

**FEDERAL REPUBLIC OF NIGERIA
MINISTRY OF MINES AND STEEL DEVELOPMENT**

**MINERAL SECTOR SUPPORT FOR ECONOMIC DIVERSIFICATION
PROJECT (MinDiver)**

**Terms of Reference for the engagement of a Consulting Firm to Conduct a
Gender Impact Assessment of MinDiver Project and the Nigerian Mining
Sector and to Develop a Comprehensive Action Plan to Create
Opportunities for Women in the Mining and Steel Sector and to Mitigate
Risks that are Unique to Women**

1.0 INTRODUCTION

The Federal Government of Nigeria has obtained a credit from the International Development Association (IDA) to fund the Mineral Sector Support for Economic Diversification (MinDiver) Project. The project has the following development objectives:

- a. To improve the attractiveness of the Nigerian Mining sector, as a driver for economic diversification, for long-term private sector investment in the exploration and production of minerals.
- b. To create a globally competitive sector capable of contributing to wealth creation, providing jobs and advancing our social and human security.

2.0 BACKGROUND

The Federal Government of Nigeria has embarked on an economic diversification campaign with the aim of leveraging on the Nation's vast natural resources to diversify the economy from the oil and gas sector to achieve economic emancipation.

The sector's growth and contributions to GDP have remained less than ideal, accounting for only about 0.33% in 2015. To address this, the Ministry of Mines and Steel Development (MMSD) recently developed a roadmap for mining growth and development with objectives to deepen sector reforms, attract new investors and collaborate with a wide network of partners and stakeholders to rejuvenate the sector and build a prosperous economy propelled by inflows from the solid

minerals sector. The overall objective of the MinDiver Project is to link with the Roadmap and enhance the mining sector's contribution to the economy by strengthening key government institutions, improving information infrastructure and knowledge, and fostering domestic investment in the sector. The Project consists of the following parts:

Part A. Establishing a Strong Foundation for Mining Sector Development

1. Carrying out of a program of activities designed to strengthen the MMSD's capacity for governance and administration of the mining sector;
2. Carrying out of a program of activities designed to strengthen the Nigerian Geological Survey Agency as well as geological knowledge and information infrastructure for the mining sector,
3. Implementing a program of activities designed to strengthen the Recipient's capacity for management of environmental, health and social impacts in the sector

Part B. Facilitating Downstream Sector Development and Enhancing Competitiveness

1. Strengthening administration of the artisanal and small scale mining sub-sector,
2. Implementing a program of activities designed to leverage the mineral sector for regional development
3. Implementing a program of activities designed to enhance value addition to mineral products (including upstream development of industrial minerals and dimension stones domain) in the mining sector,
4. Implementing a program of activities designed to advance proof-of-concept investments and to attract private sector investments

Part C. Project Management and Coordination

1. Strengthening the capacity of the MMSD for implementation, supervision and management of the Project through the provision of goods, consulting services, non-consulting services, operating costs and training for the purpose.
2. Supporting quality control of Project activities and outputs as well as monitoring and evaluation of Project outputs and results.

The key results of the project will include:

- i. Increased availability of precompetitive geo-science data enhancing mineral transactions;
- ii. Institutional information systems integrated with multi-sector planning tools;
- iii. Incentives created for Artisanal and Small-Scale Mining (ASM) formalization;
- iv. Improved environmental and social compliance by mining industry operators

3.0 OBJECTIVES

It is against this background that the MMSD is engaging the services of a consultancy firm to support the MMSD in undertaking a (1) gender impact assessment (GIA) alongside social, human rights, and economic impact assessments to ensure that exploration and mining projects avoid negative impacts on women and other members of their communities, and (2) creation of opportunities for women in the mining sector through the promotion of womens' empowerment, stimulation of entrepreneurship programs to improve their livelihoods and social well-being in a socially responsible manner; participation in community decision-making processes; and increase in the benefit of mining.

Other specific aims included are:

1. to ensure that project planners consider the impact that a project may have on women, men, boys and girls, and on the economic and social relations between them. Women can experience the consequences of mining projects in different, and often more pronounced, ways than men. Women often bear the brunt of mining projects yet fail to equitably enjoy the potential benefits.
2. to ensure that neither women nor men are overlooked or disadvantaged by development projects; increase the effectiveness of projects; help project staff to identify barriers to women and men participating in and benefiting from a project; and help MinDiver project to identify appropriate strategies for involving women and men and meeting their needs.
3. to be seen as a tool with enormous transformational potential — that gives a

voice to women's perspectives, needs and interests, and helps to address the power imbalance between the proponents of mining projects/mining companies and affected community members.

4. to provide MinDiver with opportunity to demonstrate responsible business practice through the promotion of gender equality and women's empowerment in mine-affected communities.

4.0 SCOPE OF WORK

The consultant can draw extensively on experiences from other World Bank projects, which have specifically targeted women. These programs include National Solidarity Program (NSP) in Afghanistan, Afghanistan - Rural Enterprise Development Program (AREDP), Microfinance Investment Support Facility for Afghanistan (MISFA), and Afghanistan Skills Development Project (ASDP).

The consultant will align the activities under this consultancy with those under a separate consultancy to restructure and reposition the Women in Mining in Nigeria (WIMIN) association for greater effectiveness in the Nigerian mining industry. The two consultancies complement each other in the following ways:

1. This consultancy is focused on reforming and broadening the space for women to participate in the mining sector at the corporate, business, policy, entrepreneurship, environmental and social, urban, and rural levels;
2. The WIMIN consultancy is focused on building a strong institution that will sustain the reforms championed under this consultancy.

It will also align with other MinDiver activities relating to mining financing, supply chain development, value chain development, ASM development, environmental management etc.

4.1 Phase 1 –Gender Impact Assessment

In Phase 1, the Adviser is to conduct the preparation of the GIA. The GIA should seek to ensure that specific social issues such as women's role in artisanal mining are taken into consideration during the development and implementation of sectoral policies and programs, as well as part of social, human rights and economic impact assessment and due diligence processes for mining operations.

The GIA should create a platform for dialogue with all key stakeholders along the entire mineral sector value chain, including those from key mining sectors that may be impacted by or influence the policy and strategic reforms. Accordingly, it must be prepared via a participatory process with all key stakeholders. It should involve the equal and effective participation of women and men from the different social and ethnic groups in mine-affected communities. The GIA process should disaggregate along gender and disability.

In particular, the GIA should provide answers to the following questions in order to address women's practical needs and strategic interests:

1. What are the likely impacts of MinDiver project on women, their needs and their interests?
2. How will addressing the concerns of women and improving gender equality contribute towards a more sustainable project?
3. How can women's practical needs and strategic interests' best be supported and advanced by the project?

The scope of work for the first phase includes the under-mentioned sub-phases, following which reports of each task should be submitted:

4.1.1 Situation Analysis

The adviser is to undertake a comprehensive situation analysis. The scope of work includes but is not limited to, the under-mentioned stages and tasks:

1. **Mapping and data collection:** The adviser will undertake a mapping exercise and use the results from it to develop baseline data. Through the mapping, the adviser will identify existing women groups engaged in different phases of the mining industry (exploration, mining, processing, and provision of ancillary services) and according to types of commodities at large, medium, and small-scale levels, and at artisanal levels. The mapping exercise should also include organisations (CSOs) society and community-based groups and other relevant stakeholders supporting female participation in the mining sector at the national level. The adviser is expected to collect and compile baseline data that is disaggregated by sex, workplace, community and other relevant categories

such as ethnicity and socio-economic status/level of poverty. As part of the mapping exercise, the adviser will also undertake the following activities:

- a. Identify and assess the opportunities for women participants in the mining sector to have access to Federal Government financial inclusion and social investment interventions, particularly as they relate to boosting women's economic empowerment. These include several social intervention programs to empower women and girls to thrive, with improved financial access and inclusion in projects;
 - b. Identify the opportunities for MMSD collaboration with the United Nations Women (UN Women), the International Labour Organisation (ILO) and other international conventions on women and how the MMSD and women groups on mining can benefit. A framework for collaboration should also be developed;
 - c. Review the mandate and operations of the MMSD ASM Department and design an all-inclusive programme that will assist the department to promote women's empowerment in mining and increase women's access to productive resources and optimize participation and benefits in the value chain;
 - d. Engage 'Women in Mining in Nigeria (WIMIN) Association', a women's organization, and other similar groups, and determine related programmes that will engender the confidence in women's involvement in mining;
2. **Understand Context:** The adviser will undertake a context analysis to understand the communities that may be affected by the MinDiver project and focus on how they are structured, how they function, and the roles and responsibilities of women and men in these communities. This includes understanding:
- a. Women's and men's roles and the gender division of labour, including their productive and reproductive roles;
 - b. The experiences of women as distinct from, and in relation to, the experiences of men;
 - c. The differences between women's' and men's access to and control of resources;
 - d. Factors that influence the differences identified in gender roles, division of labour, and access to and control of resources and other benefits;

- e. The influencing roles of state, market and community institutions and how they may perpetuate gender inequality;
 - f. Women, men and the community's resources, assets and strengths;
 - g. Women's and men's different needs, priorities, strengths, and strategic interests;
 - h. Barriers to meeting women's and men's needs and interests and the risks related to gender equality issues, including resistance to change from various quarters and possible backlash; and
 - i. Identification of opportunities for greater equality and empowerment for women; and
3. **Identify Issues Introduced by a Mining Project:** The adviser will identify the possible issues likely to be introduced by a mining project (e.g. displacement, loss of land, influx of workforce, vulnerability) and examine how they could intersect with and impact on gender relations and roles, including in relation to:
- a. Gender and power relations;
 - b. Women's access to and control over resources;
 - c. Gender and climate change and the vulnerability of women to natural disasters;
 - d. Gender roles and responsibilities; and the gender division of labour and workload of women;
 - e. Women's participation in community management and decision-making processes;
 - f. Community wellbeing, including health, livelihood and education; and
 - g. Assessment of who has access to and control over resources, assets and the benefits from the project; and the ways in which women may be subordinate to men — for example if women have less access to resources such as land, income and political influence — and through what mechanisms this inequality is maintained and reinforced.
4. **Understand Women's Needs:** The adviser will examine how the project specifically responds to women's needs by asking:
- h. What do women need to help their current activities, i.e. what are women's practical gender needs?
 - i. What do women need to achieve greater equality in the community, i.e. what are women's strategic gender interests?

- j. How does the mining project respond to or impact on women's needs and interests?

4.2 Phase 2 – Strategy and Action Plan Update

Based on the results of the GIA, the consultant will update the gender strategy, including the action/implementation plan, results framework (monitoring and evaluation) and other gender tools prepared for the MMSD in 2013. This will center around avoiding the potential negative gender impacts of the mining project and promoting gender equality and women's empowerment. It also focuses on understanding the gender dynamics, divisions and challenges and improving the opportunities for women to benefit from the mining sector in a sustainable manner in policy, regulatory, operational, and commercial (large scale, medium scale, small scale, and artisanal levels) roles.

In this regard, the consultant is also expected to integrate the following issues in assistance strategies and action plan within the scope of ASM development: namely gender equity, female participation, ending child labour, female livelihood improvement, access to social and productive infrastructure as well as access to finance through community managed development and also for medium and large-scale operations. These should all be based on global best practice. The action plan should be delivered through a variety of gender inclusive programs to support the creation of opportunities for women in the mining sector

In updating the gender strategy, the adviser is also expected to assess it against the (a) MMSD's "Roadmap for the Growth and Development of the Nigerian Mining Industry"; (b) National Gender Policy (updated); (c) African Mining Vision; (d) ILO women and child labour strategies; (e) Sustainable Development Goals; (f) Human development policies and programs of government such as those of health; education and skills development; and entrepreneurial development etc; and (g) other relevant policies, legislations and regulations related to women and gender.

Specifically, the strategy should also address and contain the following:

1. A gender risk awareness strategy to ensure that on-going decision-making and other activities incorporate a gender perspective;
2. Development of strategies in identification, entrepreneurship and engagement of women in the Nigerian mining sector;

3. Integration of gender into all the work around climate policy – both nationally and internationally such as addressing women’s specific vulnerability to natural disasters as well as understanding women’s role in mining, and supporting women entrepreneurs in the mining sector—into the areas of work; and to increase climate-related financial resources that integrate gender priorities and reflect the needs of women and girls.
4. A template for gender surveying in the environmental sector including mining resources and land management, climate change adaptation, etc. at each stage of the project: (a) At the earlier stage of the project, the survey should serve as a platform to explore how women and men relate to and interact with the environment and natural resources differently; (b) At the mid-stage of the project, the survey should serve as a tool to collect gender sensitive information about effectiveness of policies, plans, or activities in respect to different needs of women and men and whether various social groups are provided with equal access to participation and opportunities; (c) At the ending stage of the project, the survey should be used for estimating sex disaggregated impacts of the project in various sectors- environmental, social, economic etc;

4.3 Phase 3- Strategy and Action Plan Implementation

Under this phase, the adviser will support the MMSD in implementing the strategy through 2 sub-phases.

4.3.1 Gender Mainstreaming and Equality Implementation

In line with the updated strategy, the adviser will support the MMSD in making the delivery of the updated gender strategy operational and sustainable. This involves, but is not limited to, the following:

1. Supporting practical mainstreaming of gender into policies, laws, regulations, institutional restructuring, programs, and activities and ensuring that all MMSD policies and programs are gender sensitive;
2. Strengthening institutional collaboration between the MMSD and the Federal Ministry of Women and Social Development and other relevant MDAs as well as development partners and donor agencies supporting women development;
3. Support the implementation of women-designed programs at the Nigerian Institute of Mining and Geosciences (NIMG) to ensure that women also

participate in the educational and training programs offered by the NIMG;
Develop a proposal for the governance and institutional support structure required within the MMSD and NIMG in order to make the delivery of gender-based strategies operational and sustainable;

4. Conduct stakeholders' workshops and road shows in each of the geopolitical zones of the country as a means of nationwide sensitization on women's involvement in mining;
5. Facilitate knowledge building and mainstreaming of gender in related aspects of the sector;
6. Build capacity of government officials at different levels, to recognise the livelihood needs of ASM communities, and particularly the significant roles played by women in securing livelihoods;
7. Train and provide capacity building support for ASM staff, women operators and other Ministry officials;
8. Suggest and implement a study tour for representatives from MMSD staff (ASM and technical), women's groups and NGOS to a country with exemplary women's groups programmes, which could be adapted to women's groups in Nigeria;
9. Develop and maintain a network with ASM departments at Government Head Quarters, and State levels
10. Propose a mechanism for building a database of women, engaged in the mining sector, to enhance systematic monitoring and information management.

4.3.2 Pilot Entrepreneurship Program Design and Implementation

In line with the updated strategy, the adviser will support the MMSD in designing and implementing a pilot entrepreneurship program in selected locations.

1. Design criteria for selecting locations for a one-year gender entrepreneurship and livelihood development pilot project and work with the MMSD to determine and select pilot locations. This will mainly be targeted at rural and urban-based women and can also involve the integration of the 2 groups of women. The adviser should also design the success factors and the criteria for scaling up the program based on pilot results;
2. Undertake a mapping exercise to identify existing women groups engaged in the mining sector across the entire value chain in the pilot location. Identify civil society and community-based groups and other relevant stakeholders

supporting female participation in the mining sector already operating within the pilot location and beyond. Identify opportunities for linkages between the network of women groups at the national level and within the pilot locations for capacity development, advocacy support, negotiation support, entrepreneurship development support etc;

3. Conduct a disaggregated needs analysis to identify the economic, social (health, education, and welfare), and capacity needs of the women and their children. Classify the women using variables of age, economic status, education, disability, place of origin etc. and assess their economic and social status as well as the environmental and social impacts of mining on the women and their children, including sexual and physical violence committed against them, if relevant.
4. Identify the cultural and social norms existing in the pilot location and the impact it has had on participation of women in the mining sector within the community
5. Identify alternative economic livelihood opportunities that are available within the community for women to participate in beyond the life of the mines and mineral availability
6. Using a participatory approach involving the women, civil society organisations, community based organisations and based on the analysis carried out under this phase, design a pilot program that would economically empower the women and improve their social wellbeing and reduce their exposure to adverse environmental and social impacts. The program should target the following issues, amongst others, as defined in the updated strategy and action plan:
 - a. Improving access to geological information, market and business information, entrepreneurial education and training, finance, equipment, access to international supply and trading initiatives supporting women in mining, among others.
 - b. Providing them with technical and processing skills, financial literacy skills;
 - c. Supporting them in participating in decision-making and consultation processes for granting consent for exploration, participating in consultations for environmental and social impact assessment development, negotiating Community Development Agreements (CDA). This requires improving their capacities for meaningful

participation and representation in any consultation on mining. Particularly, it involves designing strategies to enhance their voice and agency in decision making, leadership, and peace-building are other important skills that the program should cover;

- d. Providing access to social welfare and protection as well as human development strategies. This requires working with other Ministries, Departments, and Agencies as well as other stakeholders (CSOs, CBOs, research institutes, foundations) in relation to healthcare, education, and other social protection delivery programs
7. Support the MMSD in implementing the pilot program in the pilot location in conjunction with other MDAs and stakeholders

4.3.2.1 Pilot Scale-up and Implementation

Pilot scale-up and implementation will depend on an independent evaluation of the pilot project. The evaluation would focus strongly on learning and provide recommendations for future improvements and feed into future plans for expansion and scale-up of similar gender projects across the country. The findings and recommendations from this pilot program will also be used to inform other ASM projects.

5.0 REQUIRED QUALIFICATIONS AND EXPERIENCE OF THE ADVISER

The adviser's team shall include a multi-disciplinary team with all the necessary expertise required to complete the work as specified in the Terms of Reference for the assignment. Firms may apply as a consortium and each consortium must be led by a firm with strong expertise in gender and women development. Collectively, the consortium members must be able to demonstrate competence in Gender Impact Assessment process; gender mainstreaming; women development; and creation of opportunities for women in the mining sector. The advisory firm must have a minimum of ten (10) years working experience and must be able to demonstrate:

1. Expertise in Gender Impact Assessment;
2. Thorough knowledge of GIA process, gender analysis, development and mainstreaming, women development, public administration, governance,

artisanal and small-scale mining, public administration, policy and advocacy, particularly in the mining sector;

3. Gender regulations and policies of the FGN; good understanding and assessment of interrelationship between gender issues and climate change analysis;
4. Good understanding and/or experience working with government institutions;
5. Experience of World Bank system or other international or multi-lateral organizations.
6. Experience in carrying out similar assignments with another WB financed project;
7. Good knowledge of the socio-cultural and traditional system in Nigeria.

QUALIFICATIONS OF THE ADVISER

1. The adviser's team shall include all the necessary expertise required to complete the work as specified under the terms of reference for the assignment. This includes members with a
 - a. Thorough knowledge of GIA process, gender analysis, development and mainstreaming, women development, public administration, governance, artisanal and small-scale mining, public administration, policy and advocacy, particularly in the mining sector.
 - b. Experience in project management, and in using project management tools such as MS Project, Gantt charts, etc.
 - c. Team leaders and key staff should also include several Nigerian individual firms or advisors who have extensive experience as they relate particularly to Nigeria.
 - d. Fluency in spoken and written English is mandatory;
 - e. Experience of working on women development and empowerment issues
 - f. Gender regulations and policies of the FGN;
 - g. Good understanding and assessment of interrelationship between gender issues and climate change analysis;
 - h. Good understanding and/or experience working with government institutions;
 - i. Experience of World Bank system or other international or multi-lateral organizations.
 - j. Experience in carrying out similar assignments with other World Bank financed project
 - k. Extensive knowledge of the socio-cultural and traditional system in Nigeria.

STAFF REQUIREMENTS/TEAM COMPOSITION

The adviser shall at a minimum provide the key staff described below. Curriculum Vitae shall be provided in respect of key staff experience and their track records.

The team shall include a Day-to-Day Project Manager, Team Leaders and other key staff for each of the necessary expertise. The following list of required key staff is regarded as minimal in the adviser's project team

Project Manager

1. The Day-to-Day Project Manager should have relevant university qualifications in development studies, gender studies, sociology, anthropology, community development, conflict management or relevant qualifications. Masters degrees will be an added advantage.
2. At least 10 years of overall professional experience in GIA process, gender mainstreaming, and programming; strategic planning, community mobilization, needs assessments, monitoring and evaluation, socio-economic impact assessments, institutional assessments, artisanal and small-scale mining assessments, and program management. The manager should have professional experience in women and gender issues and women's development & economic empowerment. He/she should also have at least four [4] years of extensive experience in the mining sector. Experience of working in Nigeria is an added advantage;
3. This senior position will involve responsibility for the day-to-day management of the project and for all joint planning with the officials of the MMSD, and other agencies and institutions. Interpersonal skills will be essential, including the ability to engage with policy and senior level representatives of Government. It is a requirement of the assignment that the Project Manager work full-time on the assignment;

Team Leaders and Key Staff

The Team Leaders and key staff should also have not less than five [5] years professional working experience in their respective fields, some of which should

include relevant experience in the mining sector. They should also have a minimum education of a Master's degree in their field of experience. They should collectively demonstrate an even spread of expertise in the required areas that will arise in executing the tasks outlined herein. Key staff should also include several Nigerian individuals who have extensive experience in the relevant legal, regulatory, accounting, and commercial issues as they relate particularly to Nigeria. The team leaders should have proven track record in managing similar countries at a similar state of development.

Specifically, Team Leaders and key staff are required for the following positions:

1. **Gender specialist** – 1 Nos with educational qualification in public policy, economics, development, mining, geology, earth sciences or relevant social sciences. Professional experience in gender related development, implementation, support and management, including design, monitoring activities, evaluation and monitoring. The expert should have the following professional experience: (1) In-depth knowledge in social development and gender theory, policy and practice; (2) Gender knowledge of rural development in Nigeria; (3) Know of key cross-cutting issues including gender, equality, and right-based approaches;
2. **Social Development Expert:** - (1 No.) with at least a Master's Degree or equivalent in social sciences/development studies or related fields. University degree in applied Social sciences, e.g., Anthropology, Sociology, Economics, Development or Human Geography or other related fields combined with not less than 5-7 years specialised experience in similar organisations(s), may be considered in lieu of a master's degree. The expert should have the following professional experience: (1) At least 7 years of relevant professional experience in social development or related areas and in project administration; (2) Regional experience working in development projects;
3. **Gender-Based Violence (GBV) Expert:** - (1 No.) with at least a Bachelor Science or Art Degree in Public Health or relevant field (e.g. social work, gender studies, development studies, or related social sciences disciplines. The expert should possess at least five (5) years of proven experience in GBV, violence against women (VAW), domestic violence (DV) and/or violence against children (VAC) prevention and response programming, including assessing GBV interventions; experience with male involvement in combating violence against women and girls is a strong asset;

4. **Sustainability Expert/Climatologist;**- He or She must possess a minimum of a Master's Degree in Climate or Environmental Science related study. He or She must be a scientist who can balance the scientific and political aspects of addressing climate change as regards to gender. The expert must have exceptional communication skills in order to effectively promote environmental policies and clearly express their benefits in everyday language. He/she must also be able to analyse scientific data from research related to gender so they can determine factors that are contributing to climate change as a result of mining activities. This responsibility requires an ability to reach informed conclusions and develop solutions for the gender issues identified. Since climate change analysts work with scientific data, they also need to be familiar with scientific software programs;
5. **Communication/Public Engagement Expert:** (1 No.) He/ She must possess a minimum of a master's degree in mass communication, media/theatre art, development studies, international relations, social sciences or related discipline with at least eight (8) years' experience in stakeholder engagement and community dialogue in development projects. Experience in citizen engagement and social accountability is highly desirable. Other skills needed by the consultants include experience in evaluating policies, influencing projects/programs in the extractive industries/sector. Fluency in spoken and written English is mandatory while ability to communicate in any of the Nigerian languages is added advantage
6. **Public administration-** (1No) with educational qualification in public administration, public policy, political sciences, law or relevant qualifications. Professional experience in gender, governance with emphasis on public administration reforms, data collection, quantitative research and data collection, institutional capacity building etc;
7. **Programme management-** (1No) with educational qualification in international development, development studies, economics, social sciences, public administration or relevant qualifications. Professional experience in the design and delivery of gender mainstreaming and women empowerment programs, participatory governance involving civil society (experience with community based organisations will be an added advantage), and the use of Results based Management and monitoring and evaluation methodologies.
8. **Artisanal and small-scale management/development-** (1No) with educational qualification in geology, mining, natural resources management,

economics, development studies or relevant disciplines. Professional experience in designing programs to support artisanal and small-scale miners across a wide range of mineral commodities

9. **Entrepreneurial development-** (1No) with educational qualification in business management/studies/development, economics, and other related qualifications. Professional experience in business development and rural credit working at the grassroots and community level.
10. **Community development-** (1No) with educational qualification in sociology, economics, or international relations. Professional experience in elaboration of community development and socio-economic development strategies and programs in rural settings; participatory development and rural livelihoods, and practical experience of working in rural communities and with community-based organisations, NGOs, and other CSOs at the local level. Experience in designing social protection and welfare programs for the poor and vulnerable is an added advantage

6.0 REMUNERATION AND PAYMENT TERMS

Remuneration of the consultancy firm is commensurate with those offered by international bodies for similar assignments. The assignment will be based in Abuja. However, the consultant team will also be reimbursed for operational expenses such as travel, accommodation, and telephone incurred while carrying out this assignment and in line with World Bank guidelines and procedures. Before reimbursement can be made, the consultant firm will need to submit a statement of expenses supported by valid documentation.

The successful consultant firm would be paid a lump sum amount in accordance with an agreed schedule of deliverables, on the agreed rate of professional fee and reimbursable expenses, subject to satisfactory performance and timely receipt of deliverables.

7.0 DURATION OF SERVICE

It is expected that service of the Consultant is required for a period of twelve (12) months subject to adequate consultation periods with stakeholders. Members of the advisory team are expected to spend considerable time in the project sites (mining communities) to gather all necessary primary information.

8.0 DELIVERABLES

The consultant will produce the following reports:

- a. **An Inception Report** to outline the work plan of the consultancy firm define its tasks and the planned implementation periods and schedules, identify target submission dates on each task. Particular attention will be given towards the planned coordination within other teams and preparation of a detailed schedule. Stakeholder mapping will be included in the Inception Report. The inception report will be submitted within one month of the commencement of the assignment and once approved and issued in its final form, will serve as the consultancy's baseline for the management and monitoring of the tasks;
- b. **Monthly Progress Reports** on engagements and findings with stakeholders in the industry; The Consultancy firm shall prepare consolidated Monthly Progress Reports covering progress towards achieving the objectives in this ToR as well as identified areas of weaknesses and strategies for improvement. The reports shall provide a brief but comprehensive end-of-month progress assessment and details of impediment to the works and proposals for overcoming them. These reports shall be submitted within the first week of the succeeding month. The report will be assessed and appraised by the Director ASM and the Project Coordinator.
- c. **Ad hoc Task Reports** including on assessment, recommendations and proposed Gender Impact Assessment within twelve (12) week after signing of contract, detailing findings from desk reviews, existing and available complaint, feedback, redress channels and tool(s). Upon completion of this deliverables, the consultant shall conduct stakeholder consultation workshops to disseminate the Gender Impact Assessment to all stakeholders in each of the 6 geopolitical regions or zones of Nigeria.
- d. **Quarterly Progress Reports** will consolidate the information contained monthly reports together with a summary of consultant's activities and conclusions on all pertinent issues concerning the assignment. In addition the Quarterly Progress Reports will outline recommendations, for amendment or solutions to issues and matters raised or found in the course of the study and any other information considered necessary in respect of service delivery. Reports of the stakeholders' consultation, awareness and sensitization workshops will be provided together with comments and

- observations of the participants. Quarterly Progress Reports shall be submitted at the end of the first week of the succeeding quarter.
- e. **A Draft Final Report**, within the first week of the penultimate month of the assignment.
 - f. **Final Report** bound in three (3) copies and an electronic copy in CD, within the last week of the assignment.

All Reports Shall Be in English and Presented in Hard and Soft Copies to the Project Coordinator, MinDiver.

All information pertaining to this programme as well as outputs produced under this contract shall remain the property of the MMSD who shall have exclusive rights over their use. Except for purposes of this assignment, the products shall not be disclosed to the public nor used in any format without written permission of MMSD in line with the national and International Copyright Laws applicable.

THE ADVISOR WILL SIGN A CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT WITH THE PIU. (Project Coordinator overseen by the World Bank). Non-compliance will be subject to legal penalties not inferior to the Full Cost of the Contract.

NO FINAL PAYMENT WILL BE MADE UNTIL QA/QC HAS BEEN PASSED

9.0 SELECTION METHOD

The consultant will be selected through World Bank Consultant's Quality and Cost-Based Selection (QCBS) selection method.