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Secretariat of Geology, Mining and Mineral Transformation – SGM

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Term of Reference No. 28
“Mining and society: extractive activity as a link for the promotion of municipal economic autonomy and social and environmental development”

March 2023



TERM OF REFERENCE – TOR

“Mining and society: extractive activity as a link for the promotion of municipal economic autonomy and social and environmental development”

1. BACKGROUND AND CONTEXT

This Term of Reference is proposed within the scope of the Technical Assistance Project for the Energy and Mining Sectors (META) of the International Bank for Reconstruction and Development (IBRD), which is linked to the World Bank.

According to Article 29 of Decree 9,675/2019, the Secretariat of Geology, Mining and Mineral Transformation (*Secretaria de Geologia, Mineração e Transformação Mineral – SGM*) of the Ministry of Mines and Energy (MME) is responsible for coordinating sectoral planning studies and proposing actions for the sustainable development of mining and mineral transformation.

In this context, the Federal Government, through the MME, has been promoting efforts to broaden the understanding of the mining sector and its impact on society, continuing the work started in the “*Diagnóstico Socioeconômico e Ambiental da Mineração em Pequena Escala (MPE) no Brasil*” (“Socioeconomic and Environmental Diagnosis of Small-Scale Mining (MPE) in Brazil”), concluded in 2018, under the Loan Agreement between the Ministry and the World Bank – META Project – Technical Assistance Project for the Energy and Mining Sectors.

The mining activity creates wealth and has contributed, over time, to the human development of various nations, in the economic sector and in building society. These countries, which reap the benefits of resource wealth, should develop law enforcement capacity; strengthen public policies and institutions that govern extraction operations; establish transparent systems for managing the revenues obtained from license fees, taxes, and royalties; and consolidate its competence to invest these resources in the diversification of the economy, social development, and environmental responsibility, leading to the inclusive and sustainable growth of the activity.

Challenges, however, are significant and are not always overcome. The wealth of mineral resources, controversially, can also generate macroeconomic instability; high rates of



unemployment, poverty and inequality; environmental degradation; conflicts over land use; systemic corruption; and negative impacts on health and on individual and collective means and ways of life.

In order to minimize these effects, the mining activity should be developed in a sustainable way, that is, balanced on a tripod, on which the three aspects are respected equally and simultaneously: the environmental, the social, and the economic. Of these, the social aspect is perhaps the most difficult to balance, as it hardly comprises formal mechanisms for regulating the mining activity. Similarly, it is a complex process to measure the aspirations of society, which are often centered on issues that are the responsibility of the Brazilian State itself, but which end up being transferred to the private sector.

Nevertheless, it is equally important to observe the social aspect, as it refers to the existing conflicts between the production sector and, especially, the local community – problems that may have different impacts and harm the implementation and operation of mining enterprises, as well as interfering with the environmental licensing process.

Here comes the so-called “social license to operate” which, according to Thomson (2014)¹, is “*a kind of approval from the community regarding the operations of a given company. [...] It is not a written document, but a kind of pact of legitimacy and credibility built in the company’s relationship with its stakeholders.*” Since the concerns of the communities where mining is inserted fall on the risks of impacts caused by large projects, this assent from the population is crucial for the development of mines.

Furthermore, the economic dependence on the State, especially on mining municipalities in relation to the sector’s activities, is equally worrying. Mining then becomes the main source of financial transfers, predominantly generating jobs and playing a significant role for the local and even regional trade balance. In this case, the abrupt closure of a mine, for whatever reason, can negatively impact the finances of that municipality, especially when there is no economic diversification or when it is not enough for the sustainability of the local economy.

Another point to be considered, in addition to the diversity of the economic matrix of the mining municipalities, is how financial compensation from mining, known as royalties, is

¹ THOMSON, I. Pela política da boa vizinhança. *Ideia Sustentável*, São Paulo, Jan 31, 2014. Available at: <https://ideiasustentavel.com.br/pela-politica-da-boa-vizinhanca>. Retrieved: Nov 7, 2019.



used by these municipalities to promote the sustainable development of their populations. and if there is any control mechanism that is open and transparent to society.

Thus, it is not only a matter of minimizing the negative impacts arising from mining, but also enhancing the positive impacts, maximizing for society all the benefits arising from this activity, and prioritizing its application in actions of social relevance, with true investments in human development, such as in the areas of health, education, and culture; infrastructure; technological development; and diversification of the economic matrix, which may promote job growth and local income.

Faced with the peculiarities inherent in mining municipalities and, in parallel, with the development opportunities they entail, the project “Mining and society: extractive activity as a link for the promotion of municipal economic autonomy and social and environmental development” is aligned as a study proposal to enable an understanding of the socioeconomic reality of thirty-five (35) mining municipalities, aiming to subsidize the municipality – population in general, organized society, public managers, and institutions – to: i) recognize itself as a mining municipality; ii) understand the municipal management of Financial Compensation for the Exploitation of Mineral Resources – CFEM; iii) improve its management mechanisms while considering the sustainability of the municipality; and iv) generate knowledge for the diversification of the economic and revenue matrix beyond the mineral extraction activity.

Additionally, this project aims to support the Federal Executive Branch with proposals to improve mineral legislation and management, the social and environmental development of mining, and the construction of dialogue mechanisms that contribute to improving the image of mining in society.

2. JUSTIFICATION

The mining activity creates wealth and has contributed, over time, to the human development of various nations, in the economic sector and in building society.

Nevertheless, mining can generate significant impacts in the regions where it is developed, such as the disorderly increase in the local population, proximity to urban areas,



competition with other activities for land use and occupation, environmental problems, and economic dependence on the municipality, among others, which may generate social and environmental conflicts.

In this perspective, there should be a constant evolution in the development of the mining activity, in order to avoid deadlock situations between the companies and the population located in the surroundings of the enterprise.

In any case, it is up to the public authorities and mining entrepreneurs to develop a plan to minimize the negative effects of the activity, maximize the positive ones, and recognize the plurality of interests involved, while preparing the community for the future closure of the mine, a reduction in economic activity, unemployment generated, and a decrease in tax collection, among others.

The human rights of the affected communities should be respected, while the municipalities' gains, particularly those related to mining royalties, should be used to invest in the well-being of the communities where this extraction takes place. The mining project needs to adapt and become a more participatory process, reaching all stakeholders, from the conception to the closure and decommissioning of the mine.

The mining sector needs to incorporate the “social license” to operate and guide itself on the various aspects related to social, business and environmental responsibility, which also involves the recognition and incorporation of the Sustainable Development Goals (SDGs) within the industry.

Nevertheless, aligning the private sector work with domestic development strategies requires close dialogue and collaboration. From a global perspective, this would require an expansion and greater systematic engagement, on the one hand, between industry associations and individual multinational companies and, on the other hand, between governments, international organizations, and civil society representatives. Furthermore, it should consider the need to support platforms at the national level for dialogue, coordination and partnerships between the public and private sectors, civil society organizations, and other stakeholders.

Nevertheless, despite being internationally recognized as an activity that drives development and considering its importance for the development of humanity and people's quality of life, the image of mining is not positive. This perception is aggravated by recent



environmental and social accidents, which increase society's resistance, not only in relation to the companies involved, but to mining activity in general.

This Term of Reference meets the need for actions, initiatives and policies of a socioeconomic and environmental nature to expand the economic potential and minimize the social and environmental impacts of the mining activity. In this way, the results should make it possible to understand the main socioeconomic issues of mining municipalities; define the causes and consequences of local impacts caused by mineral extraction activities; identify barriers to human and economic development in the region, including any legal provisions; recognize challenges and opportunities; plan to minimize impacts; and generate strategies to diversify the economy of the municipalities while strengthening the dialogue between all interested parties.

These, among others, are just some of the elements that should be addressed by the project “Mining and society: extractive activity as a link for the promotion of municipal economic autonomy and social and environmental development.”

3. *PURPOSE*

The purpose of this Term of Reference is to hire a specialized technical consulting service for the purpose of carrying out a study that supports the formulation of public policies and a set of medium- and long-term actions to prepare the local government and communities to recognize the productive potential and the socioeconomic and environmental peculiarities of each municipality, as well as instruments that guarantee its sustainability, enable diversification and autonomous economic development, and positively alter society's perception of mining.

In this context, the project aligns itself as a study proposal to understand the socioeconomic reality of Brazilian mining municipalities, aiming to subsidize the municipality – population in general, organized society, public managers, and institutions – to, especially:

- i) recognize itself as a mining municipality, with specificities that promote or inhibit its economic growth and social development;



- ii) promote greater transparency in municipal management and for the local community regarding the application of the Financial Compensation for the Exploitation of Mineral Resources (CFEM), seeking to provide subsidies for the improvement of its management mechanisms;
- iii) generate knowledge for the diversification of the municipal economic matrix and revenue collection beyond the mineral extraction activity;
- iv) diagnose the reputation or image of mining in each of the selected municipalities;
- v) promote best practices in the mining sector and develop mechanisms or tools so that this sector can better contribute to sustainable development in these municipalities, including the application of the Sustainable Development Goals (SDGs) in mining; and
- vi) propose actions, initiatives and guidelines to support public policies that meet the specific and general goals of this project, while focusing on municipal managers and other stakeholders involved and considering the state and federal scope.

Additionally, this project aims to support the Federal Executive Branch with proposals to improve mineral legislation and management, where applicable, the social and environmental development of mining, public transparency and the construction of dialogue mechanisms, which contribute to improving the image of mining. before society, while providing subsidies for government decision-making and emphasizing the need to consider the social and environmental aspects of the selected municipalities.

In this context, the specific goals of the Project are to:

- Characterize and analyze the socioeconomic aspects of thirty-five (35) Brazilian mining municipalities, to be selected for the study. Within the criteria for the selection of municipalities, the following should be considered, at least: the collection values of the Financial Compensation for the Exploitation of Mineral Resources (*Compensação Financeira pela Exploração de Recursos Minerais – CFEM*), considering up to the last three base-years of information consolidated by the National Mining Agency (*Agência Nacional de Mineração – ANM*); relevant social and environmental or mining issues; or interesting solutions for the scope of



this study. The municipalities should also be selected considering the geographic distribution, obligatorily contemplating at least three municipalities in each of the Brazilian regions, as well as at least one municipality in the states of Goiás, Mato Grosso, Minas Gerais, and Pará. The list with the suggestions of the municipalities by the contracted consultant should be resubmitted, debated, and approved, in due course, by the Technical Supervisory Committee (*Comitê Técnico Supervisor – CTS*), aiming beyond the results of this project, the best logistical use for the execution of the study. The following is a preliminary, non-exhaustive reference list of fifty-three (53) municipalities that meet at least one of the criteria presented and fall within the scope of the project:

- a. in the state of Pará, the municipalities of Canaã dos Carajás, Curionópolis, Itaituba, Juruti, and Parauapebas;
- b. in the state of Minas Gerais, the municipalities of Brumadinho, Conceição do Mato Dentro, Congonhas, Mariana, and São Gonçalo do Rio Baixo;
- c. in the state of Goiás, the municipalities of Alto Horizonte, Barro Alto, Campos Verdes, and Minaçu;
- d. in the state of Mato Grosso, the municipalities of Nobres, Peixoto de Azevedo, Poconé, and Pontes e Lacerda;
- e. in the state of Amazonas, the municipality of Presidente Figueiredo;
- f. in the state of Amapá, the municipalities of Calçoene, Pedra Branca do Amapari, and Vitória do Jari;
- g. in the state of Rondônia, the municipalities of Ariquemes and Porto Velho;
- h. in the state of Mato Grosso do Sul, the municipalities of Corumbá and Ladário;
- i. in the state of São Paulo, the municipalities of Cajati and Mogi das Cruzes;
- j. in the state of Espírito Santo, the municipality of Barra de São Francisco;
- k. in the state of Paraná, the municipalities of Adrianópolis, Almirante Tamandaré, Campo Largo, and Rio Branco do Sul;
- l. in the state of Rio Grande do Sul, the municipalities of Ametista do Sul, Arroio dos Ratos, and Candiota;
- m. in the state of Santa Catarina, the municipality of Treviso;
- n. in the state of Bahia, the municipalities of Caetité, Jacobina, and Juazeiro;



- o. in the state of Sergipe, the municipality of Rosário do Catete;
 - p. in the state of Pernambuco, the municipalities of Recife and Ouricuri;
 - q. in the state of Tocantins, the municipalities of Bandeirantes do Tocantins and Xambioá;
 - r. in the state of Ceará, the municipalities of Horizonte and Santa Quitéria;
 - s. in the state of Maranhão, the municipality of Godofredo Viana;
 - t. in the state of Piauí, the municipality of Antonio Almeida;
 - u. in the state of Roraima, the municipality of Mucajaí; and
 - v. in the state of Paraíba, the municipalities of Caaporã, Mataraca, and Pitimbu.
- Characterize the mining activity and its production chain in the selected municipalities, as well as evaluating the degree of economic dependence in relation to the activity;
 - Assess the main environmental, social and economic impacts caused by the mineral extraction activity in these municipalities, at the local level, and where applicable, at the state, regional, national or even international level;
 - Characterize the main socioeconomic and environmental issues, specific and common, of the selected mining municipalities;
 - Determine the main productive potential and the socioeconomic and environmental peculiarities of each of these municipalities, recognizing the challenges, opportunities and aptitudes of these territories, based on sustainable development, including in the analysis the possibilities of tourism (including geotourism, adventure tourism, and ecological tourism) and actions for the marketing of these municipalities;
 - Qualify, characterize and evaluate the urban and rural infrastructure of the selected municipalities, regarding the generation and distribution of energy, access to the Internet and quality electricity compatible with each consumer type (home, commercial, and industrial), independent producers, where applicable, and consumption, among other related aspects, considering whether there are prospects for the expansion of cities or rural areas with a strong mining activity, as well as the needs or shortcomings in these areas, bottlenecks, or limiting factors;



- Qualify, characterize and evaluate the urban and rural infrastructure of the selected municipalities, focusing on the modal system for transporting people and cargo, as well as the needs or shortages in these areas, bottlenecks or limiting factors. Assess the impacts, if any, of the transportation of cargo originating from mining on locations close to the production activity;
- Characterize and evaluate the civil defense sector, especially if there is a mining tailings dam in the municipality, as well as education, health and public safety in these selected municipalities, with a view to enabling an analysis of the relevant impacts of mining;
- Assess the obstacles to the socioeconomic development of these municipalities, including possible legislation provisions and competition between alternative land uses, among other limiting components, mapping the main bottlenecks and deficiencies for the economic diversification of each selected municipality;
- Evaluate, in these municipalities, the challenges, lessons learned and opportunities for the diversification of economic activities, including a comparison, where possible, with Brazilian and international success stories;
- Identify or propose, as applicable, mechanisms or forms of dialogue in the selected municipalities, between mining companies or cooperatives with local communities, or which includes Municipalities, States and the Federal Public Authority in this dialogue;
- Identify or propose, as applicable, mechanisms or tools for transparency and disclosure in the application of resources from the Financial Compensation for the Exploitation of Mineral Resources (CFEM) in these municipalities;
- Promote best practices in the mining sector and develop mechanisms or tools so that this sector can better contribute to sustainable development in these municipalities, including the application of the Sustainable Development Goals (SDGs) in mining;
- Ensure a better understanding of the impacts generated by the mining activity;
- Generate strategies for the diversification of the economy of these municipalities, strengthening the dialogue between the interested parties;



- Diagnose the reputation or image of mining in each of the selected municipalities, mainly in urban and rural areas with a strong mineral production activity;
- Present counterpoints and recommend actions aimed at improving the image or reputation of mining in these municipalities; and
- Propose actions, initiatives and guidelines to support public policies that meet the specific and general goals of this project, while focusing on municipal managers and other stakeholders involved and considering the state and federal scope.

4. SCOPE

The target audience of this Term of Reference is composed of public policy makers for the mineral sector, mayors, legislative chambers, local communities, mining companies and cooperatives, and other stakeholders involved, considering the municipal, state and federal spheres.

The study and its recommendations should be capable of favoring the construction of government instruments, such as plans and programs, for the promotion of public policies related to the productive improvement of the local economy, diversifying the list of economic activities, and ultimately, benefiting society as a whole.

5. RESULTS AND EXPECTED PRODUCTS

The expected results of this study are to:

- The socioeconomic characterization of thirty-five (35) mining municipalities, considering their location and influence in the geographic space, their impacts, competing activities, limiting aspects, potential for growth or expansion of this production activity, and other relevant aspects;
- Subsidies for the diversification of the economic matrix in the selected mining municipalities, aiming at reducing, in the medium and long term, the dependence



of these municipalities on the mining activity, especially for more sustainable activities (ecological tourism, geotourism, adventure tourism, etc.);

- Promote societal awareness information on the municipal use of the Financial Compensation for the Exploitation of Mineral Resources (CFEM), with contributions on transparency in the disclosure of the application of these resources and improvement of management by the selected municipalities;
- Develop and strengthen the dialogue between local mineral producers and the municipal community, involving, where possible, Municipalities and local authorities, States, and Federal Public Authority in this dialogue;
- Contributions to understand how the local community perceives the mining sector in their localities and how this sector affects it, positively or negatively, to support actions, strategies and policies to improve the image and reputation of mining in society;
- Promote best practices in the mining sector and develop mechanisms or tools so that this sector can better contribute to sustainable development in these municipalities, including the application of the Sustainable Development Goals (SDGs) in mining; and
- Supports to propose actions, initiatives and guidelines for public policies that meet the specific and general goals of this project, while focusing on municipal managers and other stakeholders involved and considering the state and federal scope.

Below are the products to be prepared during the contracting period, with the provisions of Chapter 6 (ACTIVITIES) also being observed.

5.1. Product 1: Work Plan and Technical Report – “Socioeconomic, Infrastructure and Mining Activity Study in the Mining Municipalities”

Product 1 consists of preparing the Work Plan and Report 1, which should contain at least:

- a) Methodology developed for this project and for the specific product, including a description of the activities and work steps defined by the Contractor as necessary to achieve the goals proposed, the expectations for achieving the



results and the limitations encountered. It should include the details of the field steps, agents to be consulted, and the sources to search for secondary data. The Work Plan and the methodology should be directly related to the products and aligned with the schedules defined in this Term of Reference (TOR), including the specific goals, activities, deadlines, responsible parties, and possible partners;

- b) Characterization and critical analysis of data and social, economic and multi-domain information, among other data from the selected municipalities, including indices such as the Municipal Institutional Quality Index (*Índice de Qualidade Institucional Municipal – IQIM*), specific to each municipality and common to localities, in a comparative way, emphasizing their particularities or when they occur within the same State. One should also consider the ranking of these municipalities in relation to their various indicators, at the state and national level. Socioeconomic data and information from divergent sources should be compared, analyzed, and justified;
- c) Characterization of the mining sector in each selected municipality. It should include a critical analysis of the mineral extraction activity, as well as its production chain and other relevant topics, such as mining and social and environmental conflicts specific to each municipality and common to the selected locations, in a comparative way, highlighting their particularities and understanding their causes and consequences at the local, state, regional, national and even international level, as applicable;
- d) Critical analysis of the matrix and degree of economic dependence of the selected municipalities in relation to mining, including beyond the CFEM;
- e) Identification of local goods and services contracted by mining companies in the selected municipalities. It should include a discussion on local content in the mineral sector, based on benchmark studies, Brazilian or international, on the subject, highlighting the conclusions, weaknesses, opportunities and success stories found;



- f) Identification of existing economic activities in each municipality, with an emphasis on their contribution to the local economy and economic diversification;
- g) An analysis of the social programs that comprise the selected municipalities, including identification of topics, key stakeholders, responsible parties, fundamentals, benefits, and impacts on the local population. It should also cover digital inclusion programs and free access to Internet connection services for each selected municipality;
- h) Diagnosis of the infrastructure of the electricity sector in each municipality, with an emphasis on meeting the demand of industrial mining, but without ignoring other consumers, while considering the need for dimensioning and preparation of the electrical system to serve the mineral sector. It should include a critical analysis regarding the prospects for expansion of urban or rural centers with moderate to high mining activity or with a concentration of mining contracts, and regarding the needs or limitations of these areas. Additionally, it should verify how Internet access and coverage services operate in the selected municipalities;
- a) Diagnosis of the modal infrastructure (rail, road, air, waterway, and pipeline) in each municipality, focusing on meeting the demand of industrial mining, but without disregarding other users, considering the need to dimension and prepare the municipal modal system for transport and disposal of goods and mineral products. It should include a critical analysis regarding the prospects for expansion of urban or rural centers with moderate to high mining activity or with a concentration of mining contracts, and regarding the needs or limitations of these areas, including impacts, if any, of the transportation of cargo originating from mining in the municipality and municipal or interstate surroundings, where applicable;
- b) Characterization of work and employment relationships, professional qualification and informality in the selected municipalities, considering the needs or shortages for the mineral extractive sector, preferably based on the most current municipal, state and federal official data and information. It should



- include a critical analysis on the topic and considerations regarding social inequalities, unpaid domestic work, age, gender, and color or race;
- c) Characterization and critical analysis of the civil defense sector of each selected municipality, including the fire department, considering the quantity and associated infrastructure (headquarters and units, etc.), number of vehicles, number and qualification of professionals, service capacity of usual demands, relationships with the main mining companies, and preparation to address any incidents related to the activity, as in the case of tailings dams, including, where appropriate, the preparation of emergency or contingency action plans;
 - d) Characterization and critical analysis of the health sector for each municipality, considering the public and private hospital infrastructure, number of vehicles, number and qualification of professionals, capacity to meet the usual demands, and projection for major occurrences (e.g., natural disasters, dam failures, disease outbreak, etc.). The analysis should include existing or suggestive healthcare actions for the pregnant employees, mother and baby health, and care for pregnancy in childhood and adolescence;
 - e) Characterization and critical analysis of the public security sector of each municipality, considering the public security infrastructure (headquarters and units, etc.), number of vehicles, quantity and qualification of professionals, capacity to meet the usual demands, and projection for major occurrences (e.g., natural disasters, large migratory flow of workers, increased prostitution, etc.). It should include an evaluation of complaint mechanisms for issues related to gender and the working conditions of specialized police stations for assisting women, if they exist;
 - f) A general survey, with a critical analysis, on the education sector in each municipality, considering, for each stage (day care, early childhood education, primary education, secondary and higher education), the number of day care centers, schools and educational institutions in the public and private network, relationships between the number of vacancies offered and demand, number and qualification of professionals (nursery workers, teachers, etc.), quality, and infrastructure requirements. The analysis should include considerations about



illiteracy rates among young people and adults, and school dropout rates, especially among expectant mothers and mothers;

- g) Critical analysis of data on the collection and distribution of the Financial Compensation for the Exploitation of Mineral Resources (CFEM), focusing on the characterization of its use and application in each selected municipality. It should identify, where possible, mechanisms or tools for transparency and disclosure in the application of funds from CFEM in these municipalities. It should include an analysis of studies on similar mechanisms, with conclusions, discussions, recommendations, weaknesses and opportunities found, success stories, and bibliographic references in the Brazilian and/or international academic literature; and
- h) It should present the results, considerations and conclusions for the service of the product.

5.2. *Product 2: Technical Report – “Aptitude Diagnosis of Territories, Mining Expansion Potential and Alternative Activities in the Mining Municipalities”*

Product 2 should contain at least:

- a) A summary of the methodology developed for this product, including the expected range of results and limitations encountered;
- b) Identification and critical analysis of the Municipal Master Plan and environmental zoning, where applicable; the Organic Act, the Soil Act, and other territorial planning standards or instruments at the municipal, state or federal level, which have an impact on selected municipalities, especially in relation to mining activity;
- c) Characterization of the territory’s aptitudes, based on the sustainable development of its productive activities and geodiversity, with critical analysis on tourism possibilities (including geotourism, adventure tourism, and ecological tourism) and territorial marketing actions;



- d) Assessment of the potential for expansion of the mining activity, on a sustainable basis, in each selected municipality, as well as limiting factors for its expansion;
- e) Diagnosis of the potentialities and productive activities that compete with or which comprise alternatives to mining, focusing on the diversification of the economic matrix, as well as considering the existing ones, in each of the selected municipalities;
- f) Identification and critical analysis of barriers to socioeconomic development and to the diversification of the economic matrix in each of the selected municipalities. It should include an analysis of Brazilian or international benchmark studies on the subject;
- g) Assessment of the production potential and socioeconomic and environmental peculiarities of each municipality, identifying the challenges, lessons learned and opportunities for the diversification of economic activities, with a comparison, where possible, with Brazilian and international success stories; and
- h) It should present the results, considerations and conclusions for the service of the product.

5.3. *Product 3: Technical Report – “Sustainable Development Goals, Image of Mining and Mechanisms for Dialogue and Transparency with Society”*

Report 3 should contain at least:

- a) Methodology developed for this product, including the expected range of results and limitations encountered;
- b) Survey on the image or reputation of mining in each of the selected municipalities, through opinion polls, with presentation of results, analyses, conclusions, and recommendations;
- c) Analysis of actions or initiatives in the mineral extraction activity, having as parameters the Sustainable Development Goals (SDGs), best practices, and the



application of said practices in mining, considering the main companies or cooperatives in the mining municipalities;

- d) Critical analysis, in a specific chapter, on SDG 5: Gender Equality and mining, including an evaluation of equal job opportunities in the mining industry, how gender relations are processed in the organizational context of the mineral extraction company, work gender division, domestic and family work division, access to education, professional training, assistance to women's health and safety, and investments and social actions to empower the female gender, with a focus on guaranteeing better living conditions for women and girls and ensuring its emphatic role in promoting sustainable development, through participation in the entire business and life cycle of the mining project, including in decision-making areas. This item should be based on field studies or interview research;
- e) Presentation of the best practices or social and environmental initiatives identified in the mining sector in the selected municipalities and, if applicable, the tools or mechanisms for mining to contribute to sustainable development in these municipalities;
- f) Presentation of the best municipal transparency practices, improvements or propositions, as applicable, of the selected municipalities, of initiatives, mechanisms or tools for transparency and disclosure in the application of resources from the Financial Compensation for the Exploitation of Mineral Resources (CFEM) in these municipalities for the local population;
- g) Critical analysis of mechanisms or forms of communication between mining companies, local communities and the municipal, state and federal Public Authority, in the selected municipalities, considering questions regarding the "social license to operate." It should include an analysis of studies on the topic, with conclusions, discussions, recommendations, weaknesses and opportunities found, success stories, and bibliographic references in the Brazilian and/or international academic literature;
- h) Improvements and propositions, as applicable, in the selected municipalities, of mechanisms or tools for transparency and disclosure in the application of



resources from the Financial Compensation for the Exploitation of Mineral Resources (CFEM) in these municipalities; and

- i) It should present the results, considerations and conclusions for the service of the product.

5.4. *Product 4: Final Report – “Proposals for the Sustainable Development of Mining Municipalities” and Seminar*

This is the final report, consolidating previous products, with proposals for public policies to subsidize the construction of government instruments, such as actions, plans, and programs.

The Final Report should contain at least:

- a) Systematization, integration and consolidation of primary and secondary data, as well as other information from previous products;
- b) Summary of the methodology applied in the project, including for Product 4;
- c) Summary of the main assessments and discussions that took place in the previous products, including the strengths, opportunities, challenges and limiting components or restrictions on the topics covered in these products;
- d) Recommendations for public policies, including actions, initiatives, and partnerships, according to assumptions, diagnoses and assessments consolidated in the previous products, for:
 - i. the sustainable development of the mining activity and the diversification of the economic matrix of each municipality, based on the assessment of the territory’s aptitudes, considering the challenges in infrastructure, health, safety, environment, local content, and formalization of the activity, among others;
 - ii. the implementation of dialogue mechanisms between mining companies, local communities and the Government, as well as tools for transparency and monitoring of the application of CFEM resources by the population in the municipalities, with the aim of integrating the



- mining industry, community and government, and leveraging investment for sustainable development and inclusive dialogue;
- iii. encouraging mining companies of all sizes to incorporate the relevant SDGs into their businesses and validate their current efforts;
 - iv. the inclusion of gender in mining municipalities and in the mining industry;
 - v. the promotion of professional and technological education aimed at the mining industry, considering the relevance of mining and its related activities in the local and regional context, the local offer of employment opportunities for companies in the mineral sector, and the role of learning institutions as possible bridges between mining and the SDGs;
 - vi. implementation of improvements in work and employment relations, reduction of informality and confrontation of illegality in mining in the selected municipalities; and
 - vii. improving the image or reputation of mining.
- e) Preliminary analysis on meeting the expected results of the project, according to item 5 (EXPECTED RESULTS AND PRODUCTS), that is, whether the expected results were achieved or could be achieved based on the studies, surveys, analyses, discussions, proposals and recommendations presented in the four products;
 - f) Presentation of recommendations, propositions and conclusions for the fulfillment of the project's purpose.

Additionally, Product 4 should include a seminar to present the project's results (see item 6, Table 1, sub-item 4.2). The summary of the results of the seminar contributions should be edited and inserted as an annex to the Final Report.

6. ACTIVITIES

For the preparation of products, specific activities will be carried out, as detailed in the chart below:



Product	Activity
Product 1: Work Plan and Socioeconomic, Infrastructure and Mining Activity Study in the Mining Municipalities	<ul style="list-style-type: none">a) Preparing the Work Plan with the indication of activities, project planning, applied methodologies, forecast regarding meetings and product deliveries, details on the field stages and selection criteria of the municipalities, companies or cooperatives to be visited, considering the schedule and deadlines set forth in this Term of Reference (TOR). The Draft Work Plan should be sent by email in advance to the Technical Manager of the Project within five working days before the working meeting at the MME. The Work Plan should be detailed and presented according to this TOR, to be discussed with the Technical Supervisory Committee (CTS);b) Holding a working meeting at the MME (Brasília, Federal District (DF)), within ten (10) business days from the issuance of the Service Order (SO), or exceptionally by video-conference, for the presentation of the team, provision of details and improvement of the methodology and the Work Plan, directing technical field visits and leveling the expectations of the CTS with the contracted team, among other relevant aspects. The participation of the General Coordinator and the Fully Authorized Consultants in the meeting is considered appropriate, the duration of which may be up to 4 periods of four (4) hours each, as agreed between the parties;c) Presenting the list of recommendations of the municipalities to be characterized in the study, based on the criteria and the reference list contained in item 3 of this TOR, in order to plan an adequate logistical and study arrangement. The choice of thirty-five (35) municipalities should be ratified by the CTS and included in the Work Plan;d) Resubmitting the project's Work Plan, in its final version, after the contributions and debates held with the CTS. The new Work Plan should be approved by the CTS;e) Developing a visual identity for the products, including reports, graphs, and presentations, among others. The visual identity should be validated by the CTS;f) Compliance with item 5 (EXPECTED AND RESULTS PRODUCTS), in particular sub-item 5.1 (Product 1), in its fullness and complexity, or, exceptionally, providing a justification with arguments and facts, presenting proof, when compliance cannot be ensured;



	<ul style="list-style-type: none">g) Presenting the methodology developed for the product, in a specific chapter, including the methods for selecting data and information for the study, expected results, and limitations encountered;h) Carrying out planned technical visits in the thirty-five (35) municipalities selected to collect essential data and information for the execution of Products 1, 2 and 3 and, especially, to absorb the local reality of the municipalities. It is considered important to recognize how the production sectors, including mining, are installed in the study areas and the profile of the municipality and its infrastructure, in addition to contacting, talking or meeting, whenever necessary, the mayor and their secretaries, miners, employees, or local suppliers, the municipality's society, entrepreneurs, traders, community leaders, and public agents such as civil defense or public health and safety sectors, among other relevant stakeholders for this project;i) Identifying, researching and assessing social, economic and multi-domain data from the selected municipalities, independently, considering: i) the most up-to-date information and data; ii) the use, preferably, of federal government sources, such as those from the Institute of Applied Economic Research (<i>Instituto de Pesquisa Econômica Aplicada – IPEA</i>), the Brazilian Institute of Geography and Statistics (<i>Instituto Brasileiro de Geografia e Estatística – IBGE</i>), the Ministry of Labor and Employment, and the Ministry of Health, among others, and, in a complementary and comparative way, those originating from the states and the municipalities themselves, if any; and iii) the use of historical series, at least, from the year 2000;j) Characterizing the mineral sector in each selected municipality, based on field visits, secondary data, or geospatial analysis: i) generating consolidated statistics regarding the stages of the process and legal documents (mining certificates); ii) identifying and mapping mining activity centers and their distribution or concentration in the selected municipalities; and iii) generating statistics on the main mineral substances, as well as the gross and processed mineral production in these municipalities, at least for the last three (3) base years, counted from the signing of the contract for this project;k) Qualifying, characterizing and critically analyzing the urban and rural infrastructure of the thirty-five (35)
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	<p>selected municipalities in terms of: i) generation, transmission and distribution of the electricity network for each municipality; ii) access to quality electricity, compatible with the consumer type (home, commercial, and industrial); iii) the role of independent producers, if any; iv) the consumption of electricity in the municipality, among other related aspects that may answer whether said infrastructure is sufficient to meet current demand, at an industrial level, notwithstanding other consumer types and whether it may be expanded in the short or medium term, as necessary; and v) verifying the existence of programs for digital inclusion and free access to Internet connection services and how Internet coverage services are in the selected municipalities;</p> <p>l) Qualifying, characterizing and critically analyzing the urban and rural modal infrastructure of the thirty-five (35) selected municipalities, focusing on cargo transportation, among other related aspects that can answer whether that said infrastructure is sufficient to meet the current demand for mineral production, notwithstanding other types of users and whether it can be expanded in the short or medium term, as necessary. Assessing the impacts of cargo transportation in the mining sector in the municipalities, and where applicable, in the surrounding areas or interstates;</p> <p>m) Characterizing the work and employment relations in the thirty-five (35) selected municipalities, performing a numerical presentation and percentage of workers by age, education level, gender, and activity or economic sector;</p> <p>n) Conducting a survey of CFEM collection and distribution data for each selected municipality, at least, for the last three (3) years, counting from the signing of the contract for this project;</p> <p>o) Including, with regard to transparency mechanisms and disclosure of CFEM resources, at least five applicable benchmark studies on the subject or which address similar tools, published from the year 2000;</p> <p>p) Listing sources of secondary information. Identifying and recording the focal points of the main public agencies, entities, associations, cooperatives or companies that are the sources of data and information presented in the product, as well as the address, website, institutional emails, telephone or contacts of</p>
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	<p>those responsible for the information, in the form of annexes (organized worksheets).</p> <ul style="list-style-type: none"> q) Presenting the bibliographic references in a specific chapter, according to ABNT standards; r) Holding planned face-to-face or video-conference meetings, throughout the execution of the product, whenever necessary, in order to verify compliance, scheduled content, and limitations, as well as proposing alignments with the expectations of achieving the study results; s) Holding a face-to-face meeting at the MME (Brasília, DF) after the first technical evaluation of the CTS regarding the product, and exceptionally, a video-conference meeting, to ensure adequacy and discussion of relevant topics. The duration of the meeting may be up to two (2) periods of four (4) hours each. The presence of the General Coordinator and the Fully Authorized Consultants responsible for the product is required, in addition to the Brazilian Portuguese Consultant, when requested; t) Providing all documents used or prepared by the consulting firm (reports, database, and bibliography, among others), including maps (mxd project, layers, shapefiles, and legends), which may be considered relevant for a better understanding and monitoring of the project by the CTS; u) Including photographs, illustrations, schematics diagrams, or other forms of visual records throughout the product; and v) Presenting the results and conclusions arising from this product, in a specific chapter; w) Promoting grounded discussions and critical analysis throughout the product.
<p>Product 2: Aptitude Diagnosis of Territories, Mining Expansion Potential and Alternative Activities in the Mining Municipalities</p>	<ul style="list-style-type: none"> a) Compliance with item 5 (EXPECTED AND RESULTS PRODUCTS), in particular sub-item 5.2 (Product 2), in its fullness and complexity, or, exceptionally, providing a justification with arguments and facts, presenting proof, when compliance cannot be ensured; b) Presenting a summary of the methodology developed for this product, in a specific chapter, including the expected range of results and limitations encountered; c) Revisiting, where necessary, the thirty-five (35) selected municipalities, aiming to meet the demands of this product;



	<ul style="list-style-type: none">d) Identifying, researching and assessing the social, economic and multi-domain data of the selected municipalities, independently;e) Conducting, for each selected municipality, an assessment of the Municipal Master Plan, the environmental zoning, the Organic Act, the Soil Act, and other territorial planning standards or instruments at the municipal, state or federal level, which have an impact on the mining activity or its expansion. Preparing citations, transcripts or summaries, as applicable, as well as attaching the relevant documentation;f) Assessing the potential for expansion of the mining activity, on a sustainable basis, in each of the selected municipalities, considering their geolocation and the distribution of mining in the territory, and limiting factors for their expansion, such as: i) municipal policies or legislation, antagonistic or inhibiting state or federal laws for the mining activity; ii) insufficient geological potential or low knowledge of geology and its geodiversity; iii) extensive geological knowledge and its geodiversity; iv) presence of other competing economic activities; v) urban expansion; vi) presence or proposals for the creation and expansion of conservation units, indigenous lands, areas for agrarian reform and quilombola territories; vii) mining conflicts; viii) use of obsolete, inappropriate or environmentally unsustainable technologies; ix) financing difficulties; x) inappropriate municipal infrastructure; xi) unfair competition; xii) growth of informal labor, etc.;g) Presenting opportunities for diversification and characterization of the economic matrix in each selected municipality;h) Including, for the analysis of the diversification of the municipalities' economic matrix, at least five (5) benchmark studies on the subject, Brazilian or international level, published from the year 2000. Presenting main discussions, recommendations, weaknesses and opportunities found in these documents, success stories, and bibliographic reference in the Brazilian and/or international academic literature;i) Listing sources of secondary information. Identifying and recording the focal points of the main public agencies, entities, associations, cooperatives or companies that are the sources of data and information
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	<p>presented in the product, as well as the address, website, institutional emails, telephone or contacts of those responsible for the information, in the form of annexes (organized worksheets);</p> <ul style="list-style-type: none">j) Presenting the bibliographic references in a specific chapter, according to ABNT standards; andk) Holding planned face-to-face or video-conference meetings, throughout the execution of the product, whenever necessary, in order to verify compliance, scheduled content, and limitations, as well as proposing alignments with the expectations of achieving the study results;l) Holding a face-to-face meeting at the MME (Brasília, DF) after the first technical evaluation of the CTS regarding the product, and exceptionally, a video-conference meeting, to ensure adequacy and discussion of relevant topics. The duration of the meeting may be up to two (2) periods of four (4) hours each. The presence of the General Coordinator and the Fully Authorized Consultants responsible for the product is required, in addition to the Brazilian Portuguese Consultant, when requested;m) Providing all documents used or prepared by the consulting firm (reports, database, and bibliography, among others), including maps (mxd project, layers, shapefiles, and legends), which may be considered relevant for a better understanding and monitoring of the project by the CTS;n) Including photographs, illustrations, schematics diagrams, or other forms of visual records throughout the product;o) Presenting the results and conclusions arising from this product, in a specific chapter; andp) Promoting grounded discussions and critical analysis throughout the product.
<p>Product 3: Sustainable Development Goals, Image of Mining and Mechanisms for Dialogue and Transparency with Society</p>	<ul style="list-style-type: none">a) Compliance with item 5 (EXPECTED AND RESULTS PRODUCTS), in particular sub-item 5.3 (Product 3), in its fullness and complexity, or, exceptionally, providing a justification with arguments and facts, presenting proof, when compliance cannot be ensured;b) Presenting a summary of the methodology developed for this product, in a specific chapter, including the expected range of results and limitations encountered;



	<ul style="list-style-type: none">c) Identifying, researching and assessing the social, economic and multi-domain data of the selected municipalities, independently;d) Revisiting, where necessary, the thirty-five (35) selected municipalities, aiming to meet the demands of this product;e) Carrying out an opinion poll, in person or by electronic means, on the image or reputation of mining in each of the thirty-five (35) selected municipalities, with a methodology that reflects the following characteristics:<ul style="list-style-type: none">i) the sample population must be random but have an age sixteen (16) years of age or older;ii) the sample population must reside or work in the selected municipality;iii) the confidence interval of the survey must be equal to or greater than ninety-five percent (95%); andiv) the margin of error must be equal to or less than five percent (5%);f) Diagnosing the image of mining. Presenting the results for each municipality, including gender and age groups, and where applicable, results consolidated for the Country, region or States, among other modes;g) Conducting a survey and critical analysis of at least five (5) studies on the image of mining in Brazil or in the world. Presenting the main results, discussions, conclusions, recommendations, success stories and opportunities found, as well as limitations of these documents. Making a comparison with the results found in this project;h) Assessing actions or initiatives of the mineral extraction activity with a focus on the Sustainable Development Goals (SDG), considering the main companies or cooperatives present in the selected mining municipalities, according to the following characteristics:<ul style="list-style-type: none">i) the selected companies or cooperatives must carry out the actions or initiatives in the municipality where the mine exists or in an adjacent municipality;ii) the actions or initiatives must fit into only one of the seventeen (17) SDGs;iii) the actions or initiatives proposed by the indicated companies or cooperatives cannot be related to or originate from the conditions of environmental or judicial licensing; andiv) the company or cooperative must formally authorize the inclusion of actions or initiatives in this document, as well as being responsible for meeting the above criteria and for its content. It is relevant to indicate at least one action or initiative per municipality, if any;
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	<ul style="list-style-type: none">i) Presenting the best practices or social and environmental initiatives identified from mining present in the selected municipalities;j) Presenting actions, mechanisms or tools, identified within the scope of the project, that contribute to the mineral sector promoting local social and environmental development;k) Presenting the best municipal transparency practices, improvements or propositions, as applicable, of the selected municipalities, of initiatives, mechanisms or tools for transparency and disclosure in the application of resources from the Financial Compensation for the Exploitation of Mineral Resources (CFEM) in these municipalities for the local population;l) Collecting data on gender and information related to SDG 5 and mining, such as: the number of women hired in mining companies and their positions; salary comparison between men and women in the same activity; possibility of flexible working hours for mothers and expectant mothers; use of gender-appropriate PPE, toilets and bedrooms; levels of schooling and professionalization of female workers; female representation in community leaders and political participation in the municipality; and social investments in health and safety for women, among other aspects and relevant data to support discussions on gender in the project;m) Listing sources of secondary information. Identifying and recording the focal points of the main public agencies, entities, associations, cooperatives or companies that are the sources of data and information presented in the product, as well as the address, website, institutional emails, telephone or contacts of those responsible for the information, in the form of annexes (organized worksheets);n) Presenting the bibliographic references in a specific chapter, according to ABNT standards; ando) Holding planned face-to-face or video-conference meetings, throughout the execution of the product, whenever necessary, in order to verify compliance, scheduled content, and limitations, as well as proposing alignments with the expectations of achieving the study results;p) Holding a face-to-face meeting at the MME (Brasília, DF) after the first technical evaluation of the CTS regarding the product, and exceptionally, a video-
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	<p>conference meeting, to ensure adequacy and discussion of relevant topics. The duration of the meeting may be up to two (2) periods of four (4) hours each. The presence of the General Coordinator and the Fully Authorized Consultants responsible for the product is required, in addition to the Brazilian Portuguese Consultant, when requested;</p> <ul style="list-style-type: none">q) Providing all documents used or prepared by the consulting firm (reports, database, and bibliography, among others), including maps (mxd project, layers, shapefiles, and legends), which may be considered relevant for a better understanding and monitoring of the project by the CTS;r) Including photographs, illustrations, schematics diagrams, or other forms of visual records throughout the product;s) Presenting the results and conclusions arising from this product, in a specific chapter; andt) Promoting grounded discussions and critical analysis throughout the product.
<p>Product 4 4.1 – Final Report – “Proposals for the Sustainable Development of Mining Municipalities”</p>	<ul style="list-style-type: none">a) Compliance with item 5 (EXPECTED AND RESULTS PRODUCTS), in particular sub-item 5.4 (Product 4), in its fullness and complexity, or, exceptionally, providing a justification with arguments and facts, presenting proof, when compliance cannot be ensured;b) Carrying out the systematization, integration and consolidation of data and other information from previous products;c) Presenting a specific chapter on the preparation of maps, sources and georeferenced data, which will form an annex to the Final Technical Report;d) Carrying out a preliminary analysis on meeting the expected results of the project, according to item 5 (EXPECTED RESULTS AND PRODUCTS), that is, whether the expected results were achieved or could be achieved based on the studies, surveys, analyses, discussions, proposals and recommendations presented in the four products;e) Listing sources of secondary information. Identifying and recording the focal points of the main public agencies, entities, associations, cooperatives or companies that are the sources of data and information presented in the product, as well as the address, website, institutional emails, telephone or contacts of



	<p>those responsible for the information, in the form of annexes (organized worksheets);</p> <ul style="list-style-type: none">f) Presenting the bibliographic references in a specific chapter, according to ABNT standards; andg) Holding planned face-to-face or video-conference meetings, throughout the execution of the product, whenever necessary, in order to verify compliance, scheduled content, and limitations, as well as proposing alignments with the expectations of achieving the study results;h) Holding a face-to-face meeting at the MME (Brasília, DF) after the first technical evaluation of the CTS regarding the product, and exceptionally, a video-conference meeting, to ensure adequacy and discussion of relevant topics. The duration of the meeting may be up to two (2) periods of four (4) hours each. The presence of the General Coordinator and the Fully Authorized Consultants responsible for the product is required, in addition to the Brazilian Portuguese Consultant, when requested;i) Providing all documents used or prepared by the consulting firm (reports, database, and bibliography, among others), including maps (mxd project, layers, shapefiles, and legends), which may be considered relevant for a better understanding and monitoring of the project by the CTS;j) Including photographs, illustrations, schematics diagrams, or other forms of visual records throughout the product;k) Presenting recommendations, propositions and conclusions for the fulfillment of the project's purpose;l) The Final Report should include the contributions as an annex, in an organized way.
<p>4.2 – Study Results Presentation Seminar</p>	<ul style="list-style-type: none">a) Preparing a presentation for the planned seminar, summarizing the applied methodologies, main points of the studies, premises, results, and conclusions obtained. The presentation should have a maximum duration of thirty minutes;b) Including photographs, illustrations, schematics diagrams, or other forms of visual records throughout the presentation;c) Forwarding a preliminary version of the presentation for conformity assessment, in two languages (Portuguese and English versions), according to the schedule defined in the Work Plan;



	<ul style="list-style-type: none">d) Submitting the presentation of the seminar, in its final version, with the summary of the specific chapter of the previous product (item 4.1, item “k”) on a website, including a channel to receive suggestions or contributions, for a specified period of time, prior to the formal presentation of the seminar in Brasília, DF;e) Holding a seminar to present the results and conclusion of the Project, at the MME headquarters, in Brasília, DF, which should cover the applied methodology, main points of the studies, assumptions adopted, results, conclusions obtained, and recommendations, among other relevant aspects. The seminar should have a maximum duration of four (4) hours and be held, preferably, in the morning, with the presence of up to one hundred and fifty (150) participants, or exceptionally, by video-conference, as applicable. The Contractor should provide an auditorium, as well as audiovisual equipment. The participation of the General Coordinator and the Fully Authorized Consultants in the seminar is advisable. The consulting company should be responsible for its dissemination via electronic means and for keeping records of the event and the attendants’ contributions, as well as confirming participation. During the event, interaction with participants and discussions should be allowed;f) The list of the target audience of the event may be indicated, in advance, by the Technical Manager of the project. The consulting firm should consider including, on the list of guests for the seminar, representatives of civil society organizations active in the sector, Fourth and Sixth Technical Chambers of the Federal Public Prosecutor’s Office, the Ministry of Indigenous Peoples, the National Indigenous People Foundation, the Public Ministry of Labor, Ministry of Environment and Climate Change, and their affiliates, in addition to representatives of other institutions of interest in the subject;g) Providing all documents used or prepared by the consulting firm, including presentation, high-resolution figures, photograph records, and attendance list of the event; andh) Organizing, presenting, transcribing and preparing, as an annex to the Final Report, the selected proposals or contributions, arising from the prior exposure of the seminar presentation on the electronic site, as well as the synthesis of the results and contributions of the
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	guests present at the seminar in Brasília, DF. Proposals and contributions not selected by the consulting firm must be presented in organized worksheets with due justification.
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7. DEADLINES/SCHEDULE

The validity and term of execution of the contract will be up to six hundred (600) days, and the deadlines for the delivery of the products will be counted from the date of issue of the Service Order (SO) by the MME, to allow the contracted consulting firm to start the jobs. The terms and percentages corresponding to the products are established as follows:

Type	Order	Quantity	Description	Deadline	Value (percentage)
Work Plan and Technical Report	1	2	Work plan*	Up to 60 days after the issuance of the SO	25%
			Socioeconomic, Infrastructure and Mining Activity Study in the Mining Municipalities	Up to 180 days after the issuance of the SO	
Technical Report	2	1	Aptitude Diagnosis of Territories, Mining Expansion Potential and Alternative Activities in the Mining Municipalities	Up to 300 days after the issuance of the SO	25%
Technical Report	3	1	Sustainable Development Goals, Image of Mining and Mechanisms for Dialogue and Transparency with Society	Up to 420 days after the issuance of the SO	25%
Final Report and Seminar	4	2	Final Report	Up to 540 days after the issuance of the SO	25%
			Seminar	Up to 600 days after the	



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				issuance of the SO	
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* The Work Plan will be previously presented and readjusted within the scope of the Technical Supervisory Committee (CTS) alongside the contracted consulting firm, before its formal delivery and ratification by the collegiate board, as provided in this TOR.

8. KEY TEAM QUALIFICATION AND SPECIFICATION

8.1. Team Profile

The contracted consulting firm should have a technical team of consultants composed of experienced, multidisciplinary professionals, who will be responsible for carrying out tasks specified in the Work Plan, including those that may be reviewed by the Technical Supervisory Committee (CTS), as well as for preparing all the products provided in this Term of Reference, according to the minimum structure provided in item 8.2.

It should be noted that the entire technical staff of the Contractor should be aware that the CTS guidelines for the preparation of products, as well as any criticisms thereof, are of a technical and impersonal nature, aiming solely at improving the products according to the interpretation and knowledge of the CTS of that TOR. In this way, it is convenient that the professionals of the consulting firm, in addition to technical capacity and qualification, have emotional intelligence skills to receive and accept criticism, as well as different pressures or sources of stress arising from the development of products, while being able to promote a constructive dialogue with the CTS and the MME.

In the reports, priority is given to the assessments, justifications and conclusions based on secondary sources or observations during the field stages. In some cases, the opinion manifestation based on knowledge and experiences of the consultants themselves will be accepted, provided that there is no secondary material support.

Although exclusive dedication to this project is not explicitly required, it is expected that the consulting firm's team will be available to perform, in addition to the minimum activities provided in this TOR, those necessary for the fulfillment of the purpose of the Contract, such as holding face-to-face meetings and reviewing products whenever requested by the CTS.



8.2. Required Consultant Qualifications

Technical Team	Qualification	Activities
One (1) – General Coordinator (Project Manager or Special Consultant)	Professional with a doctorate degree and minimum experience of ten (10) years in project management or minimum experience of fifteen (15) years in the areas of administration, geosciences, public management, or environmental studies.	<ul style="list-style-type: none"> a) being the link or focal point of the consulting firm contracted with the supervisory team, the technical manager of the project, and the contract manager; b) preparing a work plan for the consulting firm and being responsible for its appropriate execution; c) supervising, coordinating and guiding the activities of consultants and the preparation of all products, monitoring the execution of work in the field, laboratory, and office, as well as their results, while ensuring compliance with the Term of Reference (TOR) and the supervisory team’s guidelines, within the established deadlines; d) implementing improvements, where necessary for the smooth running of the works; e) holding periodic meetings, in person or via video-conference, with the project supervisory team, to show the steps taken, address any questions, and to monitor and direct the work by the supervisory team; f) ensuring the quality of the information collected, its analysis, and its results, as well as guaranteeing the visual, textual and content quality of the products; g) informing the supervisory team, the technical manager of the project, and the contract manager, in advance, of any internal problems and conflicts in the team that may compromise the consulting work; h) establishing several dialogue channels with the supervisory team, the project’s technical manager, and the contract manager; i) coordinating the development of the visual identity for the project and all its products, in line with the guidelines of the supervisory team and MME standards; and j) assisting in the preparation, review and execution of the products.
One (1) – Consultant (Fully Authorized Consultant)	Professional with training in Portuguese (from Brazil) and mastery of the contracted language and English (mastery of writing, speaking,	<ul style="list-style-type: none"> a) acting in the preparation and grammar and spelling revision of all consulting texts; b) ensuring correct grammar, spelling, punctuation and verb-nominal agreement of all versions of reports, documents and invoices produced by the consulting firm, in accordance with ABNT standards;



	<p>and reading), specializing in proofreading, translation, and writing, with experience in public agencies and private companies in proofreading academic papers and scientific texts. Minimum experience of four (4) years. Specialization or Master's degree in the area of expertise.</p>	<ul style="list-style-type: none"> c) ensuring clarity, conciseness and objectivity in the drafting of the documents presented by the consulting firm; d) analyzing and correcting contextual errors, language defects, contradictions, and, in particular, errors in the translations of the texts involved; e) checking the layout and final presentation of the products according to the standard stipulated for the project; f) reviewing the content and providing references and context for graphs, figures, maps, tables, or any other visual content of the products; g) participating in meetings with the supervisory team; and h) assisting in the preparation and execution of the products.
<p>One (1) – Consultant (Fully Authorized Consultant)</p>	<p>Professional with a degree in geology and specialization in geoprocessing or GIS. Minimum experience of four (4) years in territorial planning or management, or environmental planning and management.</p>	<ul style="list-style-type: none"> a) participating in surveys of information about mining in the municipalities, research and studies required for the preparation of products; b) contributing to the analysis of data on the collection of Financial Compensation for the Exploitation of Mineral Resources (CFEM); c) carrying out the characterization of the mineral sector in each municipality; d) contributing to the analysis of impacts, the current and future demands of mining, the assessment of the municipal infrastructure, and the expansion of mining; e) support in the assessment of the health, education, public security and civil defense sectors of the municipalities; f) assisting in the analysis of the Municipal Master Plan and other municipal and state or federal territorial planning instruments or laws, if applicable in the analyzed municipality, including the Organic Act, environmental zoning, and the Soil Act; g) integrating GIS knowledge with data, information and project objectives, generating relevant maps, figures, assessments and statistics to support the results of the products; h) integrating and structuring the spatial information from the sources used in the project, such as: cartographic data, thematic data, field data, statistics, satellite images, etc.; i) ensuring the compatibility of the visual identity of the maps and figures with the project and guaranteeing the visual quality of the product; j) consolidating and organizing data sheets, and iconographic files, among other data used in the project;



		<ul style="list-style-type: none"> k) preparing a specific chapter on maps, data sources and georeferenced data, which should be attached to the Final Report; l) participating in meetings with the supervisory team; m) carrying out critical analysis and assistance in the preparation of products.
One (1) – Consultant (Fully Authorized Consultant)	Professional with a background in economics. Minimum experience of four (4) years. Specialization or Master’s degree in the area of expertise. Knowledge of the Brazilian mineral sector and its legislation being recommended.	<ul style="list-style-type: none"> a) assessing socioeconomic data; b) assessing the collection data of the Financial Compensation for the Exploitation of Mineral Resources (CFEM); c) assessing the potential for expansion of mining in the municipalities and the potential and production activities that are alternatives to mining, with a focus on diversifying the municipal economic matrix; d) contributing with subsidies for the diversification of the economic matrix in the selected mining municipalities, aiming at reducing, in the medium and long term, the dependence of these municipalities on the mining activity, especially for more sustainable activities (ecological tourism, geotourism, and adventure tourism); e) participating in meetings with the supervisory team; f) carrying out critical analysis and assistance in the preparation of products.
One (1) – Consultant (Fully Authorized Consultant)	Professional geographer. Minimum experience of four (4) years in the mining or processing area. Specialization or Master’s degree in the area of expertise.	<ul style="list-style-type: none"> a) supporting the assessment of socioeconomic data; b) assessing the Municipal Master Plan and other municipal and state or federal territorial planning instruments or laws, if applicable in the analyzed municipality, including the Organic Law, environmental zoning and the Land Law; c) support in the assessment of the health, education, public security and civil defense sectors of the municipalities; d) assessing the potential for expansion of mining in the municipalities and the potential and production activities that are alternatives to mining, including obstacles and challenges; e) assessing actions that incorporate the SDGs in companies and cooperatives selected in each mining municipality; f) participating in meetings with the supervisory team; and g) carrying out critical analysis and assistance in the preparation of products.
One (1) – Consultant (Fully Authorized Consultant)	Professional with a background in engineering. Minimum experience of four (4) years in the	<ul style="list-style-type: none"> a) recording, describing and assessing the municipal infrastructure in relation to the national electrical system and Internet access, considering the mining activity in the municipality;



<p>Authorized Consultant)</p>	<p>electrical infrastructure area. Specialization or Master's degree in the area of expertise. Knowledge in telecommunications, especially Internet access.</p>	<ul style="list-style-type: none"> b) carrying out research in secondary sources and locally visiting the infrastructure of the municipalities and keeping records; c) contributing to the analysis of the potential for expansion of mining in mining municipalities, especially regarding the analyzed infrastructure; d) participating in meetings with the supervisory team; and e) carrying out critical analysis and assistance in the preparation of products.
<p>One (1) – Consultant (Fully Authorized Consultant)</p>	<p>Professional with a background in engineering. Minimum experience of four (4) years in the transportation area. Specialization or Master's degree in the area of expertise.</p>	<ul style="list-style-type: none"> a) recording, describing and assessing the municipal infrastructure in relation to the national transportation mode (railway, road, air, waterway, and pipeline), considering the mining activity in the municipality; b) carrying out research in secondary sources and locally visiting the infrastructure of the municipalities and keeping records; c) contributing to the analysis of the potential for expansion of mining in mining municipalities, especially regarding the analyzed infrastructure; d) participating in meetings with the supervisory team; and e) carrying out critical analysis and assistance in the preparation of products.
<p>One (1) – Consultant (Fully Authorized Consultant)</p>	<p>Professional with a degree in journalism or advertising. Minimum experience of four (4) years in opinion polls in Brazil. Specialization or Master's degree in the area of expertise.</p>	<ul style="list-style-type: none"> a) guiding the survey of data and information by the field team, including how to collect and store data, as well as instructing them for the recording of interviews and meetings; b) carrying out a field survey of the image of mining through opinion polls; c) diagnosing the reputation of mining in the municipalities. d) conducting a survey and critical analysis of studies on the image of mining in Brazil or in the world; e) identifying or proposing, as applicable, mechanisms or forms of dialogue in the selected municipalities, between mining companies or cooperatives with local communities, or which includes Municipalities, States and the Federal Public Authority in this dialogue; f) identifying or proposing, as applicable, in the selected municipalities, mechanisms or tools for transparency and disclosure in the application of resources from the Financial Compensation for the Exploitation of Mineral Resources (CFEM) in these municipalities; g) assessing the Sustainable Development Goals (SDGs) of the companies and cooperatives selected by the Contractor in each mining municipality,



		<p>including the issue of transparency, disclosure, and communication;</p> <ul style="list-style-type: none"> h) participating in the creation of recommendations for public policies focused on improving the image of mining; i) acting on questions about municipal marketing; j) participating in meetings with the supervisory team; and k) carrying out critical analysis and assistance in the preparation of products.
<p>One (1) – Consultant (Fully Authorized Consultant)</p>	<p>Professional with a degree in Social Sciences, Sociology, or Anthropology. Minimum experience of four (4) years with opinion polls or surveys, studies or sociocultural assessments with local Brazilian populations. Specialization or Master’s degree in the area of expertise.</p>	<ul style="list-style-type: none"> a) guiding the survey of data and information by the field team, including how to collect and store data, as well as instructing them to record interviews and meetings with local populations and those likely to be affected by the mining activity; b) assessing the social impacts of mining in selected municipalities and assisting in the analysis of environmental impacts; c) assessing the social programs that comprise the selected municipalities and characterizing the social vulnerability of these municipalities. d) support in the assessment of the health, education, public security and civil defense sectors of the municipalities; e) assessing the reputation of mining in the municipalities; f) evaluating issues of gender in mining municipalities and in the mining industry in general; g) characterize work and employment relationships in the selected municipalities, as well as informal and illegal labor in mining activities; h) supporting the assessment of socioeconomic, social and environmental data; i) carrying out a survey and critical analysis of the social aspects described in this document; j) assisting in measuring the positive and negative impacts of mining; k) identifying or proposing, as applicable, mechanisms or forms of dialogue in the selected municipalities, between mining companies or cooperatives with local communities, or which includes Municipalities, States and the Federal Public Authority in this dialogue; l) participating in meetings with the supervisory team; and m) carrying out critical analysis and assistance in the preparation of products.



<p>One (1) – Consultant (Fully Authorized Consultant)</p>	<p>Professional with a degree in public policy. Minimum experience of four (4) years. Specialization or Master’s degree in the area of expertise.</p>	<ul style="list-style-type: none">a) contributing to the analysis of data on the collection of Financial Compensation for the Exploitation of Mineral Resources (CFEM);b) contributing to the assessment of the municipal infrastructure and the health, public security and civil defense sectors, focusing on the current and future impacts and demands of mining;c) assisting in the analysis of the Municipal Master Plan and other municipal and state or federal territorial planning instruments or laws, if applicable in the analyzed municipality, including the Organic Act, environmental zoning, and the Soil Act;d) assessing the potential for expansion of mining in the municipalities and the potential and production activities that are alternatives to mining, including obstacles and challenges;e) contributing with subsidies for the diversification of the economic matrix in the selected mining municipalities, aiming at reducing, in the medium and long term, the dependence of these municipalities on the mining activity, especially for more sustainable activities (ecological tourism, geotourism, and adventure tourism);f) assessing the Sustainable Development Goals (SDGs) of the companies and cooperatives selected by the Contractor in each mining municipality;g) measuring the positive and negative impacts of mining;h) participating in meetings with the supervisory team; andi) carrying out critical analysis and assistance in the preparation of products.
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9. **PRODUCT PRESENTATION METHOD**

The products, in general, should be presented in the form of reports in Brazilian Portuguese, with standardization of tables, graphs, maps, charts and flowcharts, layout, and visual identity of the project. All documents, irrespective of the version, should be written in a clear and concise manner, in direct and objective language, in accordance with the rules of the Brazilian Association of Technical Standards (*Associação Brasileira de Normas Técnicas* –



ABNT) and applying, where appropriate, the provisions of the Manual Editorial Board of the President of the Republic (2018 version or the most up-to-date version)².

Reports should be structured in chapters, on A4 paper, duly formatted, numbered and hardcover bound (for the color printed version, where necessary), according to the following format:

- Texts: MS Word, version 2010 or later, and PDF format, compatible with the version used in the MME. Times New Roman font, size 12;
- Worksheets, Graphs, and Tables: MS Excel, version 2010 or later, compatible with the version used in the MME;
- Figures in general: JPG, GIF or BMP, with a minimum quality of 300 dpi;
- Presentations: MS PowerPoint, version 2010 or later, compatible with the version used in MME, and PDF format.
- Maps: Project in MXD format, layers in shapefile or geodatabase format, SIRGAS2000 Datum and metadata duly filled out in accordance with the Government's interoperability standards, delivered on electronic media (USB flash drive), alongside the respective report.

The products (reports), as well as the presentations, should contain the appropriate logos, to be inserted in the following order:

- Internal co-executor (MME bodies): META Project, World Bank, and MME/Federal Government;
- External Coexecutor: logo of the Coexecutor; World Bank, META Project, and MME/Federal Government

In the products (reports), in addition to the aforementioned logos, the following information should be recorded:

- Product executed with funds from the Loan Agreement (loan name and number), formalized between the Federative Republic of Brazil and the International Bank for Reconstruction and Development (IBRD), on (Loan date);
- Liability Statement: This document was prepared for the Ministry of Mines and Energy (MME), financed by the World Bank/IBRD, through the loan agreement

² Manual de Redação da Presidência da República (2018). Available at: <http://www4.planalto.gov.br/centrodeestudos/assuntos/manual-de-redacao-da-presidencia-da-republica/manual-de-redacao.pdf>.



(name and loan number), Technical Assistance Project for the Energy and Mineral Sectors (META), and prepared by external consultants. The opinions expressed in this document are the sole responsibility of the authors and do not necessarily reflect the views of the MME. Its partial or total reproduction is authorized, provided that the reference source is mentioned.

- Delivery (or electronic submission) date and (draft) version number.

The preliminary versions of the products (reports), to be analyzed by the supervisory team, should be forwarded only in digital format and should include a letter dated and signed by the representative of the consulting firm, alongside the corresponding invoice and statement from the consultant or consultants that certify the execution of the respective product. Invoices should follow the standard established by the Executive Secretariat of the MME, alongside the International Bank for Reconstruction and Development (IBRD), linked to the World Bank.

The MME will not be responsible for technical problems and failures in the submission of documents, which result in delays in receiving the products, considering the deadlines established in this TOR. Exceptional situations will preferably be evaluated by the Technical Supervisory Committee (CTS).

The number of printed copies of the products (reports) should not exceed three for each final product. The MME may also, at its discretion and at any time, propose a reduction in the number of printed copies provided in this TOR for each product.

The final products and presentations, in digital versions, will be available on the MME website for an indefinite period, for public consultation and public access, in accordance with current legislation.

10. PAYMENT METHODS

Payments should follow the schedule of the table presented in item 7 (DEADLINES/SCHEDULE) of this Term of Reference (TOR) with the respective percentage of the Overall Contract Price per product. Payments should be made by the MME within twenty (20) days, after approval of the respective final products and invoices by the Technical Supervisory Committee (CTS) and submission of a certificate from the Secretariat of the respective unit.



The Executive Secretariat of the MME will direct the payment process for the products, including the guidelines for the contracted consulting firm, relevant to the standard form and completion of invoices, among other questions regarding the subject.

11. SUPERVISION

The Technical Supervisory Committee (CTS) of the Contract will be composed by, at least, three members of the Secretariat of Geology, Mining and Mineral Transformation (SGM), all linked to the Ministry of Mines and Energy (MME) and responsible for the coordination, general supervision and certification of the documents produced by the consulting firm. The CTS will have technical and administrative support from the SGM/MME, in particular for the analysis of invoices and associated documentation.

The consulting firm should submit the methodology to be used to carry out the studies for the approval of the Contract Manager, who will define in detail the stages of development of the studies. The CTS will review the Work Plan and later validate it, including the methodology presented, adapting the document to the needs of the products, the Term of Reference (TOR), and the Contract.

Prior to the preparation of the products, a face-to-face or, on exceptional cases, a virtual meeting should be held between the contracted consulting firm and the CTS to discuss and direct the studies, address doubts and questions, and define the challenges, technical and logistical problems that require a greater focus by the consulting firm, in addition to adapting the Work Plan. The CTS will consider the contributions presented by the consulting firm and will determine the direction of the studies to be undertaken. Meetings that take place with the consulting firm will be recorded as meeting minutes.

The studies, assessments and results undertaken within the scope of each product should be consolidated in the form of a report to be presented to the CTS, in digital format, accompanied by a letter signed by the consulting firm's representative and a certificate from the consultants who participated in each product and the respective invoices, requiring compliance with all standard requirements set forth in this Term of Reference (TOR) and the guidelines of the Executive Secretariat/MME and the CTS. The Supervisory Technical



Committee (CTS) will evaluate these products and the documentation sent by the consulting firm and will manifest itself after an exclusive and restricted meeting.

In the event that the product is not approved in its first version, after the - Supervisory Technical Committee (CTS) manifests its opinion, not following the Term of Reference (TOR), the CTS may arrange face-to-face or virtual meetings with the consulting firm to discuss the product, its content, and other adjustments to the TOR, as well as other relevant points deemed necessary.

Technical products can be considered accepted or attested (approved) by the CTS only when they are adapted to the specifications of the Term of Reference and to the guidelines previously established by the Committee, with the possibility of evaluating the due justifications of the consulting firm, in the event that it fails to ensure full compliance with the TOR.

The CTS may request a revision of products as many times as necessary for each technical product to meet the minimum standards set forth in this TOR. It is considered that, based on the second review, any product that is not yet adequate to the Term has the potential to harm subsequent products, as long as there is any dependency between them and considering the META Project deadlines. From the third revision not adequate to the TOR, the CTS may consider this fact as an element of justification that represents the breach of Contract by the contracted consulting firm.

Invoices will be considered accepted or attested (approved) by the CTS only when they are evaluated by a specific area of the Secretariat of Geology, Mining and Mineral Transformation (SGM/MME), which will advise the CTS on financial and budgetary issues.

It should be noted that the payment of each product depends on the approval of the respective technical report (or product) by the Committee and its invoice by the Contract Manager, with the Executive Secretariat of the MME being solely responsible for making the payment to the contacted company.

Meetings held between CTS members will be restricted, deliberative and recorded in the form of Minutes, including any consensus and dissent among its members. The approval of the products will be given by vote and simple majority, with the President of the CTS having the deciding vote, in case of a tie.



For the purpose of calculating consulting costs, at least one face-to-face meeting should be considered at the MME to discuss each product, with a duration of up to eight hours per day and in up to two days, where applicable. In these meetings, the contracted company should participate with a technical team capable of providing all the information requested by the CTS regarding the topics for discussion.

The development of the studies will be continuously monitored by the Technical Supervisory Committee (CTS), which should receive periodic updates regarding the progress of the activities within the scope of this contract and may request at any time information regarding the stage of the studies and their preliminary content.

Whenever requested, the contracted consulting firm should present additional information, input data used in models, calculations, and other details necessary for the adequate use and analysis of the studies by the MME.

12. AVAILABLE INPUTS AND ELEMENTS

The Ministry of Mines and Energy (MME) may provide the consulting firm with any public information it has to meet the purpose of the Contract, intermediating its access to the agencies linked to the Ministry. In this sense, the document “*Diagnóstico Socioeconômico e Ambiental da Mineração em Pequena Escala no Brasil*” (“Socioeconomic and Environmental Diagnosis of Small-Scale Mining in Brazil”) is available on the MME website³, which may be one of the references for this project.

Regardless of this MME initiative, the contracted consulting firm is responsible for acquiring all elements, data and information necessary for the preparation of this project, undertaking to comply with this Term of Reference (TOR) and the signed Contract, particularly for the execution and construction of the products provided, for the communication and fulfillment of technical requests coming from the Technical Supervisory Committee (CTS), the Technical Manager, the Project Manager, or another area in charge of supporting the project in the MME.

³ TOR-30. Diagnóstico Socioeconômico e Ambiental da Mineração em Pequena Escala no Brasil (2018). Available at: <http://antigo.mme.gov.br/web/guest/secretaria-executiva/projeto-meta/documentacao/dados-abertos>.



The contracted consulting firm should be independent and proactive, being in direct contact with municipalities, companies, cooperatives, associations, agencies, and entities, including for scheduling and carrying out activities related to technical visits, trips, and meetings for this project, among other aspects, such as searching for and accessing information and documents from reliable secondary sources. In some cases, the contracted consulting firm should use the mechanisms provided in the Access to Information Act (Act 12,527/2011) to comply with the purpose of this project.

13. FRAMEWORK OF EXPENSES

Expenses arising from contracting the consulting services addressed in this Term of Reference will fall within Work Programs in 10.32101.25.572.0032.13E4.

14. TRAINING REQUIREMENTS

Not applicable.

15. ENVIRONMENTAL AND SOCIAL STANDARDS

All activities supported by the project, including studies to propose policies and regulations, should be assessed in accordance with the World Bank's Environmental and Social Standards, which establish guidelines for identifying, assessing, mitigating and managing potential risks and impacts associated with projects financed by the Bank.

The adoption of the Environmental and Social Standards aims to support borrowers in adopting international best practices related to environmental and social sustainability, complying with their national and international environmental and social obligations, as well as increasing non-discrimination, transparency, participation, provision accountability, governance and improvement of the projects' sustainable development outcomes through ongoing stakeholder engagement. In addition to the World Bank Environmental and Social Framework, the World Bank Group Health, Safety, and Environment Guidelines (IFC-EHSGs) should be observed, including specific guidelines for the mining, power and oil & gas sectors.

The preparation of the work should consider the Environmental and Social Framework (Environmental and Social Framework) and the Environmental and Social Standards of the



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World Bank, which came into force on October 1, 2018, assessing the potential social and environmental impacts of sub-projects, where necessary.

The Environmental and Social Standards establish the requirements to be met by Borrowers with regard to the identification and assessment of social and environmental risks and impacts associated with the projects supported by the Bank. The ten Environmental and Social Standards (ESS) that define the requirements to be met by the Borrower and the project throughout the project life cycle are as follows:

Environmental and Social Standard 1 – Assessment and Management of Social and Environmental Risks and Impacts;

Environmental and Social Standard 2 – Working Conditions and Labor;

Environmental and Social Standard 3 – Resource Effectiveness and Pollution Prevention and Management;

Environmental and Social Standard 4 – Community Health and Safety;

Environmental and Social Standard 5 – Land Acquisition, Land Use Restrictions, and Involuntary Resettlement;

Environmental and Social Standard 6 – Biodiversity Conservation and Sustainable Management of Living Natural Resources;

Environmental and Social Standard 7 – Historically Disadvantaged Indigenous Peoples / Traditional Local Communities;

Environmental and Social Standard 8 – Cultural Heritage;

Environmental and Social Standard 9 – Financial Intermediaries; and

Environmental and Social Standard 10 – Stakeholder Engagement and Information Disclosure.

16. LEGAL PROHIBITION

It is forbidden to hire, in any capacity, active officers of the Federal, State, Federal District or Municipal Public Administration, directly or indirectly, as well as employees of their subsidiaries and controlled companies, within the scope of international technical cooperation projects (Article 7 of Decree 5,151, of July 22, 2004).

Technical Manager

Name: To be defined

Agency: Ministry of Mines and Energy – MME

Signature:



Approval

Name: To be defined

Title: Secretary of Geology, Mining and Mineral Transformation

Signature: