

# Initiative for Responsible Mining Assurance Terms of Reference Chain of Custody Pilot and Standard Development

August 2021

## IRMA Overview

Mining is a complex and intensive process that causes environmental and social change no matter where it occurs. The Initiative for Responsible Mining Assurance (IRMA) envisions 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.

Founded in 2006 by a coalition of nongovernment organizations, affected communities, mining companies, trade unions, and businesses using minerals and metals in their products, IRMA has developed a set of standards and a third-party independent verification system to measure social and environmental performance at mine sites.

IRMA's Standard for Responsible Mining v.1.0 specifies a set of objectives and leading performance requirements for environmentally and socially responsible practice at the mine site. The Standard serves as the basis of a voluntary system offering independent third-party assessment and certification of environmental and social performance measures at industrial-scale mine sites around the world. In response to increased demand for transparency and responsibly mined materials from purchasers of mined materials, IRMA has identified a need to be able to track and provide assurance about the origin and impacts of mined materials being purchased and sold in the marketplace.

The IRMA Chain of Custody (CoC) Standard for Responsibly Mined Materials ("IRMA Chain of Custody Standard") has been developed in response to that need. It provides a framework and lays out specific requirements for tracking IRMA-assessed materials from mine to market, and enables companies in the supply chain, as well as consumer-facing brands, to make credible claims about sourcing from mines which have been independently audited through IRMA.

IRMA held a global public consultation on its draft Chain of Custody Standard from 2 November 2020 to 15 January 2021 and now seeks consulting services to undertake a pilot audit to test use of the CoC Standard.

## Terms of Reference

IRMA is seeking to contract an individual or team with experience conducting chain of custody audits to pilot the IRMA Chain of Custody Standard and, based on lessons learned, to work with the IRMA Secretariat to update the Standard and related auditing procedures.

The ideal candidate will not only have relevant auditing experience but will also have experience with standard development. IRMA encourages applications from candidates who have experience conducting audits that are part of ISEAL-compliant certification schemes for social and/or environmental performance, ensuring that IRMA is compliant with the [ISEAL Codes of Good Practice](#).

## Qualifications

The ideal candidate will have several of the following attributes:

- Robust experience working on chain of custody standards and related audits
- Experience with remote auditing techniques and technologies
- Experience with mining and extractive industries, either from within the mining industry or as a researcher, policy analyst, consultant, technical expert, reform advocate, etc.
- Knowledge of mining and chain of custody-related standards, laws, regulations
- Experience in standards development and/or working for certification systems
- Excellent research and writing skills
- Project management skills
- Comfort with public speaking, delivering presentations
- Proficiency in English (additional languages appreciated)
- Ability to work with a wide range of stakeholders, including mining companies, purchasers of mined materials, investors, organized labor, NGOs, and affected communities

## Scope of work

The successful applicant will review the IRMA Chain of Custody Standard, provide any recommended updates, and assist with addressing outstanding issues from the public engagement period before the pilot begins. Then, during late September to October 2021, the successful applicant will work with the IRMA Secretariat and the participating companies to prepare for the pilot (reviewing and contributing to draft pilot protocol, and requesting and reviewing relevant documents from the participating companies for the field test).

→ **Estimate for preparation time: 25 – 35 hours (depending on final project scope).**

Successful applicant will lead the field test from October to December 2021, which includes guiding IRMA and the participating companies through the process, as well as conducting the pilot audit. A major focus of this work will be to ensure the standard is applicable in an on-the-ground context.

→ **Estimate for field test time: 24 – 40 hours (depending on final project scope).**

Following the pilot, the successful applicant will interview IRMA staff and participating companies, and also incorporate their own observations to prepare a report that summarizes the findings of the pilot and makes recommendations to the IRMA Secretariat on possible changes to the draft Chain of Custody Standard and audit system based on those findings. Additionally, the applicant will provide guidance for companies along the supply chain who will use the Chain of Custody Standard in the future, making it clear how to implement the standard and the steps for doing so. The applicant will work with the IRMA Secretariat to update the standard and auditing procedures from January to February 2022.

→ **Estimate for post-field test time: 30 – 40 hours (depending on final project scope).**

At the present time, due to continued COVID restrictions, it is not expected that an on-site component will be part of the field test. Applicants will work from home and will conduct the pilot audit through online and remote auditing techniques. IRMA is a global organization, and there are no restrictions on the geographic location of the applicant.

## How to Apply

Applications should include a cover letter; CV/resume and any other supporting documentation of experience and expertise; at least two references; and an estimate of fees/rate based on the estimated hours presented in the Scope of Work.

Submit applications to Aimee Boulanger, Executive Director, [aboulanger@responsiblemining.net](mailto:aboulanger@responsiblemining.net) and Kristen Vissers, Program Coordinator [kvissers@responsiblemining.net](mailto:kvissers@responsiblemining.net)

We will confirm receipt of all applications by e-mail. However, we will only follow up with candidates who have been chosen for interviews.

## Extended application deadline:

**1 October 2021**

If circumstances prevent submission of a full application before this deadline, please feel free to send a note by the deadline, requesting more time to apply, including a proposed date for an extended deadline.