

## Terms of Reference for IRMA Launch Phase Audit Program Partner (September 2018)

### IRMA Overview

Founded in 2006 by a coalition of nongovernment organizations, affected communities, mining companies, trade unions, and businesses using minerals and metals in their products, the [Initiative for Responsible Mining Assurance](#) (IRMA) stakeholders have a shared vision of a world in which the mining industry respects human rights and the aspirations of affected communities; provides safe, healthy and respectful workplaces; avoids or minimizes harm to the environment; and leaves positive legacies.

IRMA's mission is to establish a multi-stakeholder and independently verified responsible mining assurance system that improves social and environmental performance.

In June 2018, following two global public consultation periods on earlier drafts (2014 and 2016), IRMA released the [Standard for Responsible Mining](#). The IRMA Standard is a comprehensive document with 28 chapters covering issues under the broad categories of business integrity, social responsibility, environmental responsibility, and management systems.

IRMA plans to begin certifying mine sites at the end of 2019. During 2018 and 2019 IRMA is carrying out a Launch Phase learning-mode to help test the Standard's metrics and improve systems to ensure IRMA's accountability and the value of its certification system.

During IRMA's Launch Phase, mines have the opportunity to self-assess their sites using the [Mine Measure online self-assessment tool](#). Later in 2018 and 2019 mines will be encouraged to have IRMA-approved independent auditors evaluate and score their performance. Those assessments will help to further test the metrics of the *Standard for Responsible Mining* at diverse sites globally, informing revisions to improve the Standard.

### Terms of Reference

IRMA is seeking to partner with one or more auditing firms to participate in IRMA's Launch Phase verification program. IRMA is willing to consider partnering with one or more unaffiliated auditors as well, if there are candidates with the right skillsets and expertise.

Through partnership, IRMA seeks to simultaneously address two goals: 1) offer mines independent review of achievement during Launch Phase 2018-19 even as the IRMA program is still developing, and 2) develop a longer-term credible training program for auditors capable of ensuring that all chapter of the IRMA *Standard for Responsible Mining* can be consistently and accurately assessed by competent auditors.

The selected firm(s)/auditor(s) will work in a participatory manner with IRMA to fine-tune audit protocols and ensure that auditors are sufficiently trained and prepared to independently assess and score mines during IRMA's Launch Phase. The learnings from this collaborative effort will help form the basis of an auditor training program that will be used to prepare and approve auditors ahead of IRMA's mine site certification in 2019 and beyond. (The 2019 post-Launch Phase auditor program will be open to any interested firms/auditors who meet the relevant qualifications.)

Through this Launch Phase partnership, IRMA is offering the opportunity for the participating firm(s) and/or auditor(s) to help design the IRMA auditing program, gain experience in auditing the IRMA Standard prior to commencement of IRMA's full certification and verification system, and earn income through being amongst the small set approved by IRMA to carry out independent audits during IRMA's Launch Phase.

Successful firms/auditors will also be in a strong position to participate in IRMA's future auditing program as auditors, auditor trainers or in other capacities.

Ideal applicants will:

- Have formal social and/or environmental auditor training and credentials
- Have first-hand experience carrying out social and/or environmental audits at large-scale mining operations
- Be willing to attend in-person auditor training workshop on the IRMA *Standard for Responsible Mining*
- Be willing to work with IRMA in a collaborative manner to help with development of and provide feedback on auditing protocols to be used during IRMA's Launch Phase
- Provide IRMA with feedback from the independent audits that are conducted during IRMA's Launch Phase

Additionally, IRMA is interested in learning from the experiences of other voluntary certification schemes, and also seeks to be compliant with [ISEAL's Codes of Good Practice](#). Consequently, we encourage applications from auditing firms and unaffiliated auditors who have experience in conducting audits as part of ISEAL-compliant certification schemes that evaluate social and/or environmental performance (e.g., Forest Stewardship Council, Responsible Jewellery Council, etc.).

### Scope of Work

Between November 2018 and January 2019 successful candidates (e.g., auditing firms and potentially unaffiliated auditors) will:

- Familiarize themselves with the IRMA [Standard for Responsible Mining \(v.1.0\)](#).
- Work with the IRMA Secretariat, through online webinars and/or in-person training workshop(s), to develop a clear understanding the IRMA *Standard for Responsible Mining* and what is being asked of participant mine sites
- Review and help to improve a set of auditing protocols to be used and tested during IRMA's Launch Phase.

During 2019, successful candidates will:

- Provide auditing services to companies requesting independent verification of achievement as measured against the IRMA Standard
- Provide IRMA with requests for clarifications (should questions or issues arise during the auditing process), and
- Provide feedback on the IRMA auditing protocols following any independent audits carried out by the firm.

### Qualifications/Competencies

IRMA is seeking to hire a minimum of one auditing firm. This auditing firm must employ auditors with relevant expertise in social responsibility auditing, and auditors with relevant environmental auditing experience (see Table 1, below, for examples of the types of competencies that would be useful to demonstrate in your application). Individual auditors are not expected to have competencies in both the social and environmental auditing realms.

The firm must also have experience auditing industrial-scale mines, preferably in a range of geographies and countries.

Firms that employ auditors with a range of language skills will be viewed positively.

Auditors should have at least secondary education; recognized formal auditor training,<sup>1</sup> and preferably five (5) years of relevant work experience.

**Table 1. Examples of competencies being sought.**

Competency in at least some of these areas	Examples of relevant knowledge
<b>Auditor (Social Responsibility)</b>	
Revenue and Payments Transparency	Familiarity with EITI and/or other transparency and anti-corruption schemes/laws such as Dodd-Frank Act, EU Accounting Directive, etc.
Labor and Working Conditions	Familiarity with IFC Performance Standard 2; ILO Core Conventions; employment laws; other labor standards
Occupational Health and Safety/Emerg. Response	Familiarity with ILO Conventions; UN APELL; OHS regulations; health and safety risk assessment; workplace monitoring
Human Rights Due Diligence	Familiarity with UN Guiding Principles on Business and Human Rights; human rights impact assessment; rights-compatible grievance mechanisms
Security and Human Rights	Familiarity with Voluntary Principles on Business and Human Rights; security risk assessments; codes of conduct for private security providers
Mining in Conflict-Affected Areas	Familiarity with OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High Risk and Areas; conflict risk assessment; other conflict-free mineral frameworks (e.g., ICGLR, Kimberley Process, ITSCI, etc.)
Community Health and Safety	Familiarity with community health and safety risk/impact assessment and monitoring (e.g., IFC Performance Standard 4); good practice in prevention of infectious diseases
Free, Prior and Informed Consent	Familiarity with Forest Stewardship Council FPIC criteria; IFC Performance Standard 7; indigenous peoples' laws and rights
Stakeholder Engagement	Familiarity with IFC Performance Standard 1, or other stakeholder engagement standards/practices
Resettlement	Familiarity with IFC Performance Standard 5, or other resettlement standards
Cultural Heritage	Familiarity with IFC Performance Standard 8, or cultural heritage laws and protections
<b>Auditor (Environmental Responsibility)</b>	
Environmental Protection	Familiarity with laws and regulations related to water quality and quantity; air, mercury and greenhouse gas emissions; protected areas; biodiversity; cyanide; noise
Environmental Modeling, Sampling and Monitoring	Understanding of water quality/quantity modeling/sampling/monitoring; acid rock drainage/metals leaching testing/modeling; noise monitoring
Mine Waste Management	Knowledge of tailings and waste rock engineering and design standards; water treatment methods
Cyanide Management	Familiarity with International Cyanide Code; cyanide management practices
Reclamation and Closure	Knowledge of reclamation practices, e.g., slope stabilization, revegetation; financial surety calculations
Impact Assessment	Familiarity with environmental and social impact assessment and risk assessment methodologies

<sup>1</sup> Recognized auditor training must be competency based and delivered by a registered and qualified auditor training organization.

### **For More Information and Application**

Interested candidates may send inquiries or applications to the IRMA Secretariat:  
[info@responsiblemining.net](mailto:info@responsiblemining.net)

Applications should include a cover letter expressing interest, with supporting documentation of relevant experience/expertise.

**Application Deadline:** 18 October 2018.

If you cannot meet this deadline, but are interested in applying, please contact the IRMA Secretariat and let us know of the additional time requested for submitting your application.