



TERMS OF REFERENCE

Position	FIELD COORDINATOR AND COMMUNITY RELATIONS SPECIALIST
Project title:	GEF GOLD Philippines: "Contribution toward the elimination of mercury in the artisanal and small-scale gold mining (ASGM) sector: from miners to refiners"
Work hours	<i>Full-time; approx. 40 hours/week</i>
Start Date	November 2022
Contract duration	Subject to yearly renewal every December
Duty station	Manila, Philippines
Salary	Will be determined by experience and qualifications and paid in local currency
Application Deadline	<i>Open until filled</i>

BACKGROUND

Based in Victoria, Canada, the Artisanal Gold Council (AGC) is a not-for-profit organization dedicated to improving the working conditions, opportunities, environment, and health of the millions of people involved in Artisanal and Small-Scale Gold Mining (ASGM) in the developing world. The AGC helps to improve the global gold sector by promoting better practices in ASGM through technology transfer, policy development, and awareness-raising (for more information about the AGC and its projects, please visit www.artisanalgold.org).

The AGC serves as the Executing Agency for the GEF-supported programme in Mongolia and the Philippines entitled "Global Opportunities for the Long-term Development of the ASGM sector (GEF GOLD)" or planetGOLD—designed to address the key issues linked to continued mercury use and provide sustainable development opportunities for the communities involved. The objective of the project is to contribute towards the elimination of mercury in the ASGM sector by applying a supply chain approach from the miners to refiners. The project has four components. UN Environment is implementing components 1, 2, and 4 on (i) formalization, (ii) finance and market access, and (iv) knowledge management, respectively, while UNIDO is responsible for component 3 on technology transfer.

In partnership with the Philippines' Department of Environment and Natural Resources (DENR), the project is expected to demonstrate: 1) government incentives to formalize the ASGM sector in the Philippines are increasingly adopted by miners, 2) national governments guiding the creation of ASGM fund to allow miners to invest in mercury-free technologies and access responsible gold markets; miners able to sell their gold directly into a transparent supply chain, 3) reduced mercury releases by the ASGM sector, and 4) ASGM communities and the government agreeing on an approach to reach all ASGM communities in each country.

As the agency mandated to administer the nation's mineral lands and mineral resources, the DENR Mines and Geosciences Bureau (MGB) was tasked to be the focal agency of the Philippine Government in the execution of the project. In the sector of small-scale mining, its role is to develop the sector and serve as the primary office under the DENR that initiates the development of related policies in general. Its regional directors are also the chairperson of the Provincial/City Mining Regulatory Boards.

Specific to the project, the MGB partakes in the coordination of the project activities, particularly those relating to the functions of other government institutions. It also chairs the Philippines' Project Management Committee for the planetGOLD Project, whose functions include, among others, providing guidance and support to the Project Management Unit toward the attainment of the project objectives.

RESPONSIBILITIES

The **Field Coordinator and Community Relations Specialist** will be the ambassador of the project in terms of maintaining partnerships with project stakeholders at the national and local levels. He/she will closely work with the National Project staff in leading the Capacity Development activities of the project across its four components.

Tasks may include, but not be limited to, the following:

- Lead the conceptualization, planning, budgeting, and execution of capacity development activities for the project;
- Build and maintain collaborative relationships with stakeholders;
- Organize and facilitate meetings, trainings, and workshops on the ground and in online platforms;
- Provide technical and administrative support to project staff in line with the conduct of the activities;
- Develop guidelines, manuals, modules, reports, templates, tools, and methodologies for the conduct of capacity development activities with ease of replicability and scalability in mind;
- Collaborate with the National Communications team in the development of information, education, and communication materials;
- Work with the Monitoring and Evaluation Specialist in assessing achievement of project objectives related to capacity development activities;
- Perform tasks related to the achievement of project objectives, as deemed necessary.

ORGANIZATIONAL SETTING AND REPORTING

The **Field Coordinator and Community Relations Specialist** will report directly to the National Project Manager. He/She will be reporting on an agreed work arrangement with AGC Philippines.

QUALIFICATIONS

- Bachelor's degree in social sciences or adequate relevant experience;
- At least five (5) years experience in conducting capacity development activities;
- At least two (2) years experience in leading capacity development activities;
- Basic knowledge of the ASGM sector is an advantage;
- Experience working with remote rural communities;
- Public speaking and facilitation skills are required;
- Highly organized with the ability to produce quality work and meet tight deadlines;
- Excellent communication skills (written, oral, cross-cultural);
- Willingness to travel and work flexible hours;
- Basic knowledge of Microsoft Office tools like Excel, Word, and PowerPoint; and,
- Must be based in Manila, Philippines or willing to relocate at their own expense.

LANGUAGE

- Fluency in written and spoken English is required.
- Knowledge of Kankana-ey or Ilocano is an asset.

To apply to this position, please send a cover letter and resume, stating the job title in the subject line, to planetgoldph@artisanalgold.org. Only shortlisted candidates will be contacted.