



## Annex 1

<b>Post title:</b>	National Project Coordinator
<b>Project title:</b>	<b>GEF GOLD Burkina Faso:</b> Contribution toward the elimination of mercury and improvement of the gold supply chain in the artisanal and small-scale gold mining (ASGM) sector
<b>Duration:</b>	Until March 2023, renewable every 12 months (full-time)
<b>Duty station:</b>	Ouagadougou, Burkina Faso
<b>Counterpart:</b>	Artisanal Gold Council (AGC)

### CONTEXT

Based out of Victoria, Canada, the Artisanal Gold Council (AGC) is a not-for-profit organization dedicated to improving the work conditions and opportunities, as well as 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 in Africa, Asia and Latin America. The AGC consists of a core staff, associates and a council of experts (Board of Directors) in areas of ASGM, economics, sustainable development, social responsibility, human and environmental health, and gold production and extraction. For more information about the AGC and its projects please visit [www.artisanalgold.org](http://www.artisanalgold.org)

### PROJECT DESCRIPTION

The GEF supported programme “Global Opportunities for the Long-term Development of the ASGM sector (GEF GOLD)” has been designed to address the key issues linked to continued mercury use and provide sustainable development opportunities for the communities involved.

The objective of the proposed project is to expand the elimination of mercury in ASGM operations, facilitate access to finance, and improve the gold supply chain to provide miners in Burkina Faso more direct access to the international market. The project has four components: (i) review of the policy and legal framework supporting the ASGM sector, (ii) development and implementation of a revolving fund which encourages ASG miners to follow Minamata and OECD compliance processes and leads to mercury free artisanal gold export via official channels, (iii) establishment of vocational training curricula, and (iv) global knowledge management.

The project is expected to demonstrate: 1) a transparent artisanal gold supply chain and increase in gold price for artisanal miners selling through official channels, 2) approved loan applications from the revolving fund, 3) vocational training institutions adopted ASGM curricula including the installation of a mercury free training system, and 4) project information and knowledge disseminated to all stakeholders.



## MAIN DUTIES AND EXPECTED OUTPUTS/OUTCOMES

The National Project Coordinator (NPC) will assume a high-level role in the project, reporting to the Project Manager (PM) and will be directly responsible for the successful implementation of the GEF GOLD project. In addition to providing overall direction and supervision of the project in Burkina Faso, the coordinator will ensure the achievement of project results while effectively managing project budgets, resources, and schedules. In addition, the coordinator will be responsible for monitoring and evaluation (M&E) of the project, including the development of M&E tools and plans, monitoring of beneficiaries and indicators, data compilation, and participatory analysis. The coordinator will analyze data and lessons learned for continuous improvement of project implementation and promotion of a culture of learning.

Working closely with the PM, the national project coordinator will work within the framework of AGC policies and practices and ensure that the project complies with donor guidelines. The NPC is responsible for:

- Project implementation and work plans, project strategies, finance, logistics, communications, governance, project monitoring and evaluation, and administration
- Submission of regular reports to the project manager on progress, challenges, opportunities and lessons learned from implementation.
- Submission of project reports as requested by the Executive Director, funders, regulators and other project entities, including administrative tasks related to project implementation.
- Assistance in the recruitment and training of team members in Burkina and provision of ongoing support in accordance with good employment practices, ensuring that they understand AGC's employment policies and guidelines and that they work for the fundamental mission and the values of the organization.
- Improvement of the operational systems and policies to ensure compliance and organizational effectiveness.
- Assistance in the evaluation of project staff, management of project staff concerns, and conflicts, overseeing of staff contracts and compensation, and facilitation of staff meetings.
- Collaboration with the Project Manager and, if necessary, the Executive Director, in the development of annual budgets and financial reports
- Assistance in the collection of data required for project implementation and evaluation.
- Development of the public profile of the organization and fostering of effective and productive relationships with other NGOs, the media, governments, and private entities in Burkina Faso.
- Representation of the AGC and role of spokesperson at public events, meetings and in front of the media
- Maintenance of effective and regular contact with key stakeholders
- As required, assistance in the translation of project materials and documents
- Planning of field trips and logistical arrangements in coordination with the PM and AGC's experts
- Travel to project sites, meetings, workshops and other forums
- Development of an appropriate monitoring and evaluation system (M&E); revision of the M&E system to adapt it to changing operational contexts.
- Provision of relevant and timely M&E information in user-friendly formats to key stakeholders



## REPORTING

Regular communication will be established between the NPC and the Project Manager and, as appropriate, other AGC staff to ensure that activities are undertaken satisfactorily, efficiently, and cost-effectively.

On a weekly basis, the NPC will have a discussion with the PM on the ongoing activities and tasks due. On a monthly basis, the NPC shall present a summary of the progress of the project to the Project Manager, and on a quarterly basis, the NPC shall present more detailed progress and financial reports to the Project Manager. Additional reports may be required upon request.

## QUALIFICATIONS

The successful candidate will:

- Have an advanced university degree (Master's or Ph.D.) in a relevant discipline, such as mining, international development, environmental sciences, or related field
- Demonstrate a thorough knowledge of artisanal and small-scale mining, including aspects relating to geology, investment, formalization and commercialization, particularly in Burkina Faso.
- Have an understanding of international guidelines and tools relevant for the sector such as the Minamata Convention and the OECD Due Diligence Guide as well as the CRAFT Code
- Be familiar with financial instruments for poverty alleviation such as revolving funds
- Demonstrate a thorough knowledge of the implementation and management of development projects thanks to previous professional experience, particularly in Burkina Faso
- Be sensitized to gender mainstreaming approaches in development
- Possess significant experience in managing complex development projects and programs in an international context, particularly in Burkina Faso, including the management of multi-million-dollar budgets with complex governance mechanisms
- Possess significant experience in adapting project execution to the guidelines and to the requirements of the financial partners, including the documentation of activity progress and expenses
- Have experience in managing and supervising staff
- Have a solid network within the national government agencies, especially the ones linked to the ASM sector
- Have significant experience in government relations and partnerships with government institutions in an international context
- Have excellent written communication skills, including the ability to write progress reports, policy analysis and media materials.
- Be able to communicate effectively with a variety of stakeholders, from gold diggers to government officials, present project results at public forums and speak to the media
- Be familiar with Microsoft office as well as Google tools such as Drive, Google Meet etc.
- Be motivated, able to set priorities and work with minimal guidance
- Committed to the AGC's mission and vision and eager to improve the artisanal miner's livelihoods in Burkina Faso



## LANGUAGE

Fluency in written and spoken French and English is essential. Knowledge of other local languages, especially Dagara or Moore, are an asset.