

## **DEVELOPMENT OF NATIONAL ACTION PLAN FOR ARTISANAL AND SMALL- SCALE GOLD MINING IN THE CO-OPERATIVE REPUBLIC OF GUYANA**

### **TERMS OF REFERENCE**

### **CONSULTANCY SERVICES TO FINALISE THE NATIONAL ACTION PLAN (NAP) DOCUMENT**

REF. NO: #BCRC\_10153\_2021\_002.1

#### **BACKGROUND**

The Minamata Convention on Mercury was adopted in October 2013 and entered into force on August 16, 2017. To date, there are one hundred and twenty-seven (127) countries as Parties to the Convention, including Guyana. One of the major highlights of the Convention includes the international regulation of the informal sector for artisanal and small-scale gold mining (ASGM). According to Article 7 of the Minamata Convention, a Party that has ASGM and processing within its territory shall take steps to reduce, and where feasible, eliminate, the use of mercury and mercury compounds in its processes as well as in its emissions and releases to the environment. Guyana has notified the Minamata Secretariat that “artisanal and small-scale gold mining and processing in its territory is more than insignificant”.

In 2016, the Government of Guyana completed the Minamata Initial Assessment in which highlighted that the ASGM sector as the sector that uses the largest quantity of mercury and several priorities were outlined for action to implement the Minamata Convention’s obligations for this sector. Following this, the first draft National Action Plan (now unofficially referred to as the national implementation plan), which proposed a ten-year phased reduction of the use of mercury in the ASGM, was proposed in December 2017 to support the sound management of mercury from all major sources in Guyana. Within the plan, the goal of a phased reduction in the use of mercury in artisanal, small and medium-scale gold mines to 75% of baseline consumption by 2027 was projected.

The project, “Development of a National Action Plan for ASGM in the Co-operative Republic of Guyana” (NAP Guyana) was developed to assist Guyana to determine a strategy for the reduction, and where feasible, elimination of the use of mercury and mercury compounds in, and the emissions and releases to the environment of mercury from ASGM activities in the country. This will include activities to raise national awareness on the Minamata Convention and build initial national capacity for the implementation of the National Action Plan for the ASGM sector and the Minamata Convention in alignment with the country’s proposed 10-year phased reduction plan.

The National Action Plan shall be developed in accordance with Annex C of the Minamata Convention of Mercury and Guyana shall submit its Plan to the Secretariat no later than August 2021.

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## COMPONENTS AND ACTIVITIES OF THE PROJECT

The overall project components and their related activities are:

### 1. *Global Technical Support for National Action Plan Development*

- 1.1 Training and guidance provided to relevant national stakeholders in Guyana to develop and implement a NAP as per Annex C of the Minamata Convention

### 2. *National Action Plan Development*

- 2.1 National Action Plan developed as per Annex C of the Minamata Convention

### 3. *Monitoring and Evaluation*

- 3.1 Status of project implementation and probity of use of funds accessed on a regular basis and communicated to the GEF;
- 3.2 Independent terminal review developed and made publicly available.

The project began in August 2019 followed by the National Inception Workshop and Training of national consultants held in November 2019. The national consultants are tasked with establishing a national overview of the ASGM sector and proposing relevant strategies for its management in order to assist the Government of Guyana to develop the NAP in compliance with the Minamata Convention. The consultants consist of:

- ASGM Inventory Consultant;
- Legal and Institutional Capacity Consultant;
- Socio-economic Consultant; and
- Public Health Consultant.

Preliminary stakeholder engagements and data collection commenced in January 2020; however, activities slowed during the months of March to August 2020 due to the onset of the pandemic and the political situation in Guyana. To date, the ASGM Inventory, Public Health and Socio-economic Consultants have developed their Literature Reviews and are currently in the process of conducting field research/ data collection. Their data analysis will be completed in March 2021 which will inform the development of their proposed strategies for the National Action Plan in April 2021. The Legal and Institutional Capacity Consultant withdrew from the project in January 2021 and arrangements are currently being made to procure a new consultant. Therefore, the legal and institutional capacity strategies are expected in May 2021.

In this regard, the Basel Convention Regional Centre-Caribbean (BCRC- Caribbean) in collaboration with the Ministry of Natural Resources (MNR), is seeking to recruit a suitably qualified Consultant to compile and finalise the National Action Plan (NAP) Document.

## DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

Under the guidance of the BCRC-Caribbean and the National Supervisor in the MNR, the NAP Consultant will work in close coordination with all project stakeholders, the national working group and the international and national consultants to finalise the National Action Plan Document. The Consultant is also expected to follow the guidance provided by the Minamata Convention, United Nations Environment Programme (UNEP) and International Consultants, as well as, feedback provided from the National Working Group.

The report will be finalised using the data, information and reports developed by each of the National Consultants including the:

- Literature Reviews, which highlights the current information available on the ASGM sector;

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- Assessment Reports, which provides the analysis of the data collected from the various field visits to create the national overview of the ASGM sector; and
- Proposed Strategies, for the elimination of worst practices and the promotion of the reduction of emissions and releases of mercury in the ASGM sector.

The suggested Table of Contents for the NAP Document includes:

#### 1. Executive Summary

- Summary of the NAP
- Provides an overview for decision makers

#### 2. Introduction and Background

- Rationale and context
- Overview of the preparation process (1 page maximum)

#### 3. National Overview

- Summary of the detailed national baseline analysis (maximum 5 pages)
  - i. Legal, including a review of legal and regulatory status of ASGM.
  - ii. Geographic considerations and pertinent statistics
  - iii. Demographic and other information about mining communities, including educational status, access to health care and other social services
  - iv. Economics, such as earnings per capita, mercury supply, gold trade and export
  - v. Mining data, including information on ore bodies, processes used, the number of people directly/indirectly involved in ASGM (including gender and age considerations).
  - vi. Baseline estimates of the amount of mercury used in ASGM, and of ASGM practices (Annex C, para 1(d))
  - vii. Environmental information, detailing known information such as environmental destruction, contaminated sites, mercury releases in soil, air and water.
  - viii. Information on available evidence of health impacts and mercury exposure through various media.
  - ix. Leadership and organization of ASGM at national and local levels.
  - x. Innovative experiences in addressing ASGM.

#### 4. National Objectives and Reduction Targets (Annex C, para 1(a))

- List of the problem statement, goal, national objectives and reduction targets (maximum 1 page)

#### 5. Implementation Strategy (10-20 pages)

- Workplan of activities in support of the NAP on ASGM objectives
  - i. Actions to Eliminate Worst Practices (Annex C, para 1(b))
  - ii. Steps to Facilitate Formalization or Regulations (Annex C, para 1(c))
  - iii. Strategies for reducing emissions, releases, and risks of exposure (Annex C, para 1(e))
  - iv. Managing trade of mercury and mercury compounds (Annex C, para 1(f))
  - v. Additional strategies including market-based mechanisms (optional) (Annex C, para 2)
- Outreach plan

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- i. Strategy for involving stakeholders in the implementation and continuing development of the NAP (Annex C, para 1(g))
    - ii. Strategy for providing information to artisanal and small-scale miners and affected communities (Annex C, para 1(j))
  - Public health strategy (Annex C, para 1(h))
    - i. Preventing exposure of vulnerable populations (Annex C, para 1(i))
  - Timeline
    - i. Schedule for implementation of the NAP (Annex C, para 1(k))
  - Overall budget
6. Evaluation Mechanism
- Brief description of how the national plan's strategy will be evaluated and tracked (maximum 1-2 pages)
7. Annexes
- Terms of reference of the working group (including names and contact addresses of members)
  - Detailed national baseline analysis (20 pages maximum)
  - Overall, detailed budget

**NOTE:** Cognizant of the ongoing Covid-19 pandemic, the Consultant will be expected to follow all necessary protocols to ensure their own health and safety throughout the period of engagement.

## **OUTPUTS AND DELIVERABLES**

The Consultant under the guidance of, and reporting directly to the BCRC-Caribbean and the MNR, is expected to:

1. Develop a work plan for tasks with clear indicators of the work required to complete the NAP Document;
2. Perform reviews of the deliverables submitted by the National Consultants to highlight any gaps in the information provided or any clarifications needed for inclusion into the NAP Document;
3. Attend National Working Group Meetings established under the project and engage key stakeholders to review and validate the information put forward;
4. Draft the relevant chapters listed in the suggested Table of Contents provided above using the findings provided by the National Consultants and input from key stakeholders;
5. Following reviews of the draft chapters by BCRC-Caribbean, MNR, International Consultants and National Working Group, revise and finalise the NAP Document for submission to the Government of the Co-Operative Republic of Guyana;
6. Participate in regularly scheduled meetings/calls with the BCRC-Caribbean, MNR, Inventory Expert(s) and National Working Group as deemed necessary;

The tentative consultancy schedule and anticipated activities are as follows:

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Key Consultancy Participation Activities and Outputs	Tentative 2021 Timeline ( <i>subject to revision</i> )
Expected start date	1 March
Planning of tasks and revision of Workplan (originally submitted in Technical Proposal) if needed	1-5 March
Introductory meeting to project team inclusive of national and international consultants	1-5 March
Development of Introduction and Background Chapter of NAP (Chapter 2)	8-12 March
Participation at National Working Group Meeting	11 March
Review of National Consultants Assessment Reports	12-19 March
Development of National Baseline Analysis (Annex 2) and National Overview Chapter (Chapter 3) of NAP	12 March-12 April
Review of Legal and Institutional Capacity Analysis Report	5-9 April
Participation at National Working Group Meeting	14 April
Review of National Consultants' Draft NAP Strategies ( <i>not including the legal and institutional capacity strategies</i> )	14-21 April
Review of Legal and Institutional Capacity Draft NAP Strategies	3-11 May
Development of National Objectives and Reduction Targets, Implementation Strategy and Evaluation Mechanism (Chapters 4, 5 and 6)	14 April – 17 May
Development of Final NAP Document based on stakeholder consultations and feedback received	17 May-30 June

## QUALIFICATIONS, EXPERIENCE AND SKILLS

### Functional competencies:

- Strong interpersonal , communication and diplomatic skills
- Ability to work in a team and independently;
- Capacity building skills;
- Excellent writing and reporting skills;
- Good presentation skills; and
- Ability to work under pressure and meet tight deadlines.

### Education and Experience:

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- B.Sc. (or equivalent) in natural sciences, environmental sciences, social sciences or management, chemical and/or process engineering, or related fields;
- Professional experience preferably in areas relevant to ASGM or waste and chemicals management;
- At least three (3) years' experience in the national gold mining sector;
- Experience in engaging key stakeholders and building rapport;
- Good knowledge of the local context and infrastructure as it relates to ASGM and related mercury use;
- Experience working with remote rural communities, civil society organisations and labour associations (ideally miners' associations);
- Past consulting experience in related topic will be an added advantage;
- Knowledge of national, regional and international legislations including on multilateral environmental agreements will also be an added advantage; and
- Proficiency in the use of Microsoft Office.

## PAYMENT

Payment shall be made in instalments based on key deliverables identified within the Contract for the consultancy and agreed on between the BCRC-C, National Supervisor and NAP Writing Consultant.

## DURATION OF THE CONSULTANCY

The duration of the consultancy is four (4) months. The successful candidate may be expected to start work as of 25 March 2021.

## NATIONAL APPLICATIONS

Applications are only open to **Guyana-based consultants** who meet the qualifications of this consultancy service.

## DOCUMENTS TO INCLUDE IN THE APPLICATION:

1. Cover Letter and Curriculum Vitae (CV) inclusive of the contact information for at least three (3) references for previous relevant project/work experience;
2. Work Implementation Plan describing the methodology to be employed to achieve the deliverables and complete the assignment. This should include personnel, and non-financial resources to be assigned;
3. Writing sample to demonstrate ability to write professionally, clearly, and succinctly (an excerpt of 1,500 word); and
4. Financial Proposal, which is to be separated into the Consultant's fees and expenses in United States (US) Dollars, matched up against key milestones and deliverables.

## QUERIES

Interested bidders may submit all queries via email to:

<p><b>Ms. Laura Teixeira</b>  <b>Project Execution Officer</b>  <b>BCRC-Caribbean</b>  <b>Email:</b>  <a href="mailto:laura.teixeira@bcrc-caribbean.org">laura.teixeira@bcrc-caribbean.org</a>  <b>Phone: (868) 628-3829 / 9372</b></p>	<p><b>Ms. Mariscia Charles</b>  <b>Policy Analyst,</b>  <b>Ministry of Natural Resources</b>  <b>Email:</b>  <a href="mailto:mcharles@nre.gov.gy">mcharles@nre.gov.gy</a>  <b>Phone: (592) 231-2519 ext. 252</b></p>
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## BID SUBMISSION

Interested bidders are invited to apply by submitting a detailed proposal **via email** to:

**Ms. Jewel Batchasingh**

Director (Ag.)

Basel Convention Regional Centre for Training and  
Technology Transfer for the Caribbean

#8 Alexandra Street, St. Clair,

Port-of-Spain,

Trinidad and Tobago.

Email: [jewel.batchasingh@bcrc-caribbean.org](mailto:jewel.batchasingh@bcrc-caribbean.org)

Applications must be submitted **on or before 11:59 pm (GMT -4) on 28 February 2021.**

### NOTES:

- *The working language of the BCRC-Caribbean is English.*
- *When submitting bids, bidders must ensure that all documents are labelled clearly.*
- *Bid documents shall remain the property of the BCRC-Caribbean.*
- *The BCRC-Caribbean reserves the right to reject any application if any information provided is found to be a misrepresentation, exaggeration or complete falsification and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder.*
- *The successful bidder will be notified in writing of the award of contract and provided with an authorization to proceed. The successful bidder shall be required to enter into an appropriate Contract on the basis of the tender documents and incorporating any other appropriate provisions within that period of time.*

**USEFUL LINK:** [Guidance Document](#)

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