

Terms of Reference



GENERAL INFORMATION

Title: Consultant for Developing the Concept of Village Responsible Mining and Mercury-Free for Artisanal and Small-scale Gold Mining (ASGM) Sites

Project Name: Global Opportunities for Long-term Development - Integrated Sound Management of Mercury in Indonesia's Artisanal (GOLD – ISMIA)

Reports to: National Project Manager for GOLD-ISMIA

Duty Station: Home Based

Expected Places of Travel (if applicable): Unforeseen travel may be required and will be subject to confirmation from the project

Duration of Assignment: 100 working days within 6 months (April - September 2021)

REQUIRED DOCUMENT FROM HIRING UNIT

X	TERMS OF REFERENCE
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	P11 or CV with three referees
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (the presence of the consultant will be upon request e.g. reporting/presentation of deliverable)

☐ intermittent (explain)

☐ full time/office based

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:

Name: Baiq Dewi Krisnayanti

Title: National Project Manager GOLD – ISMIA

Signature: 

I. BACKGROUND

UNDP and the GOI are in a five-year partnership to address the issues of mercury in Artisanal and Small-scale Gold Mining (ASGM) through the implementation of Global Opportunities for Long-term Development - Integrated Sound Management of Mercury in Indonesia's ASGM (GOLD-ISMIA) project. Both parties signed the project document on 5 September 2018 and received its 1st Authorized Spending Limit on Monday, 29 October 2018.

The ASGM sector is the largest global source of anthropogenic mercury releases into the environment (35%).¹ 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 it is a particular threat to the development of the child in utero and early in life². Phasing out mercury use from the ASGM sector is therefore of the utmost importance. Nevertheless, ASGM is a very important source of jobs and livelihoods, accounting for about 17-20% of the world's annual gold production³. A total of 15 million people directly participates in the ASGM activities⁴ and another 100 million depend their livelihoods on the sector.

The objective of the GOLD-ISMIA Project is to reduce/eliminate mercury releases from the Indonesian 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.

In particular, the project will support six ASGM communities in Indonesia to reduce mercury use by at least five metric tonnes/year starting in year three of the project, which over the lifespan of the project will result in a mercury release reduction of at least 15 tonnes.

GOLD-ISMIA's supports in lessons learned and knowledge generation on ASGM

In addition to mercury reduction and elimination from the ASGM sector, the Project has committed in supporting lessons learned and knowledge generation on the topic through dissemination of results of the project activities within and beyond the project intervention area. Under Component 4, the Project will also identify, analyse and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely.

Coincide with the Project's commitment above is the on-going initiative of the Ministry of Energy and Mineral Resources (MEMR) to share with the public a real example of village level responsibility and well-managed small-scale gold mining sites. This initiative is expected to help portray the implementation of small-scale mining management as mandated in the Law No. 3 Year 2020 regarding Amendment to Law No. 4 Year 2009 concerning Mineral and Coal Mining which include formalization process and monitoring, supervisory and assistance shall be provided by the Government.

Considering the similar target, the Project has recognised possibility to collaborate with the MEMR in developing a Concept of Village Responsible Mining and Mercury-Free ASGM Sites. The collaboration will involve the main activities, as follows:

¹ UNEP Global Mercury Assessment (2013)

² WHO Fact Sheet No. 361 (2013)

³ Estelle Levin Limited (2014)

⁴ UNEP (2013) The Negotiating Process: <http://www.unep.org/hazardoussubstances/Mercury/Negotiations/tabid/3320/Default.aspx>

1. development of the concept by a Consultant hired by the Project. This stage will include, but not limited to, drafting, presentation for review, collection of field data and finalization.
2. field visit to at least one GOLD-ISMIA project location by the Consultant and MEMR, during which the MEMR team will conduct socialization, monitoring, assessment and assistance to the ASGM communities.

For which the Project will hire an Individual Consultant for Developing the Concept of *Village Responsible Mining and Mercury-Free Artisanal and Small-scale Gold Mining (ASGM) Sites* to accommodate the development process.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Under the supervision of the GOLD-ISMIA Project Management Unit and in coordination with the MEMR, the Consultant shall carry out the following **scope of works**:

1. To conduct a preliminary study on the principles of small-scale mining management as per the existing regulations and standards;
2. To develop the Concept of Village Responsible Mining and Mercury-Free ASGM Sites in consultation with relevant stakeholders;
3. To present the draft concept to the Project Management Unit/PMU (i.e., UNDP, KLHK and BPPT) and the MEMR;
4. To undertake site visit(s) to at least one of GOLD-ISMIA project locations and collect relevant information/data; and,
5. to develop a report on the implementation of the concept.

The expected **outputs** are as follows:

1. the final document highlighting the Concept of Village Responsible Mining and Mercury-Free ASGM Sites;
2. the field report summarizing the findings from the site visit(s) to at least GOLD-ISMIA project; and,
3. the final report on the implementation of the Concept of Village Responsible Mining and Mercury-Free ASGM Sites.

The consultant is expected to present of each deliverable to the Project Management Unit (UNDP, KLHK, and BPPT), MoEMR and the presentation will be supervised and facilitated by UNDP GOLD-ISMIA project. The **detailed deliverables** are as follows:

1. **A preliminary study report on the principles of small-scale mining management as per the existing regulations and standards** (in Bahasa Indonesia)
2. **A draft document highlighting the proposed Concept of Village Responsible Mining and Mercury-Free ASGM Sites** (in Bahasa Indonesia)

The draft document shall be presented to UNDP, KLHK, BPPT and MoEMR for inputs and comments, during which relevant resource persons may be invited.

3. **Final document highlighting the Concept of Village Responsible Mining and Mercury-Free ASGM Sites approved by the MoEMR** (in Bahasa Indonesia)

The final document shall accommodate all the inputs and comments received by the Consultant from UNDP, KLHK, BPPT, MoEMR and other relevant resource persons.

4. **Field report summarizing the findings from the site visit(s) to at least GOLD-ISMIA project locations** (both in English and Bahasa Indonesia)

5. (a) **A final report** highlighting the implementation of the Village Concept of Responsible Mining and Mercury-Free ASGM Sites, including lessons learned and the Consultant's important findings and proposed recommendations (both in English and Bahasa Indonesia), and, (b) **A file storage** containing an editable version of all the reports and relevant documentations (i.e., presentation files, photos, stakeholder contacts and data collection).

	Expected Deliverables	Estimated number of working days	Completion due date	Review and approvals required
1	A preliminary study report on the principles of small-scale mining management as per the existing regulations and standards (in Bahasa Indonesia)	10 days	April 2021	GOLD-ISMIA National Project Manager
2	A draft document highlighting the proposed Concept of Village Responsible Mining and Mercury-Free ASGM Sites (in Bahasa Indonesia)	20 days	May 2021	GOLD-ISMIA National Project Manager
3	Final document highlighting the Concept of Village Responsible Mining and Mercury-Free ASGM Sites approved by the MEMR (in Bahasa Indonesia)	40 days	July 2021	GOLD-ISMIA National Project Manager
4	Field report summarizing the findings from the site visit(s) to at least GOLD-ISMIA project locations (both in English and Bahasa Indonesia)	20 days	August 2021	GOLD-ISMIA National Project Manager
5	(a) A final report highlighting the implementation of the Concept of Village Responsible Mining and Mercury-Free ASGM Sites, including lessons learned and the Consultant's important findings and proposed recommendations (both in English and Bahasa Indonesia) (b) A file storage containing an editable version of all the reports and relevant documentations (i.e., presentation files, photos, stakeholder contacts and data collection)	10 days	September 2021	GOLD-ISMIA National Project Manager
Total Cost			100 days	

III. WORKING ARRANGEMENTS

Institutional Arrangement

The Consultant shall report to the GOLD-ISMIA National Project Manager in seeking approval and acceptance of the above-mentioned outputs. During the contract, the Consultant will be in close

coordination with the MEMR, while at the same time she/he shall take into considerations all inputs and comments received from PMU and other relevant resource persons.

The consultant is expected to be in regular contact with the Working Group Coordinator 3 for any queries and assistance and update and report on his/her progress on monthly basis.

Duration of the Assignment

The duration of the assignment is 100 working days in 6 months period (April – September 2021).

Payment

The Consultant will be paid on lumpsum basis upon submission and acceptance of each deliverable with the agreed due dates.

Duty Station

This is home-based working arrangement.

Travel

Unforeseen travel may be required and will be subject to confirmation from the project.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master degree in Environment, Management, Rural Sociology, Communication and Community Development, or other related Social and Science studies.

Minimum experience requirement:

- Minimum 12 (twelve) years of relevant professional experience at national and/or international levels in developing concept documents of environmental sector,
- Has experience in rural studies, management and community development in ASGM sector,
- Has experience in the policy development processes associated with environment and sustainable development issues,
- Has working experience with national and local governments or development agencies on environmental sector.

Competencies and special skills requirement:

- Good knowledge in making policy interventions within the environmental issues.
- Understanding of the political issue of ASGM regulations in Indonesia.
- High confidence in communicating with government officials, particularly those from the Ministry of Energy and Mineral Resources and/or Ministry of Environment and Forestry, and sub-national levels.
- Being equipped with negotiation and troubleshooting skills required in engaging the national and sub-national stakeholders.
- Good knowledge in facilitating group discussions and consultations with various stakeholders such as associations, industries, government institutions.
- Professionalism, integrity and commitment to project demands.
- Excellent time management skills, with an ability to deliver high-quality output on time.
- Fluency in written and spoken English and Bahasa Indonesia are an absolute necessity.

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:

- 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

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Point</i>
<i><u>Technical</u></i>	<i>70%</i>	<i>100</i>
Criteria A: Qualification Requirements as per TOR:		70
1. Master degree in Environment, Management, Rural Sociology and Community Development, or other related Social and Science studies,		15
2. Minimum 12 (twelve) years of relevant professional experience at national and/or international levels in developing concept documents of environmental sector,		20
3. Has experience in rural studies, management and community development projects,		15
4. Has experience in the policy development processes associated with environment and sustainable development issues,		10
5. Has working experience with national and local governments or development agencies on environmental sector		10
Criteria B: Brief Description of Approach to Assignment:		30
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner.		10
2. Important aspects of the task addressed clearly and in sufficient detail.		10
3. Logical, realistic planning for efficient project implementation.		10
<i><u>Financial</u></i>	<i>30%</i>	