

Request for Proposals

Date: March 23, 2020

Dear Sir or Madam,

Conservation International Foundation (Guyana) Inc. (hereinafter referred to as “Conservation International Guyana”), 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 may 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, April 13, 2020.

All final proposals should be submitted by 5:00 PM EST on Monday, April 13, 2020. in order to be considered. Please refer all communications to applicationcig@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 Conservation International (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/medium-scale gold mining and commercial financing focused consultants
From: Conservation International Foundation (Guyana) Inc.
Date: March 23, 2020
Subject: Design of mechanism(s) for financing capital investments of mercury-free technologies for the artisanal and small/medium-scale gold mining sector in Guyana

I. Consultancy Objective

Conservation International Foundation (Guyana) Inc. (CI-Guyana) is hiring a consultancy to support designing financing mechanism(s) for capital investments towards mercury-free technologies in Guyana's artisanal, small and medium scale gold mining sector (ASGM), as part of the implementation of the project ***"A GEF GOLD/Supply Chain Approach to Eliminating Mercury in Guyana's ASGM Sector: El Dorado Gold Jewelry – Made in Guyana."***

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.

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.

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

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, in particular experience and/or understanding of the local Guyanese context
- c. **Duration:** Beginning on May 1, 2020 and ending by the last day of September 2020.
- d. **Place of Work:** Consultant can be located outside Guyana but will be required to make at least two trips to the country during the timeframe of the consultancy.
- e. **Language:** English
- f. **Key Professional Qualifications of Consultant/Consultant Team:**
 - 1- Expertise and experience in artisanal small and medium-scale gold mining and/or expertise on sustainable and long-term financing mechanisms to capitalize improved ASGM practices
 - 2- Experience with stakeholder engagement and conducting and facilitating roundtables and other kinds of stakeholder engagements
 - 3- Experience and strong understanding of local Guyanese culture
 - 4- Experience working in the Guyana Financial Sector a plus
 - 5- Fluency in English is essential
 - 6- Excellent writing, communication, time management and technical skills

IV. Scope of Services

The consultant(s) will be expected to achieve the outputs and develop the deliverables in close coordination and communication with CI-Guyana's project team. The consultancy will focus on the following main activities:

1. **Initial scoping study:** Conduct a literature review of relevant reference documents including examples of existing financing mechanisms to capitalize improved ASGM practices, an analysis of the legal and institutional frameworks that could support the adoption of such financial mechanisms for Guyana's ASGM sector, and targeted informant interviews and focus groups discussions with key stakeholders as needed. The consultant will conduct research and assessments of successful international and regional examples of financial mechanisms that incentivize improved ASGM practices and their lessons learned. Additionally, the consultant will develop an assessment of

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

relevant legal and institutional frameworks that could support the adoption of potential financial mechanisms for Guyana's ASGM sector. The consultant will also conduct targeted informant interviews with key stakeholders, as well as review an assessment of the value chain that the CI project team will provide as reference. The consultant will use all the research, assessments and information collected to develop initial recommendations on potential financing mechanisms for the ASGM sector in Guyana, as well as potential policy gaps for adopting such mechanisms.

2. **Stakeholder roundtables**: **Convene multi-stakeholder roundtables to discuss and ground-truth options for financing capital investments for ASGM mercury-free technologies in Guyana.** The consultant will design and facilitate roundtable discussions with local miners and mining associations, financial institutions, and Guyanese government institutions. These discussions will aim to generate ideas, cooperation and consensus on viable sustainable finance solutions for ASGM mercury-free technologies in Guyana's context. To be effective, the roundtables must be designed to be well suited to the Guyanese context generally and specifically to the context of the target groups. The consultant must consider the best approaches to generate dialogue including appropriate moderation, required invitees, and the questions to be posed. The consultant will deliver a plan for conducting the roundtables, a report with the summary and highlights from the discussions, as well as conclusions with respect to most appropriate financial mechanism(s) informed by the roundtables.
3. **Financial mechanism(s) design**: **Design financial mechanism(s) based on research and input received.** The consultant will use the information collected from the literature review, policy analysis, roundtables and potential additional targeted interviews to develop a detailed design for the appropriate financial mechanism(s) to ensure sustainable capital access to miners for mercury-free technologies in Guyana.

V. Suggested High Level Activities

Suggested activities are provided below, however, the consultant may modify these activities or make additional suggestions.

- 1- Kick off meeting with CI to define approach, methods, roles, responsibilities and timeline for execution of the consultancy.
- 2- Desktop research and possibly key informant interviews to develop an assessment of the current state of play for financing mechanisms and potential opportunities for Guyana's ASGM sector and identification of policy opportunities and/or gaps to adopt such mechanisms. The consultant, with support from the CI project team, will lead the organization of such interviews.
- 3- Design and conduct roundtables discussions (at least three), to take place in Guyana, and which activities should include but not be limited to:
 - a. Recruiting a qualified facilitator
 - b. Thoughtfully and strategically shaping the agenda for each roundtable.
 - c. Designing the roundtable process to ensure highest participation, inclusivity and concrete ideas.
 - d. Prepare and set up logistics for each roundtable, including identification of the venue, determination of invitees, etc., in consultation with CI-Guyana.
 - e. Conducting the roundtable discussions to ensure clear, relevant and representative results and hold follow-up discussions with stakeholders as needed.
- 4- Development of presentation and reports (drafts and final) with findings and recommendations

VI. Deliverables

- 1- Inception report detailing the methodology, approach, timeline and deliverables for the execution of the consultancy.
- 2- Report summarizing the results of the initial scoping exercise, including examples of relevant financial mechanisms, a legal and institutional framework assessment, and initial recommendations on potential financing mechanisms for the ASGM sector in Guyana, as well as potential policy gaps for adopting such mechanisms.
- 3- Agenda and plans for the conduct of the roundtables.
- 4- Report with results from the roundtables, including summary and highlights from the discussions, as well as conclusions with respect to most appropriate financial mechanism(s).
- 5- Document detailing the design of the preferred financial mechanism(s).
- 6- Presentation of financial mechanism(s) designed and recommendations to CI-Guyana, Project Steering Committee and local stakeholders.
- 7- Final report and PowerPoint file of presentation incorporating feedback from stakeholders.

VII. Timeline

The consultant would be expected to complete all activities and deliverables by September 30, 2020.

VIII. 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 individual(s) or firm(s) submitting the proposal and the name(s) of all parties whom CI-Guyana should contact for clarifications and negotiations.
- b. Curricula Vitae of Key Personnel: Applicants must identify, by name, key individuals who will work on this project. The addition of sub-contractors during the contract period will not be permitted unless explicitly agreed upon.
- c. Timeline, Deliverables and Budgets: A workplan with key deliverables and milestones that meet the timeline identified below. The workplan should include deliverables and expected time commitments to meet each of them. If appropriate, explain how and when technical activities will take place, and who will be responsible for leading them.
- d. Detailed Budget.

IX. 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.
- c. Demonstrated professional experience in Guyana and knowledge of the Guyanese context
- d. Professional qualifications
- e. Price difference from competitors

Please direct all correspondence pertaining to this request for proposal to:
applicationcig@conservation.org or the physical address below:

Conservation International Guyana
Attn: Operations Director
98 Laluni Street
Queenstown
Georgetown. GUYANA.