

Request for Proposals

Date: March 19, 2019

Dear Sir or Madam,

Conservation International Foundation (hereinafter referred to as “Conservation International”), is issuing a Request for Proposals (RFP) aimed at artisanal and small and medium-scale gold mining focused consultants. The attached RFP contains all the necessary information for interested Offerors.

Consultants should indicate their interest in submitting a proposal for the anticipated agreement by sending an email indicating their intention by 5:00 PM EST on Monday, March 25, 2019. All final proposals should be submitted by 5:00 PM EST on Tuesday, April 9, 2019 in order to be considered. Please refer all communications to Paula Diaz at pdiaz@conservation.org, including questions from Interested Offerors.

All offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work and in accordance with CI’s Code of Ethics.

This RFP does not obligate CI to execute a contract nor does it commit CI to pay any costs incurred in the preparation and submission of the proposals. Furthermore, CI reserves the right to reject any and all offers, if such action is considered to be in the best interest of CI.

ETHICS STANDARDS

Conservation International's reputation derives from our commitment to our core values: Integrity, Respect, Courage, Optimism, and Passion and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to.

Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

Integrity:

- Act in good faith, responsibly, with due care, competence and diligence and maintain the highest professional standards at all times.
- Comply with all contractual terms as well as all applicable laws, rules and regulations, domestic and international, in every country where Services are carried out.
- Provide true representation of all Services performed.
- Never engage in any of the following acts: falsification of business document or receipts, theft, embezzlement, diversion of funds, bribery, or fraud.

Transparency:

- Avoid conflicts of interest and not allow independent judgment to be compromised.
- Not accept gifts or favors from sub-contractors, suppliers or other 3rd parties that would negatively impact the provision of Services to CI.

Accountability:

- Disclose to CI, at the earliest opportunity, any information you have or become aware of, that may result in a real or perceived conflict of interest or impropriety.
- Implement activities, provide Services, and manage staff and operations in a professionally sound manner, with knowledge and wisdom with the goal of a successful outcome per the terms of this Agreement.

Confidentiality:

- Not disclose confidential or sensitive information obtained during the course of your work with CI.
- Protect confidential relationships between CI and other 3rd parties.

Mutual Respect and Collaboration:

- Engage with indigenous peoples and local communities in which CI works in a positive and constructive manner that respects the culture, laws, and practices of those communities, with due regard for the right of free, prior and informed consent.

To: Artisanal and small and medium-scale gold mining focused consultants
From: Conservation International
Date: March 19, 2019
Subject: Value chain, standards and branding assessment to inform the establishment of local and international markets for mercury-free gold in Guyana

I. Consultancy Objective

Conservation International (CI) is hiring a consultant to support CI's project team in Guyana in the implementation of a few outputs from the project "***A GEF GOLD/Supply Chain Approach to Eliminating Mercury in Guyana's ASGM Sector: El Dorado Gold Jewelry – Made in Guyana.***" The consultant will, in particular, support the GEF GOLD project's outputs focused on setting the basis for establishing branded mercury-free gold from Guyana into national and international markets.

II. GEF GOLD Project Background

A GEF GOLD/Supply Chain Approach to Eliminating Mercury in Guyana's Artisanal, Small- and Medium-scale Gold Mining (ASGM) Sector: El Dorado Gold Jewelry – Made in Guyana is a 4-year project that seeks to assist Guyana with converting to mercury-free mining by 2025. The project will accomplish this goal by directly involving business enterprises with a profit motive in leading the shift in the development of a mercury-free ASGM supply chain and downstream "El Dorado Gold" brand jewelry.

The expected outcomes by the end of the GEF GOLD project are incorporating mercury-free technology in the ASGM sector, establishing a financial mechanism for capital investments for mercury-free technologies, and developing and institutionalizing a chain of custody process, verification mechanism for gold, and an El Dorado Gold brand. In addition to this, the project aims to assist with the creation of a national policy on responsible gold production and requisite laws/regulations refined/drafted to support a responsible gold commodity chain and to continue the progress made on mercury-free gold mining for the country.

Guyana's ASGM sector has been in existence for more than one hundred years. Unlike most other countries, the ASGM sector has legal status in Guyana and accounts for 70 percent of the country's gold production. Gold plays a central role in Guyana's economy, accounting for 15 percent of GDP, 78 percent of the value of mineral production, and 24 percent of exports.¹ Gold mining has traditionally been dominated by men; however, women do participate, and their role is evolving. Gold in Guyana is produced primarily by hydraulic dredging and sluices, and mercury is used in the final stage of the gold extraction process (amalgamation). Mining is the biggest driver of deforestation, presenting a real challenge to Guyana's status as a high forest cover/low deforestation rate country and its global climate commitment. Other environmental impacts are land degradation and mercury contamination.

¹ Ministry of Natural Resources and the Environment. (2015). *The Impact of Investment in the Extractive Sector in Guyana*. UNDP Guyana Country Office.

The main barriers for shifting to mercury-free mining have been identified as lack of knowledge on the harmful effects of mercury, the demonstration of and financing for mercury-free technologies, and market incentives for producing mercury-free gold.

Addressing the effects of mercury pollution is a national priority.² The main industry body representing miners, the Guyana Gold and Diamond Miners Association (GGDMA), is also fully committed and has been working in collaboration with the Guyana Geology and Mines Commission (GGMC) to test suitable technologies. This project will help demonstrate innovative approaches and tools and strengthen partnerships with public and private sector actors for guiding the switch to mercury-free mining and adopting environmentally-friendly approaches to mining. This project will assist the Government of Guyana (GoG) to meet its commitment under the National Action Plan (NAP) for the Minamata Convention, which pledges to achieve 100 percent mercury-free mining by 2025, through direct creation of market incentives for private sector enterprises.

III. Characteristics of the Consultancy

- a. **Type:** Consulting firm or well-qualified individuals (i.e. subject member experts)
- b. **Procurement Method:** Selection will be based on the methodology, substance, process and cost of the proposals submitted and subsequent clarifying discussions. It will also take into consideration the strength of the consultant's qualifications and experience.
- c. **Duration:** Beginning in May 2019 and ending on the last day of September 2019
- d. **Place of Work:** Consultant can be located outside Guyana but will have to be able and willing to make at least three trips to the country during the timeframe of the consultancy for conducting site visits, interviews and meetings with focus groups.
- e. **Language:** English
- f. **Key Professional Qualifications of Consultant:**
 - 1- Expertise and experience in artisanal small and medium-scale gold mining national and international value chains
 - 2- Expertise and experience in traceability and verification methods for responsible artisanal gold mining
 - 3- Expertise and experience with branding and marketing of responsible gold mining to national and international markets
 - 4- Expertise and strong understanding for local Guyanese culture or be able and willing to work very closely with someone local to gain that perspective
 - 5- Fluency in English is essential
 - 6- Experience in the Guyana context a plus
 - 7- Excellent writing, communication, time management and technical skills

IV. Scope of Services

The consultancy has four main objectives:

² Ministry of Natural Resources. (2017). *Draft Guyana National Action Plan Elimination of Mercury Use*.

a. Conduct assessment and analysis of Guyana’s artisanal small and medium-scale gold mining value chain as well as the international value chain:

The consultant will assess the artisanal, small and medium scale gold mining value chain in Guyana, as well as internationally. This will entail looking into every stage of gold’s life cycle including mineral exploration and extraction, ancillary services (mining equipment and supplies), dealing and trading, jewelers and distributors. The value chain analyses will be conducted through site visits, key informant interviews and focus group discussions. The assessment will include operating context, mapping and visualization of the value chain, market and business analysis (internal and external), revenue collection (taxation), financial flows, income generation and employment (disaggregated by gender and including indigenous peoples), conflict and social impacts, and land use and environmental aspects. The assignment also includes writing a background paper/ report of the study, with recommendations for linking value chains to the responsible gold produced under this project (El Dorado Gold), and for strengthening, upgrading and connecting value chains with export or final markets; maximizing the fiscal revenue potential; improving environmental sustainability and quality of products; improving job opportunities and income potential especially for women and indigenous peoples; and reducing the conflict potential.

b. Conduct feasibility assessment for the application of selected social and environmental standards in Guyana:

The consultant will assess the feasibility to apply the social and environmental standards selected by CI and the GEF GOLD Global component. The consultant will evaluate how the current practices meet or not the selected standards, and will provide recommendations for what would be needed to meet them. The consultant will also provide recommendations with respect to the agency or body that should be tasked with overseeing the implementation of the standards. The assignment includes the presentation of findings, analysis and recommendations in a background paper / report.

c. Evaluate and recommend most appropriate methods for traceability and verification in Guyana’s artisanal small and medium-scale gold mining value chain that would be acceptable for international downstream customers:

The consultant will assess successful examples of chain of custody and verification methods in different contexts around the world, evaluate their pros and cons and provide recommendations for the most appropriate method for the context of this project in Guyana. The consultant will work closely with CI and the GEF GOLD Global Component, as both will be leading the identification of social and environmental standards for responsible production of Guyana’s El Dorado Gold. The assignment also includes writing a background paper/ report of the study, with the analysis and recommendations on potential chain of custody and verification mechanisms for ‘El Dorado Gold,’ that are practical for the Guyana’s context as well as accepted by the national and international markets and downstream buyers.

d. Evaluate and recommend process for establishing and marketing El Dorado Gold brand nationally and internationally:

The process for pursuing local registration of the El Dorado Gold brand has already been started. The consultant will support this process in close coordination with CI and the GEF GOLD Global component by conducting an analysis of historical and cultural attributes of ‘responsible gold’ in Guyana, which will be used as basis for trademarking El Dorado Gold brand. The consultant also will evaluate and recommend an appropriate process for marketing El Dorado Gold brand nationally and internationally. This assignment includes writing a background paper/ report of the study, with the analysis and recommendations.

CI and the GEF GOLD Global component will be leading the identification of social and environmental standards for responsible production of Guyana's El Dorado Gold, as well as the discussions with potential downstream buyers. Therefore, the consultant will be expected to achieve the outputs and develop the deliverables in close coordination and communication with CI's project team and the GEF GOLD Global component.

V. Consultancy Deliverables

Outputs

- Output 1: Assessment of artisanal small and medium-scale gold mining value chain in Guyana and internationally
- Output 2: Recommendation for a chain of custody process and verification mechanism for 'El Dorado Gold'
- Output 3: Recommendations for the implementation of selected social and environmental standards in Guyana
- Output 4: Recommendation for 'El Dorado Gold' brand marketing plan and enabling conditions

Suggested High Level Activities

- 1- Kick off meeting with CI to define objectives, roles, responsibilities and timeline
- 2- Desktop research
- 3- Site visits (at least three site visits)
- 4- Interviews with project team, representatives from six different partner agencies and at least two additional government agencies
- 5- Focus groups discussions (approximately 9)
- 6- Participation in meetings and discussions with CI for aligning with social and environmental standards proposed for the project and engagements with national and international downstream actors
- 7- Feasibility and SOWT analysis for potential chain of custody and verification mechanisms
- 8- Analysis of historical and cultural attributes of 'responsible gold' in Guyana and use of 'El Dorado Gold' to provide the basis of trademarking the brand.
- 9- SWOT analysis of marketing "El Dorado Gold" locally and internationally
- 10- Development of presentation and reports (drafts and final) with findings and recommendations

Deliverables

- 1- Scope of work detailing methodology, timeline, deliverables
- 2- Report with results from desktop research and first field visit
- 3- Draft report with findings and recommendations mid-way of the consultancy
- 4- Presentation of findings and recommendations towards the end of the consultancy to CI's project team, Project Steering Committee and local stakeholders
- 5- Final report and PowerPoint file of presentation with feedback from stakeholders incorporated

Timeline

The consultant would be expected to complete all activities and deliverables by September 30th, 2019.

VI. Proposal Submission

- a. Cover letter: Applicants should include a cover letter for their proposal listing all documents submitted. The cover letter should provide a complete mailing address, street address (if different), electronic mail address(es), and telephone numbers. It should clearly list the name/ organization submitting the proposal and the name(s) of all parties whom CI should contact for clarifications and negotiations.
- b. Curricula Vitae of Key Personnel: Applicants must identify, by name, individuals who will work on this project. Sub-contractors during the contract period will not be permitted unless explicitly agreed upon.
- c. Timeline, Deliverables and Budgets: A work plan with key deliverables and milestones that meet the timeline identified below. The work plan should include deliverables and expected time commitments to meet them. If appropriate, explain how and when technical activities will take place, and who will be responsible for leading them.
- d. Detailed Budget.

VII. Selection Criteria

Selection will be based on the methodology, substance, process and cost of the proposals submitted and subsequent clarifying discussions. This selection model is structured to evaluate the degree to which a proposal demonstrates understanding of the objectives and its tasks and addresses the deliverables outlined in this Terms of Reference (i.e. by answering the question “what is the Consultant’s unique vision for delivering on the objectives?”). Finally, it will take into consideration the strength of the consultant’s professional qualifications and experience.

- a. Description of methodology (substance) and suggested activities (process) that set the consultant team apart
- b. Proof of experience with projects of similar scope. Experience in Guyana a plus
- c. Professional qualifications
- d. Price difference from competitors

Please direct all correspondence pertaining to this proposal to Paula Diaz at pdiaz@conservation.org.