Functional Competencies:



- In-depth skills and knowledge of the development minerals sector.
- Advanced skills in training materials development and training delivery.
- Demonstrated ability to lead the organization of training and outreach events.
- Strong competence in leading the organization of training and outreach events.
- Excellent skills in policy advisory and technical support.
- Strong communication skills.
- Excellent report writing and data management skills.
- Ability to work as a member of a team as well as independently.
- Demonstrated ability to work harmoniously with persons of different national and cultural backgrounds.
- Ability to work under pressure.
- Initiative and sound judgment.

#### Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>• Master's degree in mining, geology or a related field.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• At least ten years of professional work experience in mining and extractives industries;</li> <li>• Experience in the fields of mining and geology;</li> <li>• Field experience in the mining sector;</li> <li>• Work experience in project management; and</li> <li>• Experience with the workings of the European Union institutions and the Secretariat of the ACP Group of States is an asset.</li> </ul>
Language Requirements	<ul style="list-style-type: none"> <li>• Fluency in English (both oral and written) is required;</li> <li>• Knowledge of French is an asset</li> </ul>

#### Other – Selection Criteria

##### Application Submission Process:

The application submission is a two-step process. Failing to comply with the submission process may result in disqualifying the applications:

**Step 1:** Interested individual consultants must include the following documents when submitting the applications in UNDP job shop (**Please note that only 1 (one) file can be uploaded therefore please include all docs in one file**):

- **Personal History Form (P11)**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references (the template can be downloaded from this link: [http://sas.undp.org/Documents/P11\\_Personal\\_history\\_form.doc](http://sas.undp.org/Documents/P11_Personal_history_form.doc))
- An updated curriculum vitae.

##### Step 2: Submission of Financial Proposal

Applicants are instructed to submit their financial proposals in US Dollars or EURO for this consultancy to [procurement.be@undp.org](mailto:procurement.be@undp.org) using the financial proposal template available here: [http://procurement-notices.undp.org/view\\_file.cfm?doc\\_id=45780](http://procurement-notices.undp.org/view_file.cfm?doc_id=45780). The proposals should be sent via email with the following subject heading: "Financial Proposal/Mining Expert consultant by latest **COB February 15, 2020**". Proposals to be received after the deadline will be rejected. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (monthly professional fees, travel related expenses if applicable, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

##### Application Evaluation Process

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will 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 technical and financial criteria specific to the solicitation.
- Technical Criteria weight: [70%]



Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 70% on the Technical evaluation would be considered for the Financial Evaluation.

**Technical Criteria - 70% of total evaluation – max. 100 points:**

- At least 10 years of relevant professional experience in mining and geology (30 points);
- At least a master's degree in mining and geology (30 points);
- Field experience in the mining sector (20 points);
- Experience with the workings of the European Union institutions and the Secretariat of the ACP Group of States (10 points).
- Fluency in English, both written and oral (10 points).

**Financial Criteria - 30% of total evaluation**

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$ , where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

UNDP is applying fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores. Please go the following link for the General Conditions of Individual Contracts:

[https://procurement-notice.undp.org/view\\_file.cfm?doc\\_id=201288](https://procurement-notice.undp.org/view_file.cfm?doc_id=201288)

UNDP retains the right to contact references directly.

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner. Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

