**Public Call for Tenders No. 06**

# CONTRACTING OF A REGIONAL CONSULTING TEAM OF SPECIALISTS IN IWRM, ENVIRONMENTAL INDICATORS AND STRATEGIC PLANNING TO DEVELOP THE ACTO TDA/SAP SUPPLEMENTS

The Amazon Cooperation Treaty Organization (ACTO), an international organization headquartered in Asa Norte, Brasília-DF, Brazil, Postal Code 70.750-521, announces that on March 11, 2026, at 09:00 (Brasília time), it publishes these Bidding Documents. The award criterion shall be the Best Technical and Financial Proposal and Administrative Expenses, under a fixed-price arrangement. The process shall be governed by the current version of ACTO's Procurement Procedure and, supplementarily and by analogy, with reference to the Administrative and Financial Instrument (AFI), as well as the other conditions and specifications contained in these Bidding Documents and their annexes.

**Tender Details**

- **Opening Date:** November 20, 2026
- **Time:** 09:00 (Brasília time)
- **Procedure:** Public Tender based on the Quality of the Best Technical Proposal, under a fixed-price arrangement.

## 1. General Instructions for Bidders

### 1.1. Objective of the tender

Contracting specialized consulting services to develop and consolidate, through a participatory process, the supplement to the ACTO Transboundary Diagnostic Analysis and Strategic Action Program (TDA/SAP), and to provide technical assistance to Member Countries in the formulation of their National Action Plans (NAPs), with the aim of updating and deepening the analysis of transboundary issues and strengthening the implementation, monitoring, and evaluation of the Strategic Action Program (SAP), in accordance with the provisions of Annex 1—Terms of Reference, which is an integral part of this Request for Proposals.

1.2. Conditions for participation

Any accredited institution/company/institute/joint venture registered in any of ACTO's eight Member Countries (MC) that includes the required specialized technical team may participate in the tender.

1.3.Submission of proposals

Institutions/companies interested in providing the services described in the specifications set out in Annex 1, an integral part of these Bidding Documents, shall submit their bids in three separate and duly identified files or folders, as follows: (a) a file containing legal and tax eligibility documents; (b) a file containing technical eligibility documents; and (c) a file containing a detailed financial proposal. Neither the file or folder containing legal and tax eligibility documents nor that containing technical eligibility documents shall contain any financial information.

The package of files or folders shall be sent to the email address compras@otca.org, with the subject line: "Tender for Services of a Regional Consulting Team of Specialists in IWRM, Environmental Indicators, and Strategic Planning to Develop the Supplements to the ADT/PAE of the ACTO."

Bids shall be submitted by January 17th, 2027, at 18:00 (Brasília time). For the purposes of timely submission, only the date and time of receipt of the email shall be considered. Following receipt of the proposal, the PS/ACTO shall reply to the email confirming receipt.

1.4.Validity of bids

Bids shall remain valid for 30 calendar days, starting on the day following the closing date for the submission of proposals.

1.5. Request for additional information

Interested parties may request additional information regarding the Bidding Documents and Technical Specifications. Enquiries shall be submitted in writing from December 14th to 18th, 2026, to compras@otca.org, with the subject line: "Enquiry – Tender for the services of a Regional Consulting Team of Specialists in IWRM, Environmental Indicators, and Strategic Planning to Develop the Supplements to the ADT/PAE of the ACTO."

## 2. Contents of proposals

Each digital file or folder shall contain the scanned original document (or a digitally signed document, where applicable) and two simple copies.

### 2.1.File or folder 1: Legal and tax eligibility documents

Scanned “original” documents relating to the legal and tax eligibility of the entity/company shall be submitted as originals or notarized copies. The entity/company's cover letter shall be duly signed by its legal representative or an authorized attorney-in-fact. If signed by an attorney-in-fact, the power-of-attorney instrument must be submitted.

The file or folder containing the documents required for legal, tax, financial and technical eligibility shall include:

a. Bidder's cover letter;
b. Articles of incorporation, bylaws or articles of association and their amendments currently 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 the election of its directors;
c. Duly filed decree of authorization, in the case of a foreign company or corporation operating in the country, and registration or authorization to operate issued by the competent body, where the activity so requires;
d. Proof of registration in the National Register (in accordance with each country's regulations);
e. Proof of good standing with federal, state and municipal tax authorities, where applicable, at the bidder's address or registered office, or an equivalent document under the law, issued less than 90 days previously;
f. Proof of good standing with Social Security, demonstrating compliance with legally established social obligations, issued less than 90 days previously;
g. Certificates of compliance with labor-related tax obligations, or their equivalent under each country's regulations, issued less than 90 days previously;
h. Certificate of no bankruptcy, issued by the competent registries at the bidder's registered office no more than 90 days before the proposal submission date;
i. Positive certificates with the legal effect of negative certificates shall be accepted.

### 2.2.File or folder 2: Technical eligibility documents

a) Statement(s), certificate(s) or attestation(s) issued by legal entity(ies) governed by public or private law, certifying that the bidder has provided the issuer(s) with products and services compatible with the subject of this tender, in accordance with Annex 1 to these Bidding Documents, within the past 36 (thirty-six) months.

a1) The statements, certificates or attestations mentioned in item ‘a’ shall be submitted on the letterhead of at least 3 (three) different clients, signed and indicating contact telephone numbers for the respective issuers' representatives.

a2) To meet this requirement, the bidder shall demonstrate at least 10 years of experience in performing the Services provided for in Annex 1 to these Bidding Documents; certificates may be aggregated to meet this requirement.

b) Proof that, on the scheduled date for submitting the Eligibility Documents and the Technical and Price Proposals, the bidder has on its permanent staff a professional holding a higher education qualification or another qualification duly recognized by a competent entity, relevant to the subject of the tender.

b1) The bidder shall demonstrate that the professional's training is appropriate to the subject of the contract by describing the experience of the designated professional, for evaluation by the Special Procurement Committee and, in case of doubt, by the technical unit responsible for the tender.

b2) The professional designated by the bidder shall coordinate the execution of the services covered by the tender; exceptionally, substitution by another professional with equivalent or greater experience may be permitted, subject to prior approval by the contracting party.

b3) The technical managers and/or members of the core technical team shall be part of the bidder's permanent staff on the scheduled proposal submission date. For the purposes of these Terms of Reference, this shall mean: a partner who demonstrates their relationship through articles of association or bylaws; an administrator or director; an employee duly registered in the Employment and Social Security Record Book; and an individual service provider holding a written contract with the bidder, should the bidder win the tender.

### 2.3.File or folder 3: Financial Proposal and administrative expenses

The financial proposal shall include a breakdown of costs and pricing for the services to be provided, covering all their cycles and all expenses, such as: direct and indirect costs, applicable taxes, administrative fee, services, social security and labor charges, insurance, training, travel, accommodation, transportation and/or any other expenses necessary for the full achievement of the objectives and expected deliverables; these shall be deemed included regardless of whether the bidder expressly declares them.

## 3. Disqualification

Any proposal that fails to comply with this Public Call, conflicts with any legal provision in force, or indicates amounts incompatible with market prices, whether excessively high or manifestly unfeasible, shall be disqualified.

## 4. Processing and evaluation

For the evaluation of proposals, the PS/ACTO shall establish a Tender Committee to carry out the relevant eligibility assessments within the validity period of the bids. All files or folders relating to legal and tax eligibility shall be opened at the same time, with the order of opening by bidder determined at random. The Committee shall follow the same procedure for the technical eligibility documents and financial proposals.

The Committee shall verify whether all bidders submitted the documentation required for qualification. The technical eligibility documents and financial proposals shall be opened only for bidders that qualified in the legal and tax aspects. The PS/ACTO shall return the financial proposals of bidders that did not qualify in the first stage.

Immaterial clerical errors may be corrected by a reasoned decision of the Tender Committee.

Until the signing of the contract, the Tender Committee may exclude a bidder through a reasoned decision if it becomes aware of any fact or circumstance, arising before or after the tender decision, that reveals suitability or a lack of technical or financial capacity.

The winning proposal shall be that of the bidder which, having fulfilled all the conditions of this **PUBLIC TENDER**, obtains the highest score. The other qualified bidders shall be ranked in descending order of score.

In the event of a tie, the tie-breaking criteria shall be as follows, in order:

1st Highest score for the Technical and Financial Proposal and Administrative Expenses;

2nd Lowest price;

3rd Company with the highest score under the item Technical Qualification of the Team, General Experience and Specific Experience;

4th Drawing of lots in a public session.

Bidders that fail to submit any of the documents required for eligibility in this tender, or that submit them in a manner inconsistent with these Bidding Documents, shall be deemed ineligible.

Proposals containing technical or operational aspects not specified in these Bidding Documents or their Terms of Reference shall be disqualified; bidders shall comply strictly with the terms set out in the specifications for the requested products and services.

If any bidder fails to qualify in the legal and tax aspects, the Administration of the PS/ACTO may, at its sole discretion, establish a deadline of 06 (six) working days for

submission of the missing documents. Once the reasons for disqualification or ineligibility have been remedied, the process shall resume.

Once the proposal evaluation process has concluded, the PS/ACTO shall inform the selected bidder of the result, thereby initiating contract negotiations. After negotiations have concluded, the PS/ACTO shall inform the other bidders of the outcome of the evaluation process.

## 5. Signing of the Contract

The winning bidder shall sign the contract within 10 (ten) working days after notification of the selection of its proposal by the PS/ACTO.

## 6. Contract duration

The contract to be signed shall remain in force for up to 12 months after its signing (contract template in Annex 2).

## 7. Payment terms

Payments due for services provided by the contracted entity/company shall be made as specified in the technical eligibility documents, in accordance with the payment schedule set out in the ToRs.

## 8. Cancellation of the tender process

The tender may be declared unsuccessful in the following cases:

- Fewer than 3 (three) proposals have been received;

- No bidder has qualified;

- There is evidence of bids priced far below market rates or discounts far above those prevailing in the market.

In the event of cancellation of the process, the PS/ACTO shall notify the bidders without being required to justify the reasons. Bidders shall not be entitled to any compensation.

In the event of termination of the corresponding contract, the contracted company shall receive payment only for services actually rendered to the PS/ACTO.

**PROJECT: IMPLEMENTATION OF THE STRATEGIC ACTION PROGRAMME TO ENSURE INTEGRATED AND SUSTAINABLE MANAGEMENT OF THE TRANSBOUNDARY WATER RESOURCES OF THE AMAZON RIVER BASIN CONSIDERING CLIMATE VARIABILITY AND CHANGE**

# TERMS OF REFERENCE

## FOR THE CONTRACTING OF A REGIONAL CONSULTING TEAM OF SPECIALISTS IN IWRM, ENVIRONMENTAL INDICATORS AND STRATEGIC PLANNING TO DEVELOP THE ACTO TDA/SAP SUPPLEMENTS

**Funding Agency: Global Environment Facility (GEF)**

**Implementing Agency: United Nations Environment Programme (UNEP)**

**Executing Agency: Amazon Cooperation Treaty Organization – ACTO**

**Project Duration: 6 years**



Brasília, 2026

# TERMS OF REFERENCE

# FOR THE CONTRACTING OF A REGIONAL CONSULTING TEAM IN IWRM, ENVIRONMENTAL INDICATORS AND STRATEGIC PLANNING FOR THE PREPARATION OF THE ACTO TDA/SAP SUPPLEMENT

## I. BACKGROUND

The Amazon Basin faces numerous challenges for the Integrated Management of Transboundary Water Resources (IWRM) in the context of its socioeconomic development and in the face of anthropogenic and climatic impacts. The basin constitutes a unique hydrological system extending beyond the national borders of eight countries – Bolivia, Brazil, Colombia, Ecuador, Guyana, Peru, Suriname and Venezuela – which recognize the need to establish a regional framework for IWRM and thereby 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 established the Amazon Cooperation Treaty Organization (ACTO) as a regional forum for political dialogue and regional cooperation, institutionally strengthening cooperation, coordination and joint actions among the Member Countries to promote the sustainable development of the Amazon.

The main roles and functions of the PS/ACTO are to facilitate exchanges, knowledge, cooperation and joint initiatives among the Member Countries to fulfill the mandates of the Amazon Cooperation Treaty; to build consensus among the Member Countries to enable the implementation of activities, programmes and projects; and to establish spaces for political and technical dialogue among the Member Countries, among other actions.

In this context and within its regional water resources action framework, ACTO is implementing the Project *Implementation of the Strategic Action Programme to ensure Integrated and Sustainable Management of the Transboundary Water Resources of the Amazon River Basin Considering Climate Variability and Change*. The Project is funded by the Global Environment Facility (GEF), with the United Nations Environment Programme (UNEP) as implementing agency and the PS/ACTO 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 builds upon previous agreements among 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 in strengthening national capacity and regional governance for IWRM, increasing climate change adaptation capacity and ensuring robust regional data to improve decision-making and coordination regarding Amazon water resources, from their headwaters in the Andes to the delta on the Atlantic Ocean, for a healthier Amazonian ecosystem.

The Project's key results include the following:

- Permanent Regional Coordination Mechanism for IWRM in the Amazon Basin, established within ACTO;

- National Water Authorities established in Guyana and Suriname;
- 15 national interventions and 2 bi-/tri-national actions implemented in the basin, reducing population vulnerability and impacts on ecosystems in the face of extreme hydroclimatic events and sea-level rise;
- Training for 1,400 IWRM professionals and more than 5,000 members of local communities (at least 40% women).
- Integrated environmental monitoring system covering 600,000,000 ha.

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

The Project is implemented through four components:
1) Innovative community-to-government governance model for Integrated Water Resources Management (IWRM) in the Amazon Basin;
2) Building community resilience and protecting aquatic ecosystems to address the effects of climate variability and climate change in the Amazon Basin;
3) Integrated indicator-based environmental monitoring and reporting in response to indicators arising from relevant International Conventions and Agreements; and
4) Comprehensive model to monitor, evaluate and communicate progress in the overall implementation of the Amazon SAP.

*Although Project Components 1 and 4* are cross-cutting, as they provide a political, institutional and social environment conducive to and catalyzing SAP implementation, *Components 2 and 3, being interconnected,* form the basis for SAP implementation through basin-wide interventions and by providing integrated monitoring data that directly feed and support the two cross-cutting components (Figure 1).

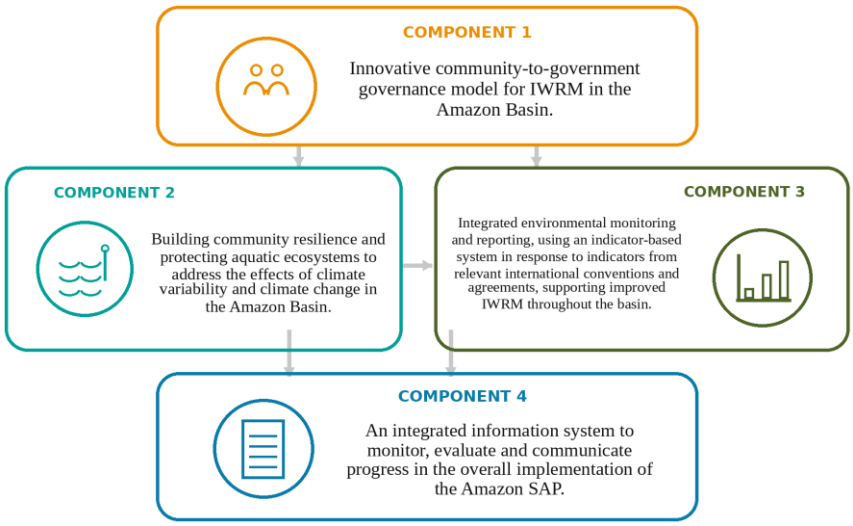



**Figure 1.** Interaction among the Project components
(Source: PS/ACTO/UNEP. 2021. Inception Report)

ACTO's Strategic Action Programme (SAP), adopted in 2017 by its eight Member Countries, was developed on the basis of the Transboundary Diagnostic Analysis (TDA) and has provided a regional action framework for addressing shared water-related challenges in the Amazon Basin. Nevertheless, although the TDA/SAP provides an important foundation for regional cooperation, its monitoring tools, indicators, quantification and evaluation capacities require updating and strengthening to better respond to current water management needs and the fulfillment of international commitments, such as the Sustainable Development Goals (SDGs) and various environmental conventions.

In view of this situation, a supplement to the TDA/SAP is needed, with new technical and methodological elements that improve its applicability and evaluation capacity, using as a basis the indicators developed by the UNEP/GEF Transboundary Waters Assessment Programme (TWAP). This update will enable more accurate and harmonized measurement of progress in SAP implementation, facilitating the identification of gaps, emerging priorities and quantifiable targets at both regional and national levels. Likewise, the development of National Action Plans (NAPs) will enable the actions of each Member Country to be aligned with the regional SAP framework, ensuring technical, political and programmatic coherence and promoting the inclusion of key approaches such as gender and the source-to-sea perspective.

To achieve these objectives, and in accordance with the scope agreed with the MC, a harmonized evaluation system based on TWAP indicators will be implemented, integrating environmental and water governance data and drawing on national and regional information. These indicators will make it possible to establish a baseline and conduct periodically comparable evaluations that facilitate the identification of regional gaps and needs, with a view to defining priorities and guiding the mobilization and allocation of financial resources. For this process, capacities will be developed in the Member Countries through workshops and participatory processes that will enable the TDA/SAP supplement to be adjusted and the NAPs to be defined in line with international commitments. In addition, a report on the state of the Amazon environment and dissemination materials will be prepared to consolidate the results, strengthening knowledge, decision-making and the sustainability of SAP implementation. This process will ensure a more effective response adapted to the Amazon Basin's current challenges.

In this regard and in accordance with the proposed scope, the supplement will complement the analysis, without replacing or reopening the architecture of the nine Regional Priority Transboundary Problems under the current TDA, through a systemic and multiscale interpretation of the Amazon (regional, national, sub-basin, ecosystem and hydroclimatic), linking water, forests, climate, biodiversity, society, economy and governance. TWAP will be applied in an adaptive and complementary manner to organize indicators, quantify problems, analyze trends, risks and hotspots, and strengthen causal chains, building upon existing regional and national information, capacities and mechanisms.

Based on the TDA supplement and the progress achieved by the MC in SAP implementation and IWRM, the SAP supplement will be developed in the form of bankable project concepts with regional and national (NAP) scope.

The process will be participatory and progressive: agreement on scope; formation and coordination of the regional and national team; definition of common guidelines; capacity alignment and agreement on the steering strategy with the National Project Coordination Units (NPCUs) and the Amazonian Network of Water Authorities (ANWA); integrated technical analysis; national review and validation workshops; regional integration with the Member Countries; preparation of a preliminary version; and review, adjustment and consolidation coordinated with the updating of the SAP.

The activities required to update the SAP will be carried out within the framework of the GEF Amazon Basin Project with the support of ANWA and the Technical Panel. Technical validation of the TDA/SAP Supplement will be undertaken through the NPCUs / Project Steering Committee (PSC), while institutional validation will be conducted within ANWA.

## I. GENERAL OBJECTIVE OF THE CONSULTANCY

To prepare and consolidate, through a participatory process, the supplement to ACTO's Transboundary Diagnostic Analysis and Strategic Action Programme (TDA/SAP), and provide

technical assistance to the Member Countries in formulating their National Action Plans (NAPs), with the aim of updating and deepening the analysis of transboundary problems and strengthening SAP implementation, monitoring and evaluation.

To achieve this objective, the consulting team will carry out its work in accordance with the scope document incorporated as Annex 1 to these ToRs. Within this framework, it will apply a systemic and multiscale approach to the analysis of the Amazon, integrate national and regional information and progress, and use TWAP in an adapted and complementary manner, with indicators that are measurable, verifiable and comparable across the region, while preserving the agreed architecture and prioritization of the nine Regional Priority Transboundary Problems of the current TDA. The process will be carried out in accordance with a regional and national steering strategy agreed with the NPCUs, ANWA and the Member Countries.

## II. SPECIFIC OBJECTIVES

**1)** To design and establish a common, regionally agreed technical and methodological basis, expressed in an initial proposal for the TDA/SAP supplement and guidelines for formulating the NAPs, based on a systemic and multiscale analysis of the Amazon and on measurable, verifiable and regionally comparable indicators, with adapted and complementary application of TWAP.

**2)** To deepen national capacities for SAP implementation through technical assistance by the regional team to the national consultants responsible for the participatory formulation of National Action Plans (NAPs), under the leadership of the Member Countries, in coherence with national planning and priorities and with the TDA/SAP supplement.

**3)** To consolidate the TDA/SAP supplement as a regional instrument that updates and deepens the diagnosis of transboundary problems in prioritized basins, incorporates their quantification and supports the definition of SAP strategic actions for those basins, presented in a portfolio of bankable project concepts with quantifiable targets and guidance for the financial sustainability of their implementation, through the integration of national and regional analyses and contributions and their articulation with the NAPs.

## III. ACTIVITIES AND DELIVERABLES FOR EACH SPECIFIC OBJECTIVE

**Specific Objective 1.** To design and establish a common, regionally agreed technical and methodological basis, expressed in an initial proposal for the TDA/SAP supplement and guidelines for formulating the NAPs, based on a systemic and multiscale analysis of the Amazon and on measurable, verifiable and regionally comparable indicators, with adapted and complementary application of TWAP.

**Minimum activities required to achieve Specific Objective 1.**

In accordance with the scope document incorporated as Annex 1 to these ToRs, the regional consulting team shall prepare a methodological proposal and systematize all existing and available regional information relevant to the preparation of the TDA/SAP supplement and the formulation of the NAPs. These proposals will be presented at a regional workshop to adjust and validate the work carried out. In this regard, the prioritized but non-exhaustive activities are as follows:

1. **Prepare the initial methodological and operational proposal.**

Define the approach, work stages, procedures for systematizing and integrating national and regional information, and responsibilities for coordination, review and agreement. The proposal shall respond to the scope of Annex 1, preserve the architecture of the nine Regional Priority Transboundary Problems and develop the systemic and multiscale approach of the TDA/SAP supplement.

2. **Prepare a tabulated regional database for integrated analysis and collect and systematize existing regional information.**

   The consulting team shall build a tabulated regional database whose structure and information requirements are guided by a proposal of TWAP indicators adapted to the Amazonian context and relevant complementary indicators, selected on the basis of the nine Regional Priority Transboundary Problems of the TDA and the analysis needs of the SAP strategic actions. For each indicator, the metrics, required variables, calculation or assessment methods, units of measurement, and spatial and temporal references necessary for its application shall be specified, taking into account the availability, quality and compatibility of existing information.

   Based on these requirements, the consulting team shall collect, systematize and integrate existing and available regional information relevant to the scope of the supplement. The database shall enable cross-analysis among transboundary problems, SAP strategic actions, the identified information and evidence, indicators and their metrics, and existing climate scenarios relevant to the scales of analysis. It shall incorporate available quantitative data, their territorial references and indicator values that can be calculated, identifying sources, reference periods, limitations and information gaps. Projections shall be distinguished from observed data, with identification of the corresponding climate scenario and time horizon. Consider the products and progress of the PS/ACTO, monitoring networks, the IWRM Platform, studies on hydroclimatic vulnerability, water quality, mercury, sanitation, Source-to-Sea, Nexus, forests, biodiversity, gender and other relevant topics, as well as the scientific contributions of the Science Panel for the Amazon and other relevant sources.

   The first version of the database shall contain the systematized regional information and preliminary cross-analyses supporting the initial supplement proposal and the regional workshop. The proposed indicators and metrics, database structure and information requirements shall be reviewed and adjusted at a regional workshop, in conjunction with methodological validation and the joint prioritization of basins, to guide the subsequent collection and integration of national information by the national consultants.

3. **Prepare the instruments for collecting and systematizing existing national information.**

   Design an analysis matrix and common forms compatible with the regional information database, to identify and organize national contributions from existing plans, policies, studies, analyses, records and other sources. The instruments shall record the responsible entities, reference periods, territorial coverage, quantifiable data, planned actions and targets, and information gaps, facilitating the supplementation, comparison and integration of national inputs with regional inputs.

4. **Propose the indicators, metrics and analysis criteria to be discussed at the regional workshop.**

   Based on the analysis and systematization carried out, prepare a proposal for measurable, verifiable and regionally comparable indicators, supported by systematized regional information and by the possibilities for incorporating existing national information,

through the adapted and complementary application of TWAP and other indicators relevant to the Amazonian context. Their relevance and feasibility shall be contrasted and adjusted with the participants in the regional workshop.

5. **Prepare criteria for the joint prioritization of strategic basins and the definition of units of analysis.**

   Propose criteria that take into account the transboundary relevance of the problems, national priorities, their relationship to SAP actions, and existing regional and national information enabling their quantification. Present the proposed units and scales of analysis, including their correspondence with level 3 sub-basins under the reference hydrographic classification, identifying the cartographic source and its articulation with national, regional, ecosystem and hydroclimatic perspectives. Basin prioritization shall be carried out jointly during the regional workshop.

6. **Prepare the initial TDA/SAP supplement proposal and the guidelines for formulating the NAPs.**

   Prepare a proposal for the initial structure and content of the TDA/SAP supplement based on systematized regional information, incorporating available analyses, data and indicators and identifying aspects to be complemented and deepened through national contributions and the analysis of prioritized basins. The proposal shall establish how the diagnosis, quantification of problems, strategic actions, targets and financing needs will be organized.

   Also prepare a Methodological Guide and a common structure for the NAPs, addressed to the national consultants responsible for preparing them, to guide use of the regional information database, its supplementation with national inputs, its articulation with the policies and priorities of each country, and the incorporation of gender, sustainability and governance approaches. These instruments shall be adjusted based on the agreements reached at the regional workshop.

7. **Prepare the Terms of Reference for the national consultants.** The Terms of Reference shall provide for the use of the regional information database and common methodological guidelines, as well as establish the deliverables and coordination mechanisms necessary to complement and integrate national contributions.

8. **Prepare and facilitate the regional workshop to agree on the methodology, steering strategy and basin prioritization.**

   Design, prepare and facilitate a participatory regional workshop with the NPCUs, Regional Monitoring Group, ANWA members and national consultants, aimed at reviewing, adjusting and validating the methodology for preparing the TDA/SAP supplement and formulating the NAPs, jointly prioritizing strategic basins and agreeing on the regional and national steering strategy for the process.

   To this end, the consulting team shall prepare a methodological proposal for the workshop, participation formats and mechanisms for collecting, discussing and incorporating participants' contributions. To this end, the team shall make available, sufficiently in advance for review, the consultancy's methodological proposal, the tabulated regional database with its preliminary analyses, the proposed indicators and metrics, the initial supplement proposal, the NAP guidelines, the proposed criteria for basin prioritization, and a proposed regional and national steering strategy.

The steering strategy proposal agreed with the MC shall establish, at a minimum, the roles and responsibilities of each stakeholder; coordination mechanisms between regional and national levels; flows for information collection, review, validation and integration; procedures for review of and feedback on deliverables; bodies and mechanisms for reaching agreements; and deadlines and responsibilities for the different stages of the process.

The regional workshop shall allow the methodological proposal, indicators and metrics, information collection instruments, basin prioritization criteria, and regional and national steering strategy to be jointly reviewed and adjusted, so that an agreed methodological and operational framework is available to guide subsequent application of the methodology in the Member Countries.

At a minimum, the workshop shall result in agreement on the initial proposed structure and content of the TDA/SAP supplement, the common methodology, indicators and metrics, prioritized strategic basins, information collection and integration instruments, the regional and national steering strategy for the process, and the dates of national workshops.

**Deliverables**

1. Initial methodological and operational document for the participatory preparation of the TDA/SAP supplement and formulation of the NAPs.
2. Tabulated regional database for integrated analysis, accompanied by its methodological report.
3. Technical proposal for TWAP indicators, metrics and analysis criteria for the TDA/SAP supplement and the NAPs.
4. Methodological instruments for collecting, systematizing and integrating national information.
5. Proposal of methodological criteria for the prioritization of strategic basins and definition of units and scales of analysis.
6. Initial proposal for the structure and content of the TDA/SAP supplement.
7. Methodological Guide and common structure for formulating the National Action Plans (NAPs).
8. Agreed regional and national steering strategy and matrix for systematizing agreements, inputs, indicators, gaps and contributions from national workshops.
9. Terms of Reference for contracting the eight national consultants.
10. Technical and methodological package for the regional workshop.
11. Regional workshop report and consolidated version of the agreed methodology.

**Specific Objective 2.** To deepen national capacities for SAP implementation through technical assistance by the regional team to the national consultants responsible for the participatory formulation of National Action Plans (NAPs), under the leadership of the Member Countries, in coherence with national planning and priorities and with the TDA/SAP supplement.

**Minimum activities required to achieve Specific Objective 2.**

1. **Develop the capacity alignment component as part of the regional workshop.** As part of the regional workshop provided for under Specific Objective 1, develop a specific training and capacity alignment component for national consultants, NPCUs and other relevant participants, aimed at ensuring a uniform understanding and application of the agreed methodology.

2. **Provide continuous technical assistance to national consultants in applying the agreed methodology.** Technically support national consultants during the collection, systematization, analysis and interpretation of existing information in each Member Country, ensuring the correct application of the indicators, metrics, methodological instruments and analysis criteria agreed at regional level.

   Technical assistance shall include periodic mechanisms for coordination, review and feedback between the regional team and national consultants, with NPCU participation, aimed at resolving methodological questions, harmonizing criteria, verifying information quality and traceability, and ensuring comparability of national contributions.

3. **Progressively review and integrate national inputs into the regional analysis database.** Review the contributions produced by national consultants and verify their consistency with the agreed methodology, including sources, reference periods, territorial coverage, indicators, metrics, quantifiable data, climate scenarios, information gaps and analytical results.

   Based on this review, progressively update the tabulated regional database, incorporating and contrasting national information with existing regional inputs and documenting methodological differences, gaps, limitations and areas requiring further analysis.

   This process shall improve the characterization and quantification of transboundary problems, the analysis of trends, risks and hotspots, and the relationship between identified problems and SAP strategic actions.

4. **Prepare, organize and support eight national review, analysis and validation workshops.** In coordination with the NPCUs and under the leadership of the Member Countries, prepare and facilitate one national workshop in each country to review and validate the preliminary results of the national work and gather contributions to the formulation of the NAPs and the TDA/SAP supplement.

5. **Provide technical support for the participatory formulation of the NAPs.** Provide technical assistance to the national consultants responsible for preparing the NAPs, ensuring that their structure and content follow the agreed Methodological Guide and remain coherent with the TDA/SAP supplement, prioritized basins, and national policies, plans and priorities.

   This support shall help ensure that the NAPs include, as appropriate, prioritized problems, strategic actions, targets, indicators, responsibilities, implementation horizons, financing needs and monitoring mechanisms, integrating gender, sustainability and governance approaches.

   Responsibility for preparing the NAPs shall rest with the national consultants under the leadership of the Member Countries; the regional team shall ensure technical consistency, methodological harmonization and regional coherence.

6. **Systematize and integrate the results of national workshops and NAPs into the regional analysis.** Consolidate contributions from the eight national processes, including validated information, adjustments to indicators and metrics, identified gaps, analyses of prioritized basins, hotspots, climate scenarios, national priorities and elements derived from NAP formulation.

   These inputs shall be progressively incorporated into the regional analysis database and used to update and deepen the proposed TDA/SAP supplement, maintaining a traceability

matrix that identifies the origin of national contributions and their incorporation into the regional analysis.

7. **Prepare an updated regional version of the technical analysis as an input for consolidating the supplement.** Based on validated national information, national workshop results and progress on the NAPs, update the preliminary analyses of the TDA/SAP supplement, identifying convergences and differences among countries, problems and basins, regional gaps, trends, risks, hotspots, emerging priorities and opportunities for coordination.

   This version shall constitute the technical input for the regional integration, consolidation and validation phase provided for under Specific Objective 3, without replacing the final consolidation process corresponding to that objective.

**Deliverables for Specific Objective 2**

1. Updated tabulated regional database integrated with national contributions.
2. Technical reports of the eight national review, analysis and validation workshops.
3. Eight advanced versions of the National Action Plans (NAPs), prepared by the national consultants and technically reviewed by the regional team.
4. Updated regional version of the technical analysis for the TDA/SAP supplement.

**Specific Objective 3.** To consolidate the TDA/SAP supplement as a regional instrument that updates and deepens the diagnosis of transboundary problems in prioritized basins, incorporates their quantification and supports the definition of SAP strategic actions for those basins, presented in a portfolio of bankable project concepts with quantifiable targets and guidance for the financial sustainability of their implementation, through integration of national and regional analyses and contributions and their articulation with the NAPs.

**Minimum activities required to achieve Specific Objective 3**

- Integrate national and regional analyses and contributions to consolidate the TDA/SAP supplement, deepening and quantifying transboundary problems in prioritized basins and identifying critical areas, trends, indicators and strategic actions, in coordination with the NAPs.
- Develop and structure, with the support of the Resource Mobilization Specialist (Fundraising), a portfolio of bankable project concepts derived from the SAP strategic actions and linked to the NAPs, incorporating priorities, quantifiable targets, financial feasibility criteria, potential financing sources and guidance for their sustainability.
- Organize and conduct a regional workshop for the presentation and validation of the TDA/SAP and NAPs.
- Based on the quantifiable TDA update, prepare and consolidate a State of the Environment Report (in coordination with the regional monitoring specialists).
- Design and develop, based on the information in the tabulated regional database, updated and integrated with national contributions, and the results of the integrated analysis of the TDA/SAP supplement, the methodological framework and functional architecture of the Regional System for Monitoring, Evaluation and Reporting on the Implementation of the Amazon SAP. This framework shall establish the structure of indicators and quantifiable targets, the data model, periodic reporting instruments, information collection and validation protocols, institutional responsibilities, frequency and mechanisms for consolidating national and regional reports, as well as operational and financial guidance for its sustainability, in coordination with regional monitoring specialists and the Member Countries.

- Define with the MC the future operational activities of the monitoring system, including financing management and sustainability.
- Prepare the Terms of Reference and functional specifications for contracting a specialized company to translate the methodological framework and functional architecture of the Regional System for Monitoring, Evaluation and Reporting on the Implementation of the Amazon SAP into a digital computer platform for the Regional System for Monitoring, Evaluation and Reporting on the Implementation of the Amazon SAP.

**Deliverables for Specific Objective 3.**

1. Consolidated and validated TDA supplement, through the adapted application of the TWAP methodology, including an updated and quantified diagnosis of transboundary problems in prioritized basins.
2. SAP supplement expressed as a portfolio of project concepts structured according to bankability criteria, derived from SAP strategic actions and linked to the NAPs, with quantifiable targets and guidance for their financial sustainability.
3. Eight (8) completed NAPs, prepared under the leadership of the Member Countries and linked to the regional TDA/SAP supplement.
4. An Operational Activities Plan for the monitoring system, including financing management.
5. Record of the event for the presentation and validation of the TDA/SAP and NAPs.
6. Policy Brief.
7. ToRs for contracting a company for the development and publication of the State of the Environment Report for the Amazon Region (in coordination with the regional monitoring specialists).

## IV. DELIVERABLES (Deliverables may be submitted before the maximum delivery deadline)

First Deliverable. Maximum submission deadline: 15 calendar days after contract signing.

1. Detailed Technical Proposal and Work Plan, including overall methodology, stages, schedule, team organization, coordination mechanisms and sequence of deliverables and activities.
2. Terms of Reference for contracting the eight national consultants, establishing their responsibilities in preparing the NAPs and generating national inputs for the TDA/SAP supplement.

Second Deliverable. Maximum submission deadline: 75 calendar days after contract signing.

1. Methodological and operational document for the participatory preparation of the TDA/SAP supplement and formulation of the NAPs, in line with the scope document included as Annex 1.
2. Structure of the tabulated regional database, sources and information requirements for integrated analysis, including the cross-referencing logic among transboundary problems, SAP strategic actions, existing regional information, TWAP indicators and metrics, climate scenarios and units of analysis.
3. Proposed regional and national steering strategy, including roles, coordination mechanisms, review and validation flows, information exchange procedures and agreement-making.
4. Methodological guide for the collection, systematization and integration of national information, including matrices, forms and common templates
5. Methodological Guide and common structure for formulating the NAPs, adjusted in accordance with regional agreements.
6. Criteria for prioritizing strategic basins and defining units and scales of analysis.

7. Proposed structure and content of the TDA/SAP supplement, incorporating available regional information, preliminary analyses and identification of gaps to be filled through national contributions.
8. Technical and methodological package for use at the regional workshop, including working documents, presentations, exercises, matrices and facilitation tools.
9. Regional workshop report, including agreements reached on methodology, indicators and metrics, prioritized strategic basins, steering strategy, spatial units of analysis, information collection instruments, guidelines and content for the TDA/SAP and NAPs, and the regional and national steering strategy.

Third Deliverable. Maximum submission deadline: 135 calendar days after contract signing.

1. Updated tabulated regional database integrated with national contributions, maintaining the traceability of sources, data, indicators, gaps and limitations.
2. Technical reports of the eight national review, analysis and validation workshops.
3. Eight advanced versions of the National Action Plans (NAPs), prepared by the national consultants and technically reviewed by the regional team, in accordance with the agreed Methodological Guide.
4. Report on the systematization and regional integration of national results, including gaps, trends, hotspots, climate scenarios, national priorities, contributions concerning the dimensions of the Amazonian system and opportunities for regional coordination.
5. Updated regional version of the technical analysis of the TDA/SAP supplement, integrating validated national results and constituting the technical input for the consolidation phase provided for under Specific Objective 3.
6. Methodological framework and functional architecture of the Regional System for Monitoring, Evaluation and Reporting on the Implementation of the Amazon SAP.
7. Terms of Reference and functional specifications for contracting a specialized company to develop the digital computer platform of the Regional System for Monitoring, Evaluation and Reporting on the Implementation of the Amazon SAP.

Fourth Deliverable. Maximum submission deadline: 225 calendar days after contract signing.

1. Consolidated and technically validated TDA/SAP supplement, incorporating the adapted and complementary application of TWAP, quantification of transboundary problems, analysis of prioritized basins, trends, risks, hotspots, climate scenarios, strategic actions, targets and financing needs.
2. Five developed National Action Plans (NAPs), linked to the TDA/SAP supplement and to the corresponding national priorities and policies.
3. Record of the regional workshop or event for the presentation, review and validation of the TDA/SAP supplement and NAPs, including agreements reached and adjustments requested by the Member Countries.
4. Regional Policy Brief, synthesizing the main findings, strategic implications and recommendations derived from the TDA/SAP supplement.
5. State of the Environment Report for the Amazon Region, prepared in coordination with regional monitoring specialists, based on the quantitative analysis and indicators developed during the consultancy.

Fifth Deliverable. Maximum submission deadline: 315 calendar days after contract signing.

1. TDA/SAP supplement consolidated with the comments and observations of the STP/ANWA.
2. Three developed National Action Plans (NAPs), linked to the TDA/SAP supplement and to the corresponding national priorities and policies.

Note. All deliverables shall be submitted in accordance with Annex 3.

## I. PAYMENT SCHEDULE

| No. of deliverables | % of payment | Deadline | Conditions |
|---|---|---|---|
| Deliverable 1 | 20% | 30 calendar days after contract signing. | Approval of the deliverable by the Regional Project Coordination and the PS/ACTO (15 days after submission of the deliverable). |
| Deliverable 2 | 25% | 90 calendar days after contract signing. | Approval of the deliverables by the Regional Coordination and the PS/ACTO (15 days after submission of the deliverables). |
| Deliverable 3 | 25% | 150 calendar days after contract signing. | |
| Deliverable 4 | 20% | 240 calendar days after contract signing. | |
| Deliverable 5 | 10% | 330 calendar days after contract signing. | |

## II. TEAM STRUCTURE, CONSULTANT PROFILES AND TECHNICAL PROPOSAL

The consultancy will be implemented by a regional team comprising a full-time TDA-SAP Technical Coordinator and a group of thematic specialists. The team structure shall include both professionals already contracted and associated with the Project, whose knowledge and capacities will be available to contribute to the consultancy, and specialists to be proposed by applicants in their technical bids, in accordance with the profiles and requirements established in these ToRs.

The structure presented below identifies the specialists currently available to the Project and the professional profiles to be included in the technical proposal. This differentiation will enable applicants to identify the available technical capacities and the additional human resources required to achieve the consultancy's objectives and deliverables.

Based on this structure, applicants shall submit a proposal for the team's organization and functional distribution, identifying and allocating specific responsibilities, time commitments and coordination mechanisms among the proposed professionals and their coordination with the specialists already contracted.

| Profile / specialization | Contractual status | Time commitment |
|---|---|---|
| **Regional technical coordinator of the consulting team** | To be contracted / To be part of the applicant team | 100% time commitment |
| **Climate change, scenarios and hydroclimatic risks** | To be contracted / To be part of the applicant team | Part-time commitment. |
| **Forests, evapotranspiration, green water and flying rivers** | To be contracted / To be part of the applicant team | Part-time commitment. |
| **Gender and water** | To be contracted / To be part of the applicant team | Part-time commitment. |
| **Hydrology, sub-basins and river dynamics; water quality and pollution** | Senior specialist already contracted. | Part-time commitment. |
| **Nexus approach** | Senior specialist already contracted. | Part-time commitment. |
| **Biodiversity, aquatic ecosystems and wetlands** | Specialist already contracted. | Part-time commitment. |
| **Glaciers, Andean cryosphere and sediments** | Specialist already contracted. | Part-time commitment. |

| Profile / specialization | Contractual status | Time commitment |
|---|---|---|
| **GIS, cartography, spatial databases and indicators** | Specialist already contracted. | Part-time commitment. |
| **Financial Sustainability, resource mobilization, project pipeline, prioritization of strategic actions and conservation finance** | Specialist with separate ToRs and in the contracting process | 100% time commitment |

The eight national consultants shall be contracted under their own Terms of Reference.

## III. PROFILES REQUIRED FOR APPLICATION

Applicants' CVs shall be submitted in accordance with Annex 2 to this call.

**Coordinator of the TDA-SAP consulting team**

**Time commitment:** 100%.

**Responsibility.** The Technical Coordinator shall be responsible for organizing, allocating and monitoring the team's tasks in accordance with the specialties, capacities and contractual responsibilities of its members, ensuring the integration of technical contributions, methodological coherence and fulfillment of the deliverables established in these ToRs, under the coordination of the RCU and PS/ACTO.

The Team Coordinator shall hold an advanced university degree (Master's or Doctorate) in integrated water resources management, environmental sciences, environmental engineering, hydrology, strategic planning or related fields. Additional training in sustainable development, climate change or international cooperation is desirable.

**Professional experience of the Consulting Team Coordinator**

• At least 10 years of professional experience in integrated water resources management (IWRM), strategic planning and/or environmental indicators.

• At least 6 years of specific experience in the development, application or evaluation of environmental or water governance indicators at national or regional level.

• Demonstrated experience (at least 4 projects) in designing and formulating national sectoral plans in water planning or in the context of water resources or environmental sustainability.

• Work experience (at least 3 years) with multilateral organizations, international cooperation or regional water governance networks.

• Desirable: experience (at least 2 years) with TWAP methodologies, the source-to-sea approach, or processes linked to monitoring the SDGs.

• Experience facilitating participatory technical workshops or training processes (at least 3 verifiable events).

Languages: full oral and written proficiency in Spanish and English. Portuguese is an advantage.

**Specialist in climate change, scenarios and hydroclimatic risks.**

**Time commitment:** Part-time, in accordance with the Work Plan and the allocation of responsibilities established by the Technical Coordinator.

**Responsibilities**

The specialist shall be responsible for providing technical and scientific analysis of climate variability, climate change, future scenarios and hydroclimatic risks, within the systemic and multiscale approach of the TDA/SAP supplement.

University degree in Meteorology, Climatology, Atmospheric Sciences, Hydrology, Environmental Engineering, Civil Engineering, Physical Geography, Environmental Sciences or related disciplines.

Postgraduate training (Master's or Doctorate) in climate change, climatology, hydrometeorology, climate risk assessment, climate modeling or related areas is desirable.

**Required experience**

- At least seven (7) years of general professional experience in climate change, climatology, hydrometeorology, risk management or related fields.
- At least four (4) years of specific experience in the analysis of climate variability, climate change scenarios, hydroclimatic risks and/or vulnerability and adaptation assessments.
- Demonstrable experience in analyzing and interpreting climate information, projections and scenarios using statistical tools, climate models or geospatial information.
- Experience in defining or applying climate and risk indicators, analyzing trends and preparing technical assessments to support planning processes.
- Experience in at least two (2) studies, projects or consultancies related to climate change assessments, hydroclimatic risks or adaptation.
- Experience in the Amazon Basin, transboundary basins, integrated water resources management and regional cooperation processes will be valued.

**Specialist in forests, evapotranspiration, green water and flying rivers**

**Time commitment:** Part-time, in accordance with the Work Plan and the allocation of responsibilities established by the Technical Coordinator.

**Responsibilities.**

The specialist shall be responsible for providing technical and scientific analysis of interactions among forests, water and the atmosphere, including evapotranspiration, green water, moisture recycling and so-called flying rivers, as fundamental dimensions for understanding the systemic functioning of the Amazon and its relationships with transboundary problems.

University degree in Forestry Engineering, Forest Sciences, Ecology, Hydrology, Environmental Sciences, Physical Geography, Biology, Atmospheric Sciences or related disciplines.

Postgraduate training (Master's or Doctorate) in ecohydrology, forest ecology, forest hydrology, Earth system sciences, vegetation-atmosphere interactions, climatology or related fields is desirable.

**Required experience**

- At least seven (7) years of general professional experience in forest sciences, ecology, hydrology, climatology, environmental sciences or related fields.
- At least four (4) years of specific experience in studies of forest-water-climate interactions, including evapotranspiration, water balance, forest cover dynamics, green water or atmospheric moisture processes.

- Demonstrable experience in using and interpreting scientific information, environmental databases, satellite imagery and spatial analysis tools applied to forest ecosystems and hydrological processes.
- Experience in studies or research related to the effects of deforestation, forest degradation or land-use changes on hydrological and climatic processes.
- Experience in at least two (2) studies, projects, consultancies or scientific research projects related to the functioning of forest ecosystems, water regulation or forest-water-atmosphere interactions.
- Scientific and technical experience in the Amazon, analysis of atmospheric moisture recycling and flying rivers, and integration of forest and hydroclimatic information into environmental planning and water resources management processes will be particularly valued.

**Specialist in gender and water**

**Time commitment:** Part-time, in accordance with the Work Plan and the allocation of responsibilities established by the Technical Coordinator.

**Responsibilities**

The specialist shall be responsible for ensuring the technical and methodological integration of the gender approach in preparing the TDA/SAP supplement and the guidelines for formulating the NAPs, taking into account differences in access to, use, management and governance of water resources, as well as differentiated vulnerabilities and capacities in the face of transboundary problems.

University degree in Social Sciences, Sociology, Anthropology, Gender Studies, International Development, Environmental Sciences, Water Resources Management, Public Policy or related disciplines.

**Required experience**

- At least seven (7) years of general professional experience in gender, sustainable development, public policy, environmental governance, natural resources management or related areas.
- At least four (4) years of specific experience integrating the gender approach into projects, programmes or planning instruments related to water resources, the environment, climate change or natural resources management.
- Demonstrable experience in developing or applying gender-sensitive indicators, analyzing disaggregated information and participatory methodologies.
- Experience incorporating the gender approach into diagnoses, action plans, public policies or monitoring and evaluation processes.
- Experience in at least two (2) projects or consultancies related to gender mainstreaming in environmental, water-related or sustainable development initiatives.
- Experience in the Amazon Basin, regional cooperation processes, integrated water resources management, work with Indigenous Peoples and local communities, and knowledge of WWAP–UNESCO methodologies on gender and water indicators will be valued.

A team including members from ACTO Member Countries will be valued.

## IV. TECHNICAL PROPOSAL

To apply, the consulting team shall submit a technical proposal of no more than 15 pages demonstrating its understanding of the consultancy's scope, the proposed methodological approach, and its capacity to organize, coordinate and integrate the work of the regional and national teams.

The technical proposal shall include, at a minimum, the following elements:

1. Preliminary technical and methodological analysis. Present a critical synthesis of the main elements identified through the review of the current TDA/SAP, the scope document (Annex 1), the TWAP methodology and other relevant regional scientific and technical references. On this basis, explain how the systemic and multiscale analysis of the Amazon, quantification of transboundary problems and their linkages with SAP strategic actions will be addressed, identifying the main methodological challenges and issues of information availability.

2. Proposed methodological approach. Explain the technical strategy for achieving the consultancy's objectives, activities and deliverables, including the systematization and integration of regional and national information, adapted and complementary application of TWAP, proposed indicators and metrics, criteria for participatory prioritization of strategic basins, articulation with NAPs, and review and validation mechanisms with the Member Countries.

3. Organization and allocation of responsibilities within the consulting team. Present a proposed functional structure identifying how the work of thematic specialists already contracted by the Project and new specialists to be included in the team and application proposal will be organized and coordinated.

   The proposal shall include a matrix allocating tasks and responsibilities by specialist, indicating functions, expected time commitments, participation in work stages, and contributions to the consultancy's products and deliverables. It shall also describe the mechanisms for coordination, integration of technical contributions, content review and quality control to be applied by the Technical Coordinator, taking into account the responsibilities and contractual conditions of professionals already associated with the Project.

4. Preliminary implementation plan. Present a work sequence identifying the main stages, milestones, responsibilities and expected results, in line with the deadlines established in the ToRs. It shall identify the main technical and operational risks and propose measures to ensure team coordination, timely availability of specialists and fulfillment of deliverables.

## V. RANKING CRITERIA

To apply, the consulting team shall submit its application through a legal entity (eliminatory criterion).

Ranking will be based on the following parameters:

| | |
|---|---|
| Professional experience of the technical team | 60 points |
| Technical Proposal for application | 20 points |
| Interview | 20 points |

## VI. REPORTING LINES AND SUPERVISION

The Consulting Team Coordinator shall be supervised by the Regional Coordinator of the Amazon Basin Project – SAP Implementation and by the PS/ACTO, which shall review and approve the deliverables in accordance with the contract. The Coordinator shall organize and harmonize the contributions of thematic specialists and coordinate with the national consultants, NPCUs, ANWA and Member Countries. Specialists contracted through other instruments shall retain the conditions and reporting lines established in their respective contracts.

## VII. DURATION

The contract shall have a duration of 12 months.

## VIII. REMUNERATION

The total budget foreseen for this consultancy is USD 150,000.00, an amount covering the fees of the Technical Coordinator and the thematic specialists to be included in the application proposal, as well as the logistical expenses necessary to carry out the activities and deliverables established in these ToRs, including airfares, per diems, accommodation and other expenses directly related to the implementation of the consultancy, in accordance with the approved Work Plan. The logistical expenses of the 2 regional workshops and 8 national workshops, as well as the fees of the National Consultants, shall be financed by the PS/ACTO/RCU.

The fees and expenses corresponding to thematic specialists who already hold contracts in force under the Project, as well as addenda and independent contracts, shall be financed and administered separately and shall not form part of the budget for this consultancy, without prejudice to their technical integration and coordination under the consulting team's leadership.

Consultancy payments shall be made upon submission and approval of deliverables, according to the percentages and deadlines set out in the payment schedule.

## IX. PLACE OF WORK

The consulting team shall provide its services from the location established in its contract and shall coordinate its activities on an ongoing basis with the Project's RCU.

## X. ADDITIONAL INFORMATION

- Candidates must be available to commence consultancy work upon contract signing.
- Candidates must be willing and able to undertake international travel as required.
- Performance of the consultancy shall not establish any employment relationship with the PS/ACTO.

## XI. DECLARATION OF COMMITMENT

Proponents shall attach a letter declaring their commitment to carrying out the consultancy.

**ANNEX 2**

***Position applied for:***

**I. Personal Information:**

***Full name:***

***Date of birth:***

***Nationality:***

***Address:***

***Mobile phone:***

***Email address:***

**II. Academic Background**

*Name of universities or institution: ……..*

*Degree obtained: …….. :*

*Dates obtained: ……..*

**III. Other Specializations** *[Indicate other significant studies undertaken after obtaining the degrees listed in Section II and state where the education was received]*

*3.1. Institution: ……..*

*Degree obtained: …….. :*

*Dates obtained: ……..*

*3.2. Institution: …… :*

*Degree obtained: ……..*

*Dates obtained: ……..*

**IV. International Professional Experience** *[List the countries where you have worked during the past ten years and briefly describe your work, position and company/organization]:*

1.

2.

3.

**V. Languages**

| Language | Level of proficiency (excellent; good; basic) | | |
|---|---|---|---|
| | Writing | Reading | Speaking |
| | | | |
| | | | |
| | | | |

**VI. Publications of scientific articles, technical papers, books and other works**

1. **…**
2. **..**
3. **.**

**VII. Employment History** *[Starting with the most recent position, list in reverse chronological order each position held since graduation that is relevant to the experience requirements indicated in the Proposed Personnel Evaluation Table, indicating for each job the dates of employment, the total quantified period of experience, the name of the organization, and the positions held]:*

*1.*

| Start | Day | Month | year | End | day | Month | year | TOTAL Years/ months/ days |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

| | |
|---|---|
| **Company or Institution** | |
| **Position held** | |
| **Activities performed** | |

**2.**

| Start | Day | Month | year | End | day | Month | year | TOTAL Years/ months/ days |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

| | |
|---|---|
| **Company or Institution** | |
| **Position held** | |

| | |
|---|---|
| **Activities performed** | |

*3.*

| **Start** | **Day** | **Month** | **year** | **End** | **day** | **Month** | **year** | **TOTAL Years/ months/ days** |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

| | |
|---|---|
| **Company or Institution** | |
| **Position held** | |
| **Activities performed** | |

*4… (add other fields)*

**VIII. Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this curriculum vitae correctly describes me, my qualifications and my experience. I understand that any willfully false statement made herein may lead to my disqualification or termination of my employment if engaged.

Full name and signature:
[Name and Signature of the individual or the individual's authorized representative]

Date: ___ _____
Day / Month / Year

**Notes:**

1. Qualified candidates will be requested to attach supporting documents (scanned and subsequently original) for Sections II (Education), III (Other Specializations) and VII (Employment History).
2. Experience will be assessed from the date the academic degree was obtained.

## ANNEX 3

## INSTRUCTIONS FOR PREPARING INTERIM AND FINAL REPORTS

Project Deliverables shall include the following elements:

### 1. Elements

#### 1.1 Cover and back cover

According to the template, the cover page must always contain the logos of the agencies that execute, finance and execute the Project, the project title, the National Intervention, a photograph related to the subject of the Report, and the Report title indicating whether it is final or interim.

#### 1.2 Executive Summary

This is a condensed version of the Deliverable/Report, describing and emphasizing the most relevant aspects of the work, results, conclusions, recommendations and lessons learned. It must be informative, provide a clear and concise description of the content, and specify the structure and content of the main text of the Report.

For the Final Deliverable/Report, the Executive Summary should represent approximately 15% of the main text, including relevant figures, charts and photographs. The Executive Summary must have an independent document structure and be presented in three languages: Portuguese, English and Spanish (as applicable under the Terms of Service), to enable its dissemination among the ACTO Member Countries.

#### 1.3 Table of Contents (or detailed table of contents)

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

**The Preliminary Summary of the Final Report** must be submitted together with the strategic planning for implementation of the Activity or consultancy, that is, as an integral part of the consultancy's first deliverable. It is a key element for guiding consultants and facilitating monitoring of the progress of planned work. It is adjusted as Interim Reports are submitted, culminating in the Summary of the Final Report in its final version.

#### 1.4 Lists of figures, boxes and photographs

These shall be presented separately immediately after the table of contents and shall list the figures, images and photographs contained in the main text, in the order in which they appear, indicating the page on which they are found. Maps shall appear as figures. Figures, boxes and photographs shall each be numbered sequentially using Arabic numerals (for example, Photo 1, Photo 2, ... Figure 1, Figure 2, ...).

#### 1.5 List of acronyms and abbreviations

This shall bring together all abbreviations used in the main text, with their respective meanings (for example, ACTO – Amazon Cooperation Treaty Organization; ToRs – 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 study objectives and reasons for its preparation, when it was carried out, and an indication of its chapters. It has no chapter number and appears on page 1 of the report. It shall be no more than two pages long.

### 2.2 Chapters and subchapters (in detail)

This corresponds to the division of the main text and should include as many chapters and subchapters as necessary for the detail and composition of the study. It must contain all the details analyzed during implementation of the Subproject. Chapter and subchapter titles must be self-explanatory (do not use general concepts such as Methodology and Results, for example). The text must be extensively illustrated with images, figures and photographs.

### 2.3 Conclusions

The conclusions must clearly and systematically summarize the results of each chapter of the work. Whenever possible, they should be presented as bullet points, following the order in which they appear in the text and indicating the chapters in which they are included. Any possible lack of correlation among the data obtained and their limitations must be noted, as well as the relationship between the data obtained and previous studies and the theoretical consequences and practical applications of the study. The conclusions shall be between 4 and 6 pages long.

### 2.4 Recommendations and lessons learned

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

“Lessons Learned” are understood as reflections arising from experiences, strategies, processes and activities that make it possible to analyze what could have been done differently and what improvements could be made to render the process more effective in the future.

## 3. Communication and positioning

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

The article must contain the elements of a scientific publication in formal language, following publication rules. The reading includes scientific evidence supporting the proposed hypothesis, which is formed from the information collected by the research/work that constitutes the most relevant results on the subject of the intervention.

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

The press release must 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 generally correspond to the bibliographic citations used in the text. Only the most important works that have been published or are publicly accessible should be consulted. References in the text and listed at the end of the work must comply with international standards, and general references must be separated from those specific to the study area.

### 1.3.2 Stakeholders

Prepare a list including full names, addresses and other relevant contact details. It must include authors, contributors and participants in courses, meetings, workshops and seminars within the scope of the Report. All entities – federal, state, municipal, educational and research institutions, NGOs and others – involved in the Project and mentioned in the Report must have their full names, acronyms and addresses (postal code, telephone, email) indicated, together with those of their employees who participated in or contributed to the report activities.

For events, all participants, including organizers and those who only attended the opening ceremony, must be included in the stakeholder list with their full addresses.

### 1.3.3 Glossary (if necessary)

A vocabulary explaining words or expressions relating to a particular technical, scientific or other specialty. It is also used to list words or expressions that are seldom used, obscure in meaning or regional in use.

### 1.3.4 Annexes

These are extensive parts of the main text that are separated from it to avoid disrupting the logical sequence of the chapters. They normally refer to:

- Texts providing supplementary information
- Special consultant reports in summary format
- Supplementary material that cannot readily be included in the body of the report due to its size, importance or form of presentation (such as special maps larger than A3 format).
- Templates of forms and/or forms cited in the text

The Annexes must be identified by their respective titles, and their illustrations must be numbered independently of those in the main text. Pages must be numbered independently of the main text and separately for each Annex, in consecutive Arabic numerals.

## 1.4 Other elements

### 1.4.1 Box

This refers to highlighted text on an important topic related to the Report's subject, but not necessarily its direct focus. Wherever possible, it should include a photograph illustrating the topic. Including boxes is recommended to enrich the Report.

### 1.4.2 Page numbering

In the main text, all pages must be numbered, including those containing figures, charts and photographs, using sequential Arabic numerals beginning with the Introduction. All numbers must be centered in the bottom margin. Pages containing the Executive Summary, Table of Contents, and Lists of figures, tables and photographs must be identified using Roman numerals.

### 1.4.3 Format and presentation

Reports must be submitted in A4 format with the following settings:

- Left margin: 3 cm
- Right margin: 2 cm
- Top margin: 2 cm
- Bottom margin: 3 cm
- Font: Times New Roman, size 12, with single-spaced, justified paragraphs.
- All headings and subheadings must be in bold. Chapter titles are in uppercase and subchapters in lowercase.
- Avoid dividing the text into a large number of subheadings or elements (preferably no more than a third-level subheading).

### 1.4.4 Figures, Images and Images

- All figures, charts and photographs essential for understanding the Report must be included and referred to in the text.
- All figures, including maps, and all tables should preferably be presented immediately after their citation and numbered sequentially in Arabic numerals. If this is not possible, they must be very clearly described to facilitate their location and understanding. The first figure must always be a location map of the National Intervention/Activity within the Basin.
- The information and title of each table must be complete and self-explanatory. The number and title shall be indicated in bold above the table. For figures and photographs, the number and title shall be indicated in bold below the figure or photograph. If possible, indicate the location of the photographs.
- All information presented must indicate its source and the date on which the data were collected.
- Any legislation inventoried and presented must have a summary table indicating its date, a brief summary and the corresponding page number. The units adopted must be those of the International System of Units (SI).

### 1.4.5 Maps (considered figures in the text)

- All maps must also be submitted in digital format (geoprocessing software) at a defined scale compatible with the information to be presented.
- Thematic maps shall be prepared individually and on the same base map.
- Maps must include graphic and numerical scales; geographical coordinates; legend; date of the data presented; data source; and, if possible, the projection used.

- Maps must be provided in A4 size and printed to a high quality standard. In cases where A4 cannot be used for reasons of clarity, use A3 size.
- The map legend must comply with international standards.
- In some cases, the map cartouche must contain, in addition to the usual information, the date on which the map was prepared (month/year), the information source (bibliography, field survey) and the map number.
- The maps presented must show the hydrographic network, with the main rivers and cities of the basin under study, as well as prominent reference points.
- Where possible, maps should indicate their location in relation to the basin and sub-basin to which they belong.
- All cartographic material shall be incorporated into the GIS of the Amazon Regional Observatory (ARO).