



Public Call for Tender No. 0001/2026

Hiring of specialized technical services for the design, implementation and consolidation of an Aquatic Ecosystems and Andean-Amazonian Wetlands Monitoring Program within the framework of the Amazon Basin Project.

The Amazon Cooperation Treaty Organization (ACTO), an international organization with headquarters in Asa Norte, Brasilia-DF, Brazil, Postal Code 70.750-521, announces that on March 11, 2026, at 09:00 a.m. (Brasilia time), it is publishing this Tender Document. The award criterion will be the Best Technical and Economic Proposal and Administration Expenses, under the fixed price modality. The process will be governed by the ACTO Contracting Procedure in its current version and, complementarily and by analogy, taking as reference the Administrative and Financial Instrument (AFI), as well as by the other conditions and specifications contained in this Bidding Document and its annexes.

Bidding Details

- **Opening Date:** March 11, 2026
- **Schedule:** 09:00 (Brasilia time)
- **Modality:** Public Bidding according to the Best Technical and Economic Proposal and Administration Expenses, under the fixed price modality.

1. General Instructions to Bidders

1.1. Objective of the bidding

Hiring of specialized consulting services to design and implement a monitoring program for aquatic ecosystems of upper watersheds, moorlands and wetlands in the Amazon Basin vulnerable to climate change and human activities, as well as the prioritized threatened species, whose objectives are listed in Annex 1 - Terms of Reference, an integral part of this Request for Proposals (RFP).

1.2. Conditions for participation

Any institution/company/institute accredited/registered in one of the 8 Member Countries of ACTO with experience in environmental scientific research and ecosystem management may participate in the bidding process. 10 years of institutional experience in environmental research and ecosystem monitoring in the Amazon region or equivalent tropical areas.

1.3. Submission of proposals

Institutions/companies interested in providing the services described in the specifications, presented in Annex 1, an integral part of this RFP, should submit their bids in three separate and duly identified files or folders, as follows: (a) file with the legal and tax qualification documents; (b) file with the technical qualification documents; and (c) file with the financial bid. The file or folder with the legal and tax qualification documents, as well as the technical qualification documents, shall not contain any financial information.

The package of files or folders must be sent to the e-mail address: compras@otca.org, and the subject should be identified as: "*Tender for Services of specialized entity to consolidate a monitoring program of aquatic ecosystems and Andean-Amazonian wetlands within the framework of the Amazon Basin project*".

Bids must be submitted by April 30, 2026 at 18:00 (**Brasilia time**). For purposes of timely delivery, only the date and time of receipt of the e-mail will be considered. After receipt of the proposal, the SP/OTCA will reply to the email with confirmation of receipt.

1.4. Validity of bids

Bids must be valid for 30 calendar days from the day after the deadline for submission of proposals.

1.5. Request for additional information

Interested parties may request additional information related to the Bidding Documents and Technical Specifications. Inquiries should be made in writing from March 18 to April 25, 2026 to the e-mail compras@otca.org, with the subject: "*Consultation - Bidding for Services of specialized entity to consolidate a monitoring program of aquatic ecosystems and Andean-Amazonian wetlands in the framework of the Amazon Basin project*".

2. Contents of the proposals

Each file or digital folder must contain the original scanned document (or with digital signature, when applicable) and two simple copies.

2.1. File or folder 1: Legal and tax qualification documents

The scanned "original" documents related to the legal and tax qualification of the entity/company must be submitted in original or in notarized copy. The letter of presentation of the entity/company must be duly signed by the legal representative or by proxy. If signed by an attorney-in-fact, it will be necessary to submit the power of attorney.

The file or folder with the documents required for legal, fiscal, financial and technical qualification must contain:

- a. Letter of introduction of the bidder;
- b. Articles of Incorporation, Bylaws or Articles of Incorporation and its amendments in force, duly registered with the competent body, in the case of a Commercial Company, and, in the case of a Joint Stock Company, accompanied by the minutes of election of its Administrators;
- c. Decree of authorization duly filed, in the case of a foreign company or corporation operating in the country, and act of registration or authorization for operation issued by the competent body, when the activity so requires;
- d. Proof of registration in the National Registry (according to the regulations of each country);
- e. Proof of regularity with the Federal, State and Municipal Treasury, when applicable, of the bidder's domicile or headquarters or other equivalent in accordance with the law, issued within 90 days;
- f. Proof of regularity with Social Security, demonstrating compliance with legally established social obligations, issued with less than 90 days;
- g. Certificates of Labor Fiscal Regularity or its analogous according to the regulations of each country, issued with less than 90 days;
- h. Negative bankruptcy certificate, issued by the distributors of the bidder's headquarters, issued no more than 90 days prior to the date of submission of proposals;
- i. Positive certificates with negative effect will be accepted.

2.2. File or Folder 2: Technical Qualification Documents

a) Statement(s), certificate(s) or certificate(s) issued by legal entity(ies) of public or private law, certifying that the bidder has provided to the declaring entity(ies) products and services compatible with the object of this bid, in accordance with Annex 1 of this RFP, within the last 36 (thirty-six) months.

a1) The declarations, certificates or statements mentioned in item 'a' must be submitted on letterhead of at least 3 (three) different clients, signed and with the contact telephone number of the representatives of the respective declarants.

a2) To comply with this requirement, the bidder must demonstrate a minimum of 10 years of experience in the performance of the Services contemplated in Annex 1 of this Folder, and may accumulate certificates to meet the requirement.

b) Proof of having in its permanent staff, on the date foreseen for the delivery of the Qualification Documents and the Technical and Price Proposals, a professional with higher education or another duly recognized by a competent entity, related to the object of the bidding.

b1) The adequacy of the professional training to the object of the contracting must be demonstrated by the bidder through the description of the experience of the professional indicated, for the evaluation of the Special Contracting Committee and, in case of doubt, of the technical area related to the bidding.

b2) The professional indicated by the bidder shall coordinate the execution of the services object of the bidding, exceptionally allowing its substitution by another professional with equivalent or superior experience, prior approval of the contractor.

b3) The technical managers and/or members of the base technical team must be part of the bidder's permanent staff on the date foreseen for the delivery of the proposal. For the purposes of this Term of Reference, the following shall be understood as such: the partner that proves its relationship through a corporate contract or bylaws; the administrator or director; the employee duly registered in the Labor and Social Security Book; and the individual service provider with a written contract with the bidder, in the event that the bidder is the winner of the bidding.

2.3.File or Folder 3: Financial Proposal and Administrative Expenses

The financial proposal shall be submitted with the cost composition and price formation of the services to be rendered, including all its cycles and contemplating all expenses, such as: direct and indirect costs, applicable taxes, administrative fee, services, social charges, labor, insurance, training, travel, lodging, transportation and/or others necessary for the integral fulfillment of the objectives and expected products, which shall be considered included, regardless of the bidder's express statement.

3. Disqualification

Any proposal that does not comply with the provisions of this RFP, that contradicts any legal provision in force or that indicates values that are incompatible with the market price, either because of excess or because they are manifestly unfeasible, will be disqualified.

4. Processing and Evaluation

For the evaluation of the proposals, the SP/OTCA will constitute a Bidding Committee that will proceed with the evaluations corresponding to the qualification within the term of validity of the bids. All files or folders related to the legal and tax qualification will be opened at the same time, with the order of opening per bidder being randomly defined. The Commission will proceed in the same manner with the technical qualification and financial proposal documents.

The Commission will verify whether all bidders submitted the documentation required for qualification. The opening of the technical qualification documents and financial proposals will be done only for the bidders that have been qualified in the legal and fiscal aspects. The SP/OTCA will return the financial proposals of bidders not qualified in the first stage.

Irrelevant material errors may be corrected by a reasoned act of the Tender Committee.

The Bidding Committee may, up to the signing of the contract, exclude a bidder, if it becomes aware of any fact or circumstance, prior or subsequent to the bid award, that reveals inadequacy or lack of technical or financial capacity.

The proposal of the bidder that, having complied with all the conditions of this **PUBLIC BID**, obtains the highest qualification will be considered the winner. The remaining qualified bidders will be ranked in descending order of qualification.

In the event of a tie, the tie-breaking criteria will be the following, in order:

1st Highest score in the Technical Proposal, economic and administration costs;

2nd Lowest price;

3rd Company with the best score in the items of Technical Qualification of the Equipment, General Experience and Specific Experience;

4th Drawing of lots in public session.

Bidders who fail to submit any of the documents required for qualification in this bidding, or who submit them in disagreement with the provisions of these Specifications, will be disqualified.

Proposals with technical or operational aspects not specified in this RFP or in its Terms of Reference will be disqualified; bidders must adhere to the terms described in the specifications of the products and services requested.

If any bidder is not qualified in the legal and fiscal aspects, the SP/OTCA Administration may, at its sole discretion, set a period of six (6) working days for the presentation of the missing documents. Once the causes for disqualification or disqualification have been remedied, the process will be resumed.

Once the proposal evaluation process is concluded, the SP/OTCA will inform the selected bidder of the result, and contract negotiations will begin. Once the negotiation is completed, the SP/OTCA will inform the other bidders of the result of the evaluation process.

5. Signing of the Contract

The deadline for the winning bidder to sign the contract will be 10 (ten) business days after the SP/OTCA's notification of the proposal selection.

6. Duration of Contract

The contract to be signed will be valid for up to 15 months after the signing of the contract (model contract in Annex 2).

7. Terms of payment

Payments due for services rendered by the contracted entity/company will be made as specified in the technical qualification documents according to the payment schedule as expressed in the TORs.

8. Cancellation of the bidding process

The bidding process may be declared void in the following cases:

- Fewer than 3 (three) proposals have been received;
- No bidder has been qualified;
- There is evidence of bids with prices well below market prices or discounts well above those practiced in the market.

In case of cancellation of the process, the SP/OTCA will inform the bidders without the need to justify the reasons. Bidders shall not be entitled to any compensation.

In the event of termination of the corresponding contract, the contracted company will only receive payment for services actually rendered to the SP/OTCA.



ANNEX 1 - TERMS OF REFERENCE

BIDDING PROCESS NO. XXXX

PROJECT: IMPLEMENTATION OF THE PROGRAM OF STRATEGIC ACTIONS TO ENSURE THE INTEGRATED AND SUSTAINABLE MANAGEMENT OF TRANSBOUNDARY WATER RESOURCES IN THE AMAZON RIVER BASIN CONSIDERING CLIMATE VARIABILITY AND CHANGE.

TERMS OF REFERENCE

FOR THE CONTRACTING OF A SPECIALIZED ENTITY TO CONSOLIDATE A MONITORING PROGRAM OF AQUATIC ECOSYSTEMS AND ANDEAN-AMAZONIAN WETLANDS WITHIN THE FRAMEWORK OF THE AMAZON BASIN PROJECT.

Funding Agency: Global Environment Facility (GEF)

Implementing Agency: UN Environment Program

Executing Agency: Amazon Cooperation Treaty Organization (ACTO)

Project duration: 6 years



Brasilia, 2026

FOR THE CONTRACTING OF A SPECIALIZED ENTITY TO CONSOLIDATE A MONITORING PROGRAM FOR ANDEAN-AMAZONIAN AQUATIC ECOSYSTEMS AND WETLANDS WITHIN THE FRAMEWORK OF THE AMAZON BASIN PROJECT.

I. BACKGROUND

The Amazon Basin faces numerous challenges for Integrated Transboundary Water Resources Management (IWRM) in the context of its socioeconomic development and in the face of anthropogenic and climatic impacts. The basin constitutes a unique hydrological system that extends beyond the national borders of eight countries - Bolivia, Brazil, Colombia, Ecuador, Guyana, Peru, Suriname and Venezuela - which consider the need to establish a regional framework for IWRM to meet the needs of the population and promote the sustainable development of the Amazon Region.

The eight countries of the basin signed the Amazon Cooperation Treaty (1978) and subsequently created the Amazon Cooperation Treaty Organization (ACTO) as a regional forum for political dialogue and regional cooperation, institutionally strengthening the process of cooperation, coordination and joint actions of the Member Countries to promote the sustainable development of the Amazon.

The main roles and functions of the SP/OTCA are to facilitate the exchange, knowledge, cooperation and joint projection among the Member Countries to fulfill the mandates of the Amazon Cooperation Treaty, generating consensus among the Member Countries to enable the implementation of activities, programs and projects, establishing spaces for political and technical dialogue among the Member Countries, among other actions.

In this context and within its framework of regional action on water resources, ACTO has been executing the Project *Implementation of the Strategic Action Program (SAP) to Ensure the Integrated and Sustainable Management of Transboundary Water Resources in the Amazon River Basin, Considering Climate Variability and Change*. The Project is financed by the Global Environment Facility (GEF), with the United Nations Environment Program (UNEP) as implementing agency and the SP/OTCA as executing agency.

The main objective of this project is to advance the implementation of the SAP by promoting Integrated Water Resources Management (IWRM). The regional initiative is based on previous agreements of the Amazonian countries that resulted in a shared vision and a common strategy for IWRM contained in the SAP. In this context, the project supports countries to strengthen national capacity and regional governance for IWRM, increase adaptive capacity to climate change, and ensure robust regional data to improve decision making and coordination on Amazon water resources, from its headwaters in the Andes to the delta in the Atlantic, for a healthier Amazon ecosystem.

Key outputs of the Project include the following:

- Permanent Regional IWRM Coordination Mechanism for the Amazon Basin established in ACTO;
- National Water Authorities established in Guyana and Suriname;
- 15 national interventions and 2 bi/tri-national actions implemented in the basin, reducing the vulnerability of the population and the impacts on ecosystems in the face of extreme hydro-climatic events and sea level rise;

- Training of 1,400 IWRM professionals and more than 10,000 members of local communities (at least 40% are women).
- Integrated environmental monitoring system covering 600,000,000 ha.

Project activities are expected to benefit more than 7.8 million people, corresponding to 20% of the Basin's population (ACTO & UN-MA, 2020).

The Project is implemented within the framework of four components:

- 1) Innovative governance model for Integrated Water Resources Management-IWRM-IWRM community to government in the Amazon Basin;
- 2) Community resilience building and protection of aquatic ecosystems to address the effects of climate variability and change in the Amazon Basin;
- 3) Integrated, indicator-based environmental monitoring and reporting in response to indicators from relevant International Conventions and Agreements; and
- 4) Comprehensive model for monitoring, evaluating and communicating the progress of the overall implementation of the Amazon SAP.

While Components 1 and 4 of the project are cross-cutting in that they provide a political, institutional and social environment, enabling and catalyzing the implementation of the PAE, Components 2 and 3, being interconnected, are the basis for the implementation of the PAE, with interventions throughout the basin and providing comprehensive monitoring data that directly feed and support the two cross-cutting components (Figure 1).



Figure 1. Interaction between Project Components
(Source: SP/OTCA/UNEP. 2021. Initial Report)

In addition, integrated environmental monitoring will contribute to assessing progress towards meeting the targets of major international climate and environmental conventions and agreements, including the Sustainable Development Goals 2015-2030, the Convention on Biological Diversity (CBD) (Aichi Targets 2011-2020), the United Nations Convention to Combat Desertification (2010-2018 plan), and the RAMSAR Convention on Wetlands.

In 2014, the former GEF-Amazon Project (ACTO/UNEP/GEF), through the study "*Improving the understanding of the natural resource base of the Amazon River Basin*" has identified that the aquatic ecosystems of the Amazon Basin face serious threats due to human activities such as deforestation, pollution, construction of hydroelectric dams and overfishing, altering natural

habitats, affecting biodiversity and traditional fishing practices. Key findings include the loss of critical habitats for fish and other aquatic species, the decline in water quality due to the use of pesticides and mercury, and the negative impacts of dams on natural river cycles. In addition, it has been observed that overfishing and conflicts over access to fishery resources are jeopardizing the sustainability of stocks, which directly affects local communities that depend on fishing for their livelihoods.

A key theme in the study was fishing as a means of subsistence, identifying three main modalities: artisanal, industrial and amadora. Artisanal fishing, although of low productivity, is vital to the livelihoods of many communities, but is being affected by overfishing and lack of regulation. Industrial fishing, concentrated at the mouth of the Amazon, has a greater impact due to its scale, while amadora fishing, although recreational, can interfere with traditional practices. To address these challenges, the study recommended greater articulation among social actors, effective implementation of public policies and promotion of sustainable practices. Also, to mitigate these impacts, the study proposes actions such as monitoring the process of ecosystem degradation, regulating the use of pollutants, creating fish passages in dams, and environmental education programs.

In the context of the current Amazon Basin Project and under Component 3, it is planned to assess the environmental status and health of upper watersheds, moorlands and wetlands in order to generate inputs for regional protection plans. Component 3 seeks to promote, at the national level but with regional scope, the protection and conservation of water resources in the headwaters of river basins, especially in mountain reservoirs (located above 3,800 m), paramos and wetlands. The aim is to mitigate the impacts and threats derived from human activities in the Amazon basin. In addition, there are plans to implement training programs to strengthen the management and operation of environmental monitoring systems, both nationally and regionally, ensuring sustainable management of these critical aquatic ecosystems.

To this end, the project plans to carry out an inventory of important ecosystems in the Amazon Basin, based on existing national and regional data (headwaters and lower regions), paramos and wetlands, including their environmental status and health, and to train those responsible for monitoring on the management of databases on the environmental status and health of upper watersheds, paramos and wetlands.

In this context, the Amazon Basin Project has been promoting, through Component 3, a concrete pilot experience of monitoring aquatic ecosystems in the Border Integration Zone between Colombia and Peru, aimed at assessing the environmental status and health of ecosystems vulnerable to climate change and anthropogenic pressures, particularly those associated with fishery resources and the livelihoods of local communities. This experience, documented in the Work Plan of the aquatic ecosystem monitoring system, integrates technical, participatory and technological approaches, combining ecological and socioeconomic indicators, community monitoring, local capacity building, use of digital tools and binational institutional articulation. The pilot, led by Colombia's Sinchi Institute, is generating systematic and reliable information on the dynamics of aquatic ecosystems, species of interest and resource use practices, while strengthening local and transboundary governance processes, aligned with the principles of Integrated Water Resources Management (IWRM) and the objectives of the Amazon PAE. The accumulated experience constitutes a solid base for scaling up and replicability in other countries and sub-basins of the Amazon region, given that it is based on standardized methodologies, transferable technical criteria, adaptable community participation mechanisms and interoperability tools with regional platforms such as the Amazon Regional Observatory (ORA). The consolidation of this reference experience and its replicability and scalability to a regional monitoring program will expand spatial coverage, strengthen data comparability between countries, improve decision making at the regional scale and contribute directly to the fulfillment of international commitments regarding biodiversity, climate change and wetlands.

II. SCOPE OF THE CONSULTANCY

The scope of this consultancy is regional, technical-institutional and strategic, oriented to the consolidation, adaptation, scaling and replicability of the pilot experience of monitoring aquatic ecosystems developed in the Border Integration Zone between Colombia and Peru, towards a regional monitoring and reporting program in the Amazon basin. The consultancy does not contemplate the direct implementation of community monitoring processes or grassroots territorial work with local communities in the participating countries; instead, it will focus on articulating, transmitting and adapting the tools generated in the pilot experience and strengthening the existing institutional capacities in the Member Countries, such as ministries, environmental and water authorities, protected area services, research institutes, technical entities and/or organized civil society platforms that work in this area and that fulfill functions of articulation, territorial presence and information management.

III. DYNAMICS OF THE CONSULTANCY

The dynamics of the consultancy work has a technical, logistical and administrative approach. In addition to the preparation of technical documents and methodological designs, the responsible entity will be in charge of planning, organizing and executing two regional training courses, including the design of contents, development (design, layout and printing) of printed and digital didactic materials. They will be responsible for preparing the Terms of Reference and supervising the hiring and work of 8 national consultants (all in continuous coordination with the UCR), who will support the collection of data and information at the national level, the technical-operational articulation and the consolidation of a network of actors and institutions linked to the monitoring program. The work dynamics will also include technical meetings, workshops and webinars. All activities should be executed under an integrated planning, with the periodic presentation of technical, logistical and financial reports documenting the progress of the products, the use of resources, the training and coordination processes carried out, and the fulfillment of the objectives established in these Terms of Reference.

IV. GENERAL OBJECTIVE OF THE CONSULTANCY

To improve the protection and conservation at the regional level of the aquatic ecosystems of upper watersheds, moorlands and wetlands vulnerable to climate change and human activities, as well as the prioritized threatened species, through the development and consolidation of a monitoring and reporting program on the state and environmental health in the Amazon Region and the establishment of regional guidelines for good environmental and socioeconomic practices.

V. SPECIFIC OBJECTIVES

1. Elaborate a Baseline of Pressures, Status and Responses, including ecosystem services/environmental functions of the aquatic ecosystems of upper watersheds, paramos and wetlands of the Amazon region and associated threatened species.
2. Conceptualize, design and consolidate a regional monitoring program for prioritized aquatic ecosystems of upper watersheds, moors and wetlands of the Amazon region and threatened species articulated with a reporting program on the state and environmental health, considering the experience of the monitoring system implemented in the ZIF-Colombia.
3. Design minimum regional criteria and guidelines for sustainable management and the establishment of good environmental and social practices in economic activities that affect

endangered species associated with the aquatic ecosystems of upper watersheds, paramos and wetlands.

4. Develop and implement a regional training program to improve the technical, institutional and operational capacities of the MPs for the management, operation, sustainability and effectiveness of monitoring and reporting programs and conduct two trainings.

VI. ACTIVITIES AND DELIVERABLES BY SPECIFIC OBJECTIVE

Develop a baseline of pressures, status and responses, including ecosystem services/environmental functions of aquatic ecosystems of upper watersheds, moorlands and wetlands of the Amazon region and associated threatened species.

- Systematize existing and available information on aquatic ecosystems in upper watersheds, paramos and wetlands of the Amazon region based on at least 3 sources (public, civil society, academic, research institutes). In the case of upper watersheds and paramos, identify which aquatic ecosystems overlap with existing conservation units. In the case of wetlands use RAMSAR sites and also identify which conservation units overlap.
- Systematize available and existing information on the ecology of 3 threatened and/or commercially important species (e.g. *Brachyplatystoma rousseauxii*, *Inia sp*, *Arapaima gigas*).
- Identify the relationship, dependence and ecological importance between the life cycle of the 3 species with the aquatic ecosystems, in the analysis, identify the connection flows according to the Continuous Source to Sea approach.
- Based on the systematization carried out, apply criteria and variables with specific weights/values for the *prioritization of Key/Representative/Priority Ecosystems* for the Amazon Region that are vulnerable to climate change and have regional importance for conservation and where it is feasible to implement a monitoring program. Among the criteria for evaluation it is recommended to include areas with management (overlap with Conservation Units, contain management plans, zoning, constituted associations of fishermen or others, use of tools or guidelines for good practices). In the prioritization include and dialogue with the experience of Colombia and Venezuela.
- On the Prioritized Key Ecosystems, characterize, zone and generate a database of good environmental and social practices with respect to economic activities that affect aquatic biodiversity.
- On the Prioritized Key Ecosystems, generate a baseline on the current status and environmental health using the PER methodology.
- Describe (according to literature) the environmental services of the prioritized ecosystems and the importance of these ecosystems in the life cycle of a minimum of 3 threatened and/or commercially important species.
- Systematize socioeconomic and ecological indicators and best practices on successful management and sustainable management of the prioritized species in the prioritized areas. Consider relevant TWAP indicators. Incorporate in the analysis the progress of the work being carried out in Colombia and Venezuela (5 socioeconomic and 5 ecosystem indicators covering 250,000 km² of 6 endangered areas).
- Generate a mapping of actors/institutions involved (intergovernmental such as FAO, RAMSAR, others, governmental, Civil Society, Academia), actions in implementation,

perspectives and capacities developed, including the use of computer systems, type of database and institutional possibilities of interoperability.

- Compile, systematize documentary information and carry out a comparative compatibility analysis of existing legal instruments and regional or international agreements related to the management of prioritized aquatic ecosystems.
- Systematize and carry out a comparative analysis of existing procedures and protocols for data collection, information processing, data exchange in order to propose regional procedures and protocols for data exchange and those responsible and custodians of the information useful for the monitoring program.
- Mapping the current capacities in monitoring processes of the institutions involved and identifying training needs for the implementation of the Monitoring and Reporting Program.
- To collect and systematize all information from the national level in order to develop a solid baseline and consolidate a regional monitoring and reporting program, prepare Terms of Reference for national consultants, hire and coordinate and guide their activities.
- Participate and support in coordination meetings with different global, regional, national institutions.

Technical deliverables:

1. Baseline document, including a socioeconomic and ecological mapping/zoning of the Amazon Basin aquatic ecosystems most vulnerable to climate change and human impacts, and analysis of Pressures, Status, Response of each prioritized site and its regional analysis (environmental status and health of upper watersheds, paramos and wetlands) including analysis of ecosystem services/environmental functions.
2. Document that systematizes available and existing information on the ecology of 3 threatened and/or commercially important species (e.g. *Brachyplatystoma rousseauxii*, *Inia sp*, *Arapaima gigas*).

Logistical deliverables:

1. Schedule of meetings, workshops, training courses and webinars (virtual/face-to-face).
2. Structure and flow to organize, coordinate and develop the activities programmed in the consultancy.
3. Proposed map of direct and indirect institutions that will participate in the process with a view to the implementation of the Monitoring System, considering the gender perspective.
4. Terms of Reference to hire national consultants to assist in the generation of data and information.
5. Hiring of 8 national consultants who will assist in the collection of information and data, technical operational coordination and systematization of information.
6. Administrative reporting of logistical expenses.

Conceptualize, design and consolidate a regional monitoring program for prioritized aquatic ecosystems of upper watersheds, moorlands and wetlands of the Amazon region and threatened species articulated to a reporting program on the state and environmental health, considering the experience of the monitoring system implemented in the ZIF-Colombia.

- Based on the baseline, PER analysis and the experience of the monitoring system implemented in ZIF-Colombia, propose conceptually how to scale up to a regional

monitoring and reporting program based on existing capacities, regional socioeconomic and ecological indicators that provide reports on the dynamics and trends of the prioritized ecosystems and associated vulnerable species. Aligned/partially aligned to Monitoring and Reporting Program indicators with TWAP indicators (activity coordinated with EAP Regional Monitoring specialist).

- Develop an operational proposal to articulate the regional Monitoring and Reporting Program on the dynamics and trends of prioritized ecosystems and associated vulnerable species with the Integrated Water Resources Management platform.
- Develop and consolidate procedures and protocols for the exchange of data and information for the purposes of the Monitoring and Reporting Program.
- In the case of the use of computer systems, propose agreements for the interoperability of monitoring systems.
- Conduct virtual meetings with stakeholders.
- Propose a Work Plan for future activities in order to consolidate and sustain the operation of the monitoring program and formalize cooperation agreements for these future activities with the actors involved.
- Develop a proposal for a monitoring and reporting program information viewer to be anchored to the ORA and its operability coordinated with Geodatin.
- Structure and implement the first one-week training course to operate ecosystem and species databases and reports on the environmental status and health of upper watersheds, paramos and wetlands, in coordination with UCR/OTCA.
- Prepare, develop and present the report on the environmental status and health of the upper watersheds, moors and wetlands, including:
 - i. Layout of the report on the environmental status and health of upper watersheds, paramos and wetlands in the three ACTO languages (Spanish, English and Portuguese).
 - ii. Layout of formats for issuing and publishing progress results for periodic publications on trends and dynamics of ecosystems and species (environmental status and health of upper watersheds, paramos and wetlands) in the three ACTO languages (Spanish, English and Portuguese).
 - iii. Layout and publication of a policy brief and report on the environmental status and health of the upper watersheds, paramos and wetlands in the three languages of ACTO (Spanish, English and Portuguese). The report and policy brief should be expressed in TWAP indicator metrics.

Technical Deliverables

1. Concept, design and consolidation of the Regional Monitoring and Reporting Program based on existing capacities, regional socioeconomic and ecological indicators and follow-up of the PER methodology (environmental status and health of upper watersheds, paramos and wetlands).
2. Operational proposal to articulate the aggregated information to be generated by the Regional Monitoring and Reporting Program on the dynamics of prioritized ecosystems and vulnerable species associated with the IWRM Platform.
3. Indicators of the Monitoring and Reporting Program aligned with the TWAP indicators of the Integrated Water Resources Management Platform.

4. Protocols for the exchange of data and information for the purposes of the Monitoring and Reporting Program.
5. Agreements for interoperability of monitoring systems or interagency agreements for data transmission/exchange.
6. A monitoring and reporting program information viewer anchored to the ORA coordinated with GOEDATIN.
7. Technical document and layout for publication of the Environmental Status and health of upper watersheds, páramos and wetlands (expressed in TWAP indicator metrics) and Policy brief.
8. Technical report of the face-to-face training session (one week with at least two technicians per country) on management and operation of ecosystem and species databases and reports on the environmental status and health of upper watersheds, moors and wetlands, including program, list of participants, didactic material, photographic record).

Logistical deliverables for course development planning:

1. Informative and logistical document for the course.
2. List of participants.
3. Reservation of space for the development of the course.
4. Development of didactic material for the course (layout, printed and digital).
5. Administrative report of logistical expenses.

Design the minimum regional criteria and guidelines for sustainable management and the establishment of good environmental and social practices in economic activities that affect the aquatic biodiversity of the Amazon Basin.

1. Identify good environmental and socio-economic practices in the Amazon countries regarding economic activities that affect aquatic biodiversity in the Amazon.
2. Develop minimum regional criteria to establish good environmental and social practices with respect to economic activities that affect aquatic biodiversity;

Deliverable.

1. Document of existing good environmental and socio-economic practices in the MPs.
2. Document with regional criteria for good environmental and social practices with respect to economic activities affecting aquatic biodiversity agreed with the countries and stakeholders.

Develop a regional training program to improve the technical, institutional and operational capacities of the MPs for the management, operation, sustainability and effectiveness of monitoring and reporting programs.

1. Plan, develop and carry out the second one-week training course (2 people per country) to operate the databases to elaborate the report on the environmental status and health of upper watersheds, moors and wetlands .
2. Organize and develop a Workshop and a Webinar to present the results and agree on protocols and agreements.

Deliverables.

1. Technical report of the face-to-face training session (one week with at least 2 technicians per PM) in database management on the environmental status and health of upper watersheds, moors and wetlands, including program, list of participants, didactic material, photographic record).
2. Training program proposal
3. Workshop/Webinar Report.

Logistical deliverables planning course development:

1. Informative and logistical document for the course and Workshop/Webinar.
2. List of participants.
3. Reservation of space for the development of the course.
4. Development of didactic material for the course (layout, printed and digital).
5. Administrative report of logistic expenses.

VII. PRODUCTS

First Product. 30 days after signing the contract.

1. Detailed Technical Proposal, adjusted, complemented and a Work Plan and methodological proposal presented schematically, to address the consultancy.
2. Terms of Reference to hire national consultants.
3. Hiring of 8 national consultants.
4. Systematization of existing cartographic and documentary information.

Second Product. 4 months after contract signature.

1. Document of prioritization of areas.
2. Baseline document on the current status of the prioritized areas.
3. Pressures, Status, Response analysis document for each prioritized site and its regional analysis (environmental status and health of upper watersheds, moors and wetlands) including analysis of ecosystem services/environmental functions.
4. Schedule of meetings, workshops, training courses and webinars (virtual/face-to-face).
5. Structure and flow to organize, coordinate and develop scheduled events.
6. Proposed map of direct and indirect institutions that will participate in the process with a view to the implementation of the Monitoring System, considering the gender perspective.
7. Administrative report on logistical expenses.

Third Product. 8 months after contract signature.

1. Regional report based on existing capacities, regional socio-economic and ecological indicators and follow-up of the PER methodology (environmental status and health of upper watersheds, paramos and wetlands).
2. Document of existing good environmental and socio-economic practices in the MPs.
3. Concept and design of the Monitoring Program.

4. Operational proposal to articulate the Monitoring Program and regional report on the dynamics of prioritized ecosystems and associated vulnerable species with the Integrated Water Resources Management Platform/ORA.
5. Integration of the TWAP indicators of the Integrated Water Resources Management Platform/ORA to the proposed Monitoring and Reporting Program.
6. Specific protocols and agreements for the exchange of data and information for the purposes of the Monitoring and Reporting Program.
7. Information viewer anchored to the ORA.
8. Work Plan for future activities of the monitoring program and proposed cooperation agreements for these future activities with stakeholders.
9. Document for publication of the Environmental Status and health of upper watersheds, moors and wetlands and Policy brief.

Fourth Output. 12 months after contract signature.

1. Document on environmental status and health of upper watersheds, moors and wetlands and policy brief designed and published in the three ACTO languages, according to visual identity and formats defined by ACTO/UCR/Communication.
2. Monitoring and reporting program on environmental health and status and the establishment of regional guidelines for good environmental and socioeconomic practices consolidated.
3. Document with minimum regional criteria for good environmental and social practices with respect to economic activities affecting aquatic biodiversity agreed with countries and stakeholders.
4. Reports on the two 1-week training sessions on database management on the environmental status and health of upper watersheds, moorlands and wetlands.
5. Report on a Workshop on the Monitoring Program.
6. Final closing report that systematizes the whole experience.

VIII. BUDGET ORGANIZATION (REFERENTIAL)

For the development of this consultancy, a total budget of USD 253,000.00 is available, structured as follows:

Of the total amount, USD 143,560.00 is for fees related to the preparation of the regional technical products (USD 85,560.00) and the contracting of eight (8) national consultants who will support the institution in gathering information, data and networks (USD 58,000.00). In both cases, the amounts include the travel and transportation costs required for the performance of their duties. The modality of contracting, duration and periodicity of the national consultants will be defined by the responsible institution, in accordance with the operational planning, technical requirements and project schedule.

The remaining balance, equivalent to USD 109,440.00, will be used to cover the logistical and operational costs of the process. This amount includes the organization and execution of two regional face-to-face courses, each with two participants per country and a duration of five (5) days. This budget should include the design and development of the courses (training), preparation of teaching materials, room rental, food (lunch and dinner) and simultaneous translation services in the three official languages of ACTO. The cost of airfare and lodging (breakfast) of the participants will be covered by the project through the UCR.

This balance must also cover the organization and holding of a regional workshop; the layout, translation and publication of the products generated; the design, expansion and adaptation of IT tools; the holding of webinars; and other logistical expenses necessary to guarantee the adequate implementation of the activities and compliance with the expected deliverables.

The applicant institution may propose duly justified adjustments in its technical and budgetary proposal, provided that the objectives, products and results established in these Terms of Reference are maintained.

IX. SCHEDULE OF PAYMENTS EXPRESSED BY PRODUCTS, CONTENTS AND DEADLINES

The institutions interested in participating must submit a technical and financial proposal for disbursements, structured in a minimum of four (4) and a maximum of five (5) payments, with the first disbursement being no more than ten percent (10%) and the last no less than thirty percent (30%) of the total amount of the contract. Payments shall be directly linked to the delivery and approval of deliverables and verifiable results. The proposal shall detail, for each disbursement, the associated products, their content, delivery terms and the corresponding percentage of the total amount of the contract, ensuring consistency with the work plan, the proposed methodology and the general schedule of the consultancy. Payments will be made only upon technical approval of the deliverables by the Regional Project Coordination and the SP/OTCA, in accordance with the provisions of these Terms of Reference.

Note: All products must be delivered according to the Single Annex attached to these TORs.

X. REQUIRED INSTITUTIONAL PROFILE AND TECHNICAL TEAM

Institutional Profile

General Experience (20 points)

Institution accredited in one of the 8 PMs of the ACTO with experience in environmental scientific research and ecosystem management. 10 years of institutional experience in environmental research and ecosystem monitoring in the Amazon region or equivalent tropical areas (20 points); 5-9 years (15 points); 2 - 4 years (5 points).

Specific Experience (20 points)

Demonstrable experience of implementation (and/or substantive contribution) of regional or transboundary projects with public or multilateral entities) 1 point for each project (maximum 5 points)

Experience in management and coordination of institutional or inter-institutional networks. Demonstrated experience with at least 2 agreements or 2 institutional platforms integrating multiple organizations - 5 points (maximum 5 points)

Experience in technical training and dissemination of results. 2 regional technical courses or publications - 5 points. isolated national activities - 1 point each (maximum 5 points).

Adequate organizational structure (evidenced by organizational charts, technical teams, regional offices) and logistical capacity implemented (*maximum 5 points*).

Minimum technical team requested (20 points)

The applicant institution must propose, as part of its technical proposal, a technical team structure in accordance with the scope, objectives and activities of the consultancy, clearly differentiating between a permanent technical team responsible for the management, coordination and quality assurance of the products, and specialized technical staff for specific activities, such as development of specific inputs, training, development of tools, layout, translation, organization of events, logistical support or information gathering. The proposal must detail the profiles, roles, responsibilities, level of dedication and internal coordination mechanisms of the team, guaranteeing the availability of sufficient technical capacities to comply with the products, deadlines and results established in these Terms of Reference. The SP/OTCA and the Regional Project Coordination reserve the right to evaluate the relevance and soundness of the proposed structure based on technical consistency, team experience and operational feasibility of the consultancy.

Technical Proposal (20 points)

To apply, a 5-page technical proposal must be submitted explaining how to address and implement each of the objectives, products and deliverables to be addressed. Include in annex: CV of the institution and team members.

Financial proposal and administration costs (20 points)

Detailed economic proposal, including the total budget broken down by items, explicitly identifying fees, operational and logistical expenses, and administration expenses (administration expenses should not exceed 10% of the total budget), which should be reasonable, proportional and consistent with the magnitude and complexity of the consultancy. The financial proposal should be strictly consistent with the technical proposal, work plan and schedule of deliverables, and clearly reflect the costs associated with the actual execution of activities and delivery of expected results.

XI. REPORTING AND SUPERVISION:

The contracted entity will report to the Permanent Secretariat of the SP/OTCA and will be under the supervision of the Regional Coordinator of the Amazon Basin Project - PAE Implementation. The Regional Coordinator and the SP/OTCA will approve the Consultant's deliverables.

XII. ADDITIONAL INFORMATION:

- The professional must be available to begin work at the signing of the contract.
- Resources foreseen for the Consultancy: USD 253,000.00
- Duration of the contract: 15 months
- The amount of the fees corresponds to the total amount to be paid for the consultancy, with no balance remaining.
- The place of work from own residence with virtual or face-to-face meetings.
- This consulting contract does not establish or imply any relationship of dependency with SP/OTCA.

XIII. DECLARATION OF COMMITMENT

SINGLE ANNEX

INSTRUCTIONS FOR PREPARING PARTIAL AND FINAL REPORTS

Project Deliverables must include the following elements:

1. Elements

1.1 Cover and back cover

According to the model, the front cover must always contain the logos of the executing, financing and executing agencies, the title of the project, the National Intervention, a photo that refers to the theme of the Report and the title of the Report with an indication of whether it is final or partial.

1.2 Executive Summary

Represents the condensation of the Product/Report, describing and emphasizing the most relevant points of the work, results, conclusions, recommendations and lessons learned. It should be informative, provide a clear and concise description of the content and specify the structure and content of the main text of the Report.

In the case of the Final Product/Report, the Executive Summary should represent approximately 15% of the main text, including relevant figures, graphs and photographs. The Executive Summary should have an independent document structure and be presented in three languages: Portuguese, English and Spanish (as applicable in the Terms of Service), to allow its dissemination to ACTO member countries.

1.3 Table of contents (or detailed table of contents)

It should be as complete as possible, covering all chapters and subchapters of the report, up to the third subdivision, with the corresponding main page. The title of the report should appear at the top of the page.

The Preliminary Summary of the Final Report should be presented together with the strategic planning for the implementation of the Activity or consultancy, i.e., as an integral part of the first deliverable of the consultancy. It is a key element in guiding the consultants and facilitating the monitoring of the progress of the planned work. It is adjusted as the Partial Reports are submitted, culminating in the Summary of the Final Report in a final version.

1.4 Lists of Figures, Frames and Photos

These are presented just after the table of contents, separately, and list the existing figures, images and photos in the main text, in the order in which they appear, indicating the page where they are found. Maps appear as a figure. The numbering of figures, frames and photos is sequential in Arabic numerals for each (e.g., Photo 1, Photo 2,... Figure 1, Figure 2,...).

1.5 List of acronyms and abbreviations

Gathers all abbreviations used in the main text, with their respective meanings (e.g., ACTO - Amazon Cooperation Treaty Organization; TOR - Terms of Reference).

2 Main text

2.1 Introduction

Briefly defines the context of the Report, within the Amazon Basin Project, the location of the activity, the objectives of the study and the reasons for its elaboration, when it was carried out and an indication of its chapters. It does not have a chapter number and is on page 1 of the report. It should have a maximum of two pages.

2.2 Chapters and subchapters (in detail)

Corresponds to the division of the main text and should have as many chapters and subchapters as necessary for the detail and composition of the study. It should contain all the details that were analyzed in the execution of the Subproject. The titles of the chapters and subchapters should be self-explanatory (do not use general concepts, such as: Methodology and Results, for example). The text should be amply illustrated with images, figures and photos.

2.3 Conclusions

Conclusions should summarize in a clear and orderly manner the results of each chapter of the work. They should be presented, whenever possible, in the form of bullet points, in the sequence in which they appear in the text and with an indication of the chapters in which they are inserted. The possible lack of correlation between the data obtained and their limitation should be pointed out, as well as the relationship between the data obtained and previous studies and the theoretical consequences and practical applications of the study. Conclusions should be between 4 and 6 pages long.

2.4 Recommendations and lessons learned

These are presented separately after the conclusions. These are actions considered necessary based on the conclusions reached and to be implemented in the future. These recommendations should also indicate guidelines for replication and transferability to similar areas of the Basin and preferably indicate associated costs.

Lessons Learned" are understood as those reflections generated from experiences, strategies, processes and activities that allow analysis of what could have been done differently and what improvements can be made to make the process more effective in the future.

3. Communication and positioning

3.1 Article on the main activities carried out and the results obtained to date.

The article should contain the elements of a scientific publication in formal language, maintaining the rules of publication. The reading includes scientific evidence that supports the proposed hypothesis, which is constituted from the information gathered by the research/work that constitutes the most relevant results on the subject of the intervention.

3.2 Press release: main activities carried out and results obtained to date

The press release should be prepared with the aim of informing the general public of the main results obtained, including maps, photographs and reflections.

3 Post-textual elements

1.3.1 Bibliographic references

These correspond, in general, to the bibliographical citations used in the text. Only the most important works that are published or publicly accessible should be consulted. References in the text and listed at the end of the work should be in accordance with international standards, and those of a general nature should be separated from those specific to the area of study.

1.3.2 Actors

List full name, address and other relevant contact information. It should include authors, contributors and participants of courses, meetings, workshops and seminars within the scope of the report. All entities - federal, state, municipal, educational and research, NGOs and others - involved in the Project and mentioned in the Report should have their names, acronyms and full addresses (zip code, telephone, e-mail) indicated, along with their employees who participated or collaborated in the activities of the report.

In the case of events, all participants, including the organizers and those who only participated in the inauguration, must have their names on the list of actors with their complete addresses.

1.3.3 Glossary (if necessary)

Vocabulary explaining words or expressions that refer to a particular technical, scientific, etc. specialty. Also used to relate in a vocabulary words or expressions of obscure meaning or regional usage.

1.3.4 Annexes

These are extensive parts of the main text, separated from it to avoid discontinuity in the logical sequence of the chapters. They usually refer to:

- Texts providing supplementary information.
- Special reports by consultants in summary format
- Supplementary material that cannot be freely included in the body of the report, due to its size, importance or form of presentation (such as special maps larger than A-3 format).
- Model forms and/or forms cited in the text.

Annexes should be identified by their respective titles and their illustrations should be numbered separately from the textual illustrations. Pages should be numbered independently of the text and shall be specific to each Annex, in consecutive Arabic numerals.

1.4 Other elements

1.4.1 Box

This refers to a highlighted text on an important topic related to the subject of the Report, but which has not necessarily been the direct subject of the main text. It should, whenever possible, include a photo illustrating the subject matter. It is recommended that boxes be included to enrich the Report.

1.4.2 Page Numbering

In the main text, all pages should be numbered, including those containing figures, graphs and photos, with sequential Arabic numerals, starting with the Introduction. All digits should be placed in the center of the bottom margin. Pages referring to the Executive Summary, the Table of Contents and the Lists of figures, tables and photos should be identified by Roman numerals.

1.4.3 Format and presentation

Reports should be presented in A4 format, with the following configuration:

- Left margin: 3 cm
- Right margin: 2 cm
- Top margin: 2 cm
- Bottom margin: 3 cm
- Font: Times New Roman, size 12 and paragraph single spaced and justified.
- All headings and subheadings should be in bold. Chapter headings should be capitalized and subheadings should be lowercase.
- It is recommended to avoid subdividing the text into a large number of subheadings or elements (preferably, a subheading of a maximum of third order).

1.4.4 Figures, Pictures and Images

- All figures, graphs and pictures essential to understanding the Report should be included and called out in the text.
- All figures, including maps, and all tables, should preferably be presented immediately after the citation and have sequential Arabic numerals. If this is not possible, they should be very well described to facilitate their location and understanding. The first figure should always be a location map of the National Intervention/Activity in the Basin.
- The information and name on the board should be complete and self-explanatory. The number and name are indicated in bold above the table. For figures and photos, the number and name are indicated in bold below the figure or photo. If possible, indicate the location of the photos.
- All information presented should have its source explained, as well as the date the data was collected.
- All legislation that is inventoried and presented must necessarily have a summary table, with date and brief summary, with the corresponding page number. The units adopted should be those of the International System of Units - SI.

1.4.5 Maps (considered in the text as figures)

- All maps must also be presented in digital format (geoprocessing software) and in a defined scale compatible with the information to be presented.
- Thematic maps should be done individually and on the same base map.
- The maps should have graphic and numerical scales; geographic coordinates; legend, date of the data presented, source of the data and, if possible, the projection used.

- Maps should be A4 size and printed to a high quality standard. In cases where it is impossible to use A4 size, for reasons of clarity, use A3 size.
- The map legend should comply with international standards.
- In some cases, the map stamp should contain, in addition to the usual data, the date the map was made (month/year), as well as the source of the information (bibliography, field survey) and the map number.
- The maps presented should indicate the hydrographic network, with the main rivers and cities of the basin under study, as well as prominent landmarks.
- The maps should indicate their location in relation to the basin and sub-basin to which they belong, if possible.
- All cartographic material will be incorporated into the GIS of the Amazon Regional Observatory (ORA).