

**TERMS OF REFERENCE**  
**IC/00128007/169/2020**

**1. GENERAL INFORMATION**

<b>Programme</b>	"Global Opportunities for Long-term Development of Artisanal and Small-scale Gold Mining ASGM) Sector Plus - GEF GOLD+"
<b>Consultancy title</b>	International Gender and Finance Expert
<b>Type of Contract</b>	Individual Contract
<b>Location</b>	Home-based with travel to Suriname and Honduras (One (1) one-week mission of 5 work days for each of the project countries).
<b>Duration</b>	Twelve (12) Months
<b>Number of Weeks</b>	Ten (10) weeks

**2. PROJECT BACKGROUND AND JUSTIFICATION**

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.

Given the ambitious targets of GEF GOLD, in the GOLD+ was approved in the June 2020 work Programme for with CI as the lead of the global on communications and knowledge management component and eight country-level projects: Bolivia (UNIDO), Congo (UNEP), Ghana (UNDP/UNIDO), Honduras (UNDP), Madagascar (UNIDO), Nigeria (UNIDO), Suriname (UNDP), Uganda (UNEP),

With this background, and in order to support the efforts of the Governments of Honduras and Suriname 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 an International Senior Gender and Financial Expert.

The International Gender and Financial Expert is expected to support the design and preparation of two (2) UNDP/GEF projects and accompanying project documents for the GEF GOLD programme in Honduras and Suriname and support the preparation of additional supporting documents required for approval by the GEF.



### 3. GENERAL OBJECTIVE

The role of the International Gender and Financial Expert will be two-fold 1) Provide technical assistance to national consultants who support the construction of the baseline and the other phases of the project in aspects related to financial and gender issues and 2) develop mandatory project Annexes related to application of social and environmental safeguards and support adherence of project development to UNDP's SESP and specific requirements on these two subjects, as appropriate for the two (2) GEF/UNDP projects for Honduras and Suriname.

### 4. FUNCTIONS

International Gender and Financial Expert will provide technical assistance to national consultants who support the construction of the baseline and the other phases of the project in aspects related to financial issues. In addition, the consultant will ensure that GEF and UNDP gender considerations are fully mainstreamed into all relevant components of the project document as well as produce a participatory gender analysis and action plan for the project. He/she will also support the international team in charge of preparing both projects documents and the related documentation for project submission to the GEF.

### 5. EXPECTED PRODUCTS

- For each country (Honduras and Suriname):
  - Two (2) Gender Diagnostics, Gender Strategies, Gender Action Plans and Final Reports on Gender issues, including inputs and information to support the International Project Coordinator, including response to comments received by GEF Secretariat, and GEF Council and clearance of complete CEO Endorsement documentation.
  - Two (2) proposals for a financial incentive structure that contributes to formalizing / legalizing ASGM activities, financial components sections from the Project Document, report with the identification the main obstacles to the financial sector granted loans to artisan mining / as of the ASGM sector, reviews of the current supply chain and identification of mechanisms to increase the potential benefit against gold market intermediaries, analysis with identification of obstacles and barriers access to different financial instruments and documents with analysis of financial needs of the ASGM sector in the pilot regions, in accordance with the financial environment in each of the countries.
  - In coordination with the International Safeguards Specialist for ASGM, provide relevant inputs for the gender considerations of the Environmental and Social Risks Management Framework for the two (2) projects.
  - Two (2) mission reports covering the participation during the three (2) PPG consultation sessions /workshops and at least two (2) field visits to Honduras and Suriname).

### 6. COORDINATION AND SUPERVISION

The International Gender and Finance Expert will work in close coordination with the **International Project Coordinator**, the 2 **National Project Coordinators** and 2 **National ASGM experts**. He/she will be supervised and in continuous communication with the Honduras and Suriname UNDP Country Offices and the relevant UNDP MPU/Chemicals Regional Technical Advisor(s) to facilitate the preparation of the



country projects. He/she should carry out his/her tasks in accordance with the rules and procedures of UNDP.

## 7. CONTRACT DURATION

The contract will run for 12 months from the signing of the contract.

## 8. PLACE OF WORK

The consultant shall perform his/her functions remotely. The International Gender and Finance Expert will be required to visit the project countries as outlined in the products section. One (1) one-week mission of 5 workdays for each of the project countries, are required to be undertaken by the International Gender and Finance Expert during the PPG phase.

## 9. EXPERT/TRAINER PROFILE

The International Gender and Finance Expert shall have the following capabilities and experience:

- Master's degree or higher in a relevant field, such as Economics, Social Studies, Development and Specialized degree in Gender studies
- At least five (5) years of experience in the development, support and management of financial structures, financing mechanisms related to environmental projects.
- At least three (3) years of experience and knowledge of the development banking sector in Latin America and the Caribbean.
- At least three (3) years of experience in financing mechanisms and financing structures related to the artisanal mining and small-scale mining sector, or in projects that promote technological improvement as a strategy for environmental management.
- Thorough experience on analysis on investment for gender development.
- Desirable experience and / or familiarity with GEF projects, UNDP or other international organizations and their processes.
- Fluent in spoken and written English and Spanish.

## 10. PAYMENT

Payments will be made upon receipt and approval of products, as detailed in the following table.

Products	Time	Amount
<ul style="list-style-type: none"> <li>• Preparation of Gender Diagnostic, including gender analysis according to the guiding questions on the GEF Gender Analysis Guide, in order to understand the national and local context and how related to the division of work based on gender and the use of time, access and control, power and decision making and knowledge and capabilities. A review of national gender statistics should be used, surveys on the use of time, national action plans and qualitative data generated through political and academic investigations and participation assessments to substantiate the analysis</li> <li>• Preparation of a proposal for a financial incentive structure that contributes to formalizing / legalizing ASGM activities.</li> </ul>	4 weeks after contract signature	20%



Products	Time	Amount
<ul style="list-style-type: none"> <li>Draft of the Gender Strategy for the project, including gender considerations fully integrated into the project document, based on the diagnosis results and integrated into the baseline, theory of change, expected results and indicators; insertion of the gender components proposed on the PRODOC; proposal for gender indicators and verification means for the project's results framework.</li> <li>Develop the financial component within the Project Document in accompaniment of the international and national experts in ASGM and the coordinators of the project, whose objective is to support the conversion of production processes for the eradication of Hg into ASGM tasks.</li> <li>Identify the main obstacles to the financial sector granted loans to mining / as of the ASGM sector.</li> </ul>	20 weeks after contract signature	35%
<ul style="list-style-type: none"> <li>One 1-week missions (5 workdays each) to each of the project countries (2 in total) and participation in relevant Workshops organized by the National PPG teams.</li> <li>Final Gender Action Plan, with measures defined for the promotion of gender equity for workers and communities affected by the project, and update of the gender components proposed for the PRODOC, after the recommendations of the interested parties in the Validation Workshop. Up to 100 days after the contract to be signed.</li> <li>Review the current supply chain and identify mechanisms to increase the potential benefit against intermediaries.</li> <li>In coordination with the International Safeguards Specialist for ASGM, provide relevant inputs for the gender considerations of the Environmental and Social Risks Management Framework for the two (2) projects.</li> </ul>	30 weeks after contract signature	25%
<ul style="list-style-type: none"> <li>Document with Identification of obstacles and barriers access to different financial instruments and propose solutions or interventions that could be implemented as part of a financial strategy</li> <li>Document with an analysis of financial needs of the ASGM sector in the pilot regions</li> <li>Final Report on Gender issues, including inputs and information to support the <b>International Project Coordinator</b> on response to comments received by GEF Secretariat, and GEF Council and clearance of complete CEO Endorsement documentation.</li> </ul>	40 weeks after contract signature	20%

## 11. CRITERIA FOR SELECTING THE BEST OFFER

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

- Responsive/compliant/acceptable;
- Meet the mandatory criteria; and
- Lower Price.



Technical Criteria: mandatory criteria must be met;  
Financial Criteria weight [100%].

Only Individual Consultants who meet the mandatory criteria would be considered for the Financial Evaluation.

In the case of financial criteria with the same score, the following criteria will be analysed one at a time aiming a winner proposal:

- Experience on ASGM in developing countries;
- Experience with International Cooperation on ASGM

Technical Evaluation Criteria	Pass	Fail
Master's degree or higher in a relevant field, such as Economics, Social Studies, Development and Specialized degree in Gender studies		
At least five (5) years of experience in the development, support and management of financial structures, financing mechanisms related to environmental projects.		
At least three (3) years of experience and knowledge of the development banking sector in Latin America.		
At least three (3) years of experience in financing mechanisms and financing structures related to the artisanal mining and small-scale mining sector, or in projects that promote technological improvement as a strategy for environmental management.		
Thorough experience on analysis on investment for gender development.		
Desirable experience and / or familiarity with GEF projects, UNDP or other international organizations and their processes.		
Fluent in spoken and written English and Spanish.		

## 12. APPLICATION SUBMISSION PROCESS

**Submission must be online following the instruction given on the website no later than November 24<sup>th</sup>, 2020**

Please submit the following to demonstrate your interest and qualifications. Please note that all the documents below must be submitted as one PDF file.

- 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;
- Personal CV (**required**);
- Financial proposal (All-inclusive daily fee): Interested individuals are kindly requested to submit an all-inclusive daily consultancy fee;
- Travel: All travel costs (air tickets and per diems) will be handled directly by each UNDP Country office. Travel costs will be covered by the project.
- Travel will be performed only if allowed by UNDP and will be arranged on a case-by-case basis. The consultant will have to present the UNDSS BSAFE certification before travelling.



- The awarded consultant will be asked for evidence of their insurance and health certification (format to be provided by UNDP)

**General Conditions of Contract for the ICs:**

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

**UNDP Personal History form (P11) required of all applicants:**

[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

**Letter of Confirmation of Interest and Availability**

See annex A

**Annex A**

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

Richard Barathe  
United Nations Development Programme  
Honduras Country Office in Tegucigalpa

Dear Sir:

I hereby declare that:

- I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities for the position of International Senior Artisanal and Small-Scale Gold Mining (ASGM) Expert to implement the Global Opportunities for Long-Term Development of ASGM" (GEF GOLD) Programme, with missions to project participants in Peru, Colombia, Indonesia and Peru;
- I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- I hereby propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment;
- I hereby propose to complete the services based on the following payment rate:



☒ The consultant will quote his/her professional fees for services based on the deliverables identified below. An all-inclusive lump sum fee of [state amount in words and in numbers in US dollars] under this assignment, payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall

☐ Sign an Individual Contract with UNDP;

k) I hereby confirm that:

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount





- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- o) O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- O) Do you have any objections to our making enquiries of your present employer?  
YES ☐ NO ☐
- P) Are you now, or have you ever been a permanent civil servant in your government's employ?  
YES ☐ NO ☐ If answer is "yes", WHEN?
- Q) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- R) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?  
YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.





I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

**Annexes** *[please check all that applies:]*

☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience

☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template  
Brief Description of Approach to Work (if required by the TOR)

**ANNEX 2**

**BREAKDOWN OF COSTS<sup>1</sup>  
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.



Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

*\*Basis for payment tranches*

#### **B) Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>% of Total Price (Weight for payment)</b>	<b>Amount</b>
<ul style="list-style-type: none"> <li>Preparation of Gender Diagnostic, including gender analysis according to the guiding questions on the GEF Gender Analysis Guide, in order to understand the national and local context and how related to the division of work based on gender and the use of time, access and control, power and decision making and knowledge and capabilities. A review of national gender statistics should be used, surveys on the use of time, national action plans and qualitative data generated through political and academic investigations and participation assessments to substantiate the analysis.</li> <li>Preparation of a proposal for a financial incentive structure that contributes to formalizing / legalizing ASGM activities.</li> </ul>	20%	
<ul style="list-style-type: none"> <li>Draft of the Gender Strategy for the project, including gender considerations fully integrated into the project document, based on the diagnosis results and integrated into the baseline, theory of exchange, expected results and indicators; insertion of the gender components proposed on the PRODOC; proposal for gender indicators and verification means for the project's results framework.</li> <li>Develop the financial component within the Project Document in accompaniment of the international and national experts in ASGM and the coordinators of the project, whose objective is to support the conversion of production processes for the eradication of Hg into ASGM tasks.</li> <li>Identify the main obstacles to the financial sector granted loans to mining / as of the ASGM sector.</li> </ul>	35%	
<ul style="list-style-type: none"> <li>Two 1-week missions (5 workdays each) to each of the project countries (2 in total) and participation in relevant Workshops organized by the National PPG teams.</li> <li>Final Gender Action Plan, with measures defined for the promotion of gender equity for workers and communities affected by the project, and update of the gender components</li> </ul>	25%	



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<p>proposed for the PRODOC, after the recommendations of the interested parties in the Validation Workshop. Up to 100 days after the contract to be signed.</p> <ul style="list-style-type: none"> <li>Document with Review the current supply chain and identify mechanisms to increase the potential benefit against intermediaries.</li> </ul>		
<ul style="list-style-type: none"> <li>Document with Identification of obstacles and barriers access to different financial instruments and propose solutions or interventions that could be implemented as part of a financial strategy</li> <li>Document with an analysis of financial needs of the ASGM sector in the pilot regions</li> <li>Final Report on Gender issues, including inputs and information to support the <b>International Project Coordinator</b> on response to comments received by GEF Secretariat, and GEF Council and clearance of complete CEO Endorsement documentation.</li> </ul>	20%	
Total	100%	USD .....

*\*Basis for payment tranches*