

SECRETARIAT  
INTERNATIONAL CONFERENCE  
ON THE GREAT LAKES REGION



SECRETARIAT  
CONFERENCE INTERNATIONALE  
SUR LA REGION DES GRANDS LACS

Ref: ADM/T- HBM-AS-JB/069/25  
Bujumbura, 29 September 2025

**CONSULTANCE REANNOUNCEMENT - NATURAL RESOURCES THIRD PARTY  
AUDIT CONSULTANT- 01/25**

Title: NATURAL RESOURCES THIRD PARTY AUDIT CONSULTANT	
Organisation	International Conference on the Great Lakes Region (ICGLR) Secretariat.
Location	Bujumbura.
Languages	English and French are mandatory; Working knowledge of Portuguese, Arabic and/or Kiswahili will be an added advantage.
Eligibility	Must be a Citizen of Burundi
Number	One (01).
Contract type & Duration	Local Consultant on short term contract – One (1) year.
Expected start date	November 2025.
Funding source	ICGLR





## 1. BACKGROUND

The International Conference on the Great Lakes Region (ICGLR) is an inter-governmental organization, which was set up in 2006 by its 12 Member States (MSs) from the Great Lakes Region with the assistance of the African Union (AU) and the United Nations (UN). ICGLR Member States include Angola, Burundi, Central African Republic, Republic of Congo, Democratic Republic of Congo, Kenya, Rwanda, South Sudan, Sudan, Tanzania, Uganda and Zambia.

The ICGLR is headed by the Summit of the Heads of State and Government assisted by the Regional Interministerial Committee (RIMC) composed of Ministers of Foreign Affairs of the 12 Members States.

The ICGLR Secretariat headquarters is based in Bujumbura (Burundi) with Regional Centres in Kampala (Uganda), Lusaka (Zambia) and Goma (DRC).

The ICGLR aims to implement the *Pact on Security, Stability and Development* which sets an ambitious agenda "to transform the region into a space of sustainable peace and security and development. Key Programs of ICGLR include: (i) Peace and Security; (ii) Democracy and Good Governance; (iii) Economic Development and Regional Integration; (iv) Gender, Women and Children; (v) Humanitarian and social issues and (vi) cross-cutting issues.

The ICGLR, through its program on Democracy and Good Governance, is charged with coordinating and facilitating the implementation of the Six Tools of the Regional Initiative on Fight against the Illegal Exploitation of Natural Resources (RINR). One of these tools is the Regional Certification Mechanism (RCM), which applies to the supply chain of four designated minerals – tin, tungsten, tantalum and gold – within and from the countries of the ICGLR. A second tool is the Regional Database on Mineral Flows (Regional Database), which is to be integrated into the RCM in accordance with the standards and procedures as described in the 2<sup>nd</sup> Edition of the ICGLR Regional Certification Mechanism.

It is against the above background that the ICGLR Secretariat is seeking a full time Natural Resources Third Party Audit Short term Consultant to oversee and monitor the implementation of the ICGLR Third-Party Audit Programme in ICGLR Member States, including monitoring the existing Regional Certification Mechanism standards and procedures, under the direct supervision of the Technical Unit on Natural Resources Coordinator and the overall guidance of the Director of the Democracy and Good Governance.





## 2. RATIONALE

The Third-Party Audit mechanism is a cornerstone of the ICGLR's Regional Initiative against the Illegal Exploitation of Natural Resources (RINR). While Member States are responsible for regulating and monitoring their national mineral supply chains, the Third-Party Audit provides the \*\*independent and credible verification that ensures compliance with ICGLR protocols, strengthens accountability, and builds confidence among stakeholders.

The Natural Resources Third-Party Audit Consultant is therefore tasked with establishing and implementing firm written procedures, protocols, and standards agreed upon by all participants for the conduct of audits. Working with technical personnel in Member States, the Consultant will help define and operationalize \*\*data quality checks, audit methodologies, and risk assessment procedures\*\*, ensuring that findings are consistent, comparable, and credible across the region.

As part of the work program, the Consultant is expected to prepare and implement a Technical Procedures and Protocols Manual\*\* for third-party audits, which will form the basis for consultations between the ICGLR Secretariat, the Audit Committee, Member States, and accredited system providers. Based on this shared framework, audits will be commissioned, reviewed, and implemented in a manner that guarantees integrity, impartiality, and adherence to international standards.

Through this role, the Consultant helps ensure that the ICGLR's Third-Party Audit Programme contributes effectively to:

- deterring illegal exploitation and trade of natural resources,
- improving transparency in the mineral supply chain, and
- reinforcing the credibility of the Regional Certification Mechanism (RCM).





### 3. OBJECTIVES

The Natural Resources Third-Party Audit Consultant is responsible for coordinating technical audits, reviews, and assessments related to the exploitation, certification, and trade of natural resources within the ICGLR Member States. The role ensures compliance with ICGLR protocols, promotes transparency, and strengthens accountability mechanisms in the management of natural resources.

To effectively oversee and monitor the implementation of the ICGLR Third-Party Audit Programme in ICGLR Member States, including monitoring the existing Regional Certification Mechanism standards and procedures, proposing adjustments as systems evolve and commissioning and reviewing third-party audit reports by the ICGLR Audit Committee, the Natural Resources Third-Party Audit Consultant will provide technical assistance and support to the Committee in implementing the Third-Party Audit Programme in the Great Lakes Region, under the direct supervision of the Technical Unit on Natural Resources Coordinator. The consultant will also play a pivotal role in the planning and execution of the Committee's activities.

### 4. DUTIES AND RESPONSIBILITIES:

#### Key Responsibilities:

#### 1. Audit Planning and Execution

- Develop and implement annual audit plans for natural resource management programs.
- Conduct field audits and compliance assessments across ICGLR Member States.
- Evaluate effectiveness of traceability, certification, and due diligence mechanisms.

#### 2. Risk Assessment and Compliance Monitoring

- Identify risks related to illegal exploitation and trade of natural resources.
- Monitor compliance with ICGLR's Regional Certification Mechanism (RCM).
- Propose risk mitigation and control measures.

#### 3. Data Review and Technical Reporting





- Analyze data and documentation submitted by member states and partners.
- Coordinate audit finding reporting, recommendations, and technical reports.
- Support the improvement of data collection tools and verification processes.

#### **4. Capacity Building and Support**

- Provide training to third-party audit teams and other mineral supply chain actors on resource certification protocols.
- Assist in developing standard operating procedures (SOPs) and audit guidelines.
- Support peer learning and exchange of best practices in resource governance.

#### **5. Coordination and Stakeholder Engagement**

- Collaborate with national authorities, civil society, and private sector actors.
- Liaise with international partners and donor agencies on audit-related issues.
- Represent ICGLR in technical meetings and capacity building events.

#### **Key Competencies:**

- Strong analytical, investigative, and report-writing skills.
- Proven experience in management of mineral analytical finger print technology
- Attention to detail and high ethical standards.
- Demonstrated integrity, impartiality, and respect for diversity.
- Good interpersonal and communication skills.
- Fluency in English, French, Portuguese, Arabic or Swahili; proficiency in any two of the languages will be an added advantage.
- Proficiency in Microsoft Office Suite and audit reporting tools.
- Familiarity with database systems and GIS mapping is an asset.
- Knowledge of audit software is desirable.





### **Key Performance Indicators:**

- Number and quality of audits conducted annually.
- Number of fingerprint analyses conducted annually
- Effectiveness of audit recommendations and follow-up.
- Compliance rate with ICGLR natural resource protocols.
- Stakeholder satisfaction with audit services.

## **5. CONSULTANT PROFILE.**

### **Education:**

- University degree (Bachelor's or equivalent) in environmental auditing, geology, natural resource management, economics, or a related field.

### **Experience:**

- Minimum of 10 years of professional experience in auditing or compliance monitoring, preferably in the natural resources or environmental sectors.
- Familiarity with Mineral or Natural Resources Certification Mechanisms and international standards.
- Experience in intergovernmental or international organizations is preferred.

### **Languages:**

- Written and oral fluency in French and English is required.
- Mastery of any other ICGLR official languages, i.e., Portuguese, Arabic and Kiswahili is an added advantage.

## **6. APPLICATION SUBMISSION GUIDELINES**

Interested candidates who meet the qualifications and experiences requirements of the above consultancy position are required to address their applications to the Executive Secretary of the International Conference on the Great Lakes Region (ICGLR).

38, Boulevard du Japon, B. P. 7076, Bujumbura, Burundi

Tel: + 257 22 25 6824/5/7/9, Mob +257 79 344 901.





All applications should be sent to the following Email addresses: [jobs@icglr.org](mailto:jobs@icglr.org) with a copy to [abdoulaziz.sulubu@icglr.org](mailto:abdoulaziz.sulubu@icglr.org) and [hmungyereza@icglr.org](mailto:hmungyereza@icglr.org).

The application package shall include the following:

- Detailed Curriculum Vitae;
- Motivation or covering letter;
- Certified copies of relevant academic certificates;
- Names and contact details of three (3) referees;
- Copy of National Passport or National Identity Card showing your photograph, date of birth and nationality;
- Candidates should indicate the position/title on the subject line.

Deadline: Applications should be submitted not later than, 15<sup>th</sup> October 2025

Please note:

- (a) Applications which do not indicate nationality and age; or have no copy of a Burundian Passport or National Identity Card or birth certificate, covering letter and certified copies of relevant documents will be disqualified.
- (b) All applications shall be submitted electronically, and no hard copies will be accepted.
- (c) ICGLR is an equal opportunity employer and does not require candidates to pay any money at any stage of the recruitment process.
- (d) Invitations for interviews will be done in writing to only shortlisted candidates.
- (e) Female candidates are encouraged to apply. ICGLR is highly committed to gender balance.



Bujumbura, 29<sup>th</sup> September 2025

The Executive Secretary