



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

**TERMS OF REFERENCE**

**FOR THE RECRUITMENT OF ADMINISTRATIVE AND FINANCIAL MANAGEMENT PROFESSIONAL FOR 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**

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

**Implementing Agency:** UN Environment Programme

**Executing Agency:** Amazon Cooperation Treaty Organization (ACTO)

**Duration of the project:** 4 years



**CuencAmazonas**

Brasilia, 2022

## TERMS OF REFERENCE

### **ADMINISTRATIVE AND FINANCIAL MANAGEMENT PROFESSIONAL FOR 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.**

#### **1. BACKGROUND**

Within the framework of the Amazon Cooperation Treaty, the Amazon Cooperation Treaty Organization (ACTO) has been established with its Permanent Secretariat (PS/ACTO) based in Brasilia, with international legal status, with the purpose of improving and institutionally strengthening the process of cooperation, coordination and joint actions of its Member Countries to promote the sustainable development of the Amazon region.

The main roles and functions of the PS/ACTO are to facilitate the exchange, knowledge, cooperation and joint projection between 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, while establishing spaces for political and technical dialogue among the Member Countries, and other activities.

In this context, and within the framework of its regional action on water resources, ACTO has been executing the Project “Implementation of the Strategic Action Programme to ensure the Integrated and Sustainable Management of the Transboundary Water Resources of the Amazon River Basin Considering Climate Variability and Change”, which is financed by the Global Environment Facility (GEF), with the United Nations Environment Program (UNEP) acting as Implementing Agency and the PS/ACTO, as Executing Agency.

The main objective of this project is to advance the implementation of the Amazon Strategic Action Programme (SAP), promoting Integrated Water Resources Management (IWRM) in the region. The regional initiative will promote previous agreements of the Amazon countries that resulted in a shared vision and a common strategy for IWRM contained in the Strategic Action Programme-SAP. In this context, the project will support the eight countries to strengthen national capacity and regional governance for IWRM, improve adaptation to climate change, and ensure robust regional data to improve decision making and coordination on Amazon water resources, from the river sources in the Andes to the river delta in the Atlantic, for a healthier Amazonian ecosystem.

The Project is implemented under four components: i) Innovative governance model for Integrated Water Resources Management-IWRM in the Amazon Basin (from community to office); ii) Building community resilience and protection of aquatic ecosystems to address the effects of climate variability and change in the Amazon Basin; iii) Integrated environmental monitoring and reporting based on indicators in response to indicators from relevant international conventions and agreements; and iv) Comprehensive model for monitoring, evaluating and communicating progress in the overall implementation of the Amazon SAP.

The main results 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 to reduce 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 local community members (at least 40% are women);
- Integrated environmental monitoring system covering an area of 600,000,000 ha.

The project is expected to reach more than 7.8 M people benefiting from project activities, corresponding to 20% of the Basin's population (ACTO & UNEP, 2020).

In order to advance in the implementation of the Project, a Regional Project Coordination Unit (PCU), based at the PS/ACTO, and National Project Coordination Units (NPCUs) in the Member Countries will be established. In this regard, the PCU will provide support and regional planning and management services to implement this project and will also supervise and coordinate the timely delivery of all reports and products to be prepared under the project. The PCU will serve as the focal point for project activities and execution, as well as liaison between the Implementing Agency - UNEP, the Executing Agency - ACTO, and the 8 Basin countries through the NPCUs.

The NPCUs will be responsible for the execution of the project in each of the 8 basin countries. For this purpose, each Member Country will designate a National Coordinator from the respective national technical institution in charge of the project (National Focal Point) and will officially inform the PS / ACTO. The National Coordinator will be responsible for in-country coordination of project activities.

The Regional Project Coordination Unit will be composed of a Regional Coordinator, a Water Resources Management Specialist, a Finance and Administrative Management Professional, a Communication Specialist and an Administrative Assistant. In this context, an Administrative and Financial Management Professional will be hired to support the Project Coordination and PS/ACTO in managing the financial and administrative matters of 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.”*

## **2. OBJECTIVE**

The Administrative and Financial Management Professional will be responsible for the administrative and financial management of all aspects of Project implementation, including procurement of services and purchase of materials, management of recruitment and hiring of consultants, preparation and processing of contracts and partnership instruments, financial planning and reporting, management of payments to project partners in accordance with work progress and day-to-day aspects of project management, involving administrative management, finance and contractual issues, as well as organization and logistics of project travel and events and banking issues, among others, in accordance with the ACTO Administrative and Financial Instrument.

The Administrative and Financial Management Professional will work with the ACTO Administrative Director and the Regional Project Coordinator.

## **3. RESPONSIBILITIES/TASKS**

The consultant shall carry out the following project-related activities in a coordinated manner:

- Be responsible for the administrative and financial area ensuring the proper functioning of the PCU and the execution of the project;
- Advise and support the Regional Coordinator in the planning and management of resources by planning financial requirements for the work of the Regional Project Coordination Unit, monitoring budget execution and ensuring full liquidity at all times;

- Prepare periodic funding/payment requests and budget revisions as necessary in accordance with project documentation to be submitted to the Executing Agency (ACTO) and Implementing Agency (UNEP), as appropriate;
- Support overall budget management and preparation of the annual costed work plan;
- Implement the Project Operations Manual and propose improvements and/or updates to the Regional Coordinator/Administrative Director of ACTO;
- Assist in the preparation of call for proposals and procurement in accordance with ACTO administrative and financial rules and the Project Cooperation Agreement (PCA) and provide support to selection and bidding processes;
- Establish subcontracts and letters of understanding with project partners for the implementation of national interventions;
- In coordination with the PS/ACTO Finance Department, assist the Project Coordinator with the issue of contracts, contractual aspects of the project and the financial and contractual aspects of publication/dissemination of project products/outputs;
- Ensure deliverables are submitted prior to issue of payments, and provide overall financial oversight of the project;
- Process all payments associated with the project;
- Coordinate preparatory arrangements for meetings to be held by the PCU, as well as provide administrative support during these meetings.
- Work closely with the Regional Project Coordinator to ensure the timely preparation of documents, communications and other materials needed to support project activities;
- Maintain full financial records of overall project activities in accordance with ACTO and UNEP standards, facilitating and supporting financial reporting and audit;
- Maintain project files and records with respect to the project Steering Committee;
- Maintain records and full inventory of all equipment purchased with Project funds, including coordination with NPCUs on equipment inventory, custody, insurance, maintenance and donation at the end of the project.
- Oversee project budgets and expenditures according to the project operations manual and the ACTO financial system;
- Prepare quarterly financial reports and financial and administrative information on the execution of the Project in the context of the ACTO Water Resources Action Framework, as requested by PS/ACTO and UNEP;
- Assist with establishing, quantifying and reporting on a quarterly basis all pledged co-financing in support of the project and monitor its execution;
- Track the submission of all Implementing Agency reports and provide financial and administrative guidance as needed;
- Support the implementation of the Project's Financial Strategy and fund-raising activities and events;
- Assist with all internal and external audits of the Project;
- Other activities required by the PS/ACTO.

#### **4. TRAINING, QUALIFICATIONS AND EXPERIENCE**

##### **Academic background**

- University degree; adequate financial/accounting qualification;

## Qualifications

- At least 7 years of professional work experience since the issuance of the professional degree;
- Work experience in financial management at regional/ international organizations or in regional projects with international funding, minimum 5 years;
- Working experience at ACTO, UNEP or the GEF and multi-cultural environments an asset;
- Solid knowledge of accounting systems;
- Good knowledge of legislation relevant to the performance of the duties;
- Excellent computer skills including MS Office, Excel, databases, especially the complete command of dynamic tables, elaboration of statistical graphs demonstrating the progress in the financial execution of the project, and dashboard.
- Excellent skills in managing computer tools for the preparation of presentations (power point, visio, others); and
- Complete written and oral proficiency in Portuguese and basic knowledge of English and Spanish.

## 5. CLASSIFICATION CRITERIA

The classification will be carried out considering the following parameters:

Professional Experience	80 points
Interview	20 points

### Qualification requirements (eliminary):

No.	Criterion (Yes/No)
1	Financial / accounting qualification

## 6. CONSULTANT'S TRAINING, QUALIFICATIONS AND EXPERIENCE

### Professional experience (up to 80 points)

Specialization/Experience	Profile
At least 7 years of professional work experience since the issuance of the professional degree;	15
Command of at least 2 accounting systems used for financial management of a project.	10
At least 5 years of work experience in financial management at regional/ international organizations or in regional projects with international funding, including international procuring (5 years = 15 points, 7+ years = 20 points)	20
Work experience in ACTO, UNEP, or the GEF an asset (1 year = 3 points; 2 years = 5)	5
Certification (or proven ability) of full command of Excel computer tools, especially in the complete command of dynamic tables (5 points), preparation of statistical graphs that demonstrate the financial execution of the project, and dashboard (5 points).	10
Certification (or proven ability) of the management of tools for the elaboration of presentations (PPT, visio, others) (10 points).	10
Complete written and oral proficiency in Portuguese and basic knowledge of English and Spanish.	10
<b>TOTAL</b>	<b>80</b>

Note 1: The applicant should submit his/her CV according to the format in Annex 1.

Note 2. Attach a motivation letter

## 7. DEPENDENCY AND SUPERVISION

The consultant will report to the Administrative Director of the Permanent Secretariat of ACTO and will be under the supervision of the Regional Project Coordinator. The Regional Coordinator and the PS/ACTO will approve the consultant's deliverables.

The consultant will perform his/her duties within the framework of the annual Workplan. The consultant's performance evaluation will be subject to compliance with the workplan.

## 8. DURATION

Annual contracts. The rehiring will be subject to an evaluation of compliance with the results according to the execution of the workplan, in the context of the Project.

## 9. PLACE OF WORK

The Financial and Administrative Management Professional of the project will provide services in Brasilia, at ACTO's offices.

If the Financial and Administrative Management Professional is a Brazilian national, s/he would not be hired as a consultant, but as a CLT.

The Financial and Administrative Management Professional should be available to travel internationally.

## 9. REMUNERATION

The salary for this position will be distributed in 12 monthly payments.

## ANNEX 1

*Position to which you are applying:*

### I. Personal Information:

*Full name:*

*Date of birth:*

*Nationality:*

*Address:*

*Phone Mobile:*

*E-mail:*

### II. Academic background

*Name of universities or Institution:.....*

*Degree obtained:..... :*

*Graduation date:.....*

**III. Other expertise** [Indicate other significant studies after having obtained the degrees indicated in content II and indicate where the education was obtained.]

3.1. Institution:.....

Degree obtained:.....:

Graduation date:.....

3.2. Institution:.....

.....:

Degree obtained:.....

Graduation date:.....

**IV. Countries where you have work experience** [List the countries where you have worked in the last ten years.]:

- 1.
- 2.

**V. Languages** (indicate degree of mastery)

Language	Level of proficiency (excellent; good; basic)		
	Written	Reading	Speaking

**VI. Professional Background** [Beginning with the last position, list in reverse order each position you have held and related to what is required in the experiences indicated in the Proposed Personnel Evaluation Chart, since the candidate graduated, indicating for each job, dates of employment, name of organization, positions held, etc.]:

- 1.

Start	Day	Month	Year	Graduation	Day	Month	Year

<b>Company or Institution</b>	
<b>Position held</b>	
<b>Activities performed</b>	

- 2.

Start	Day	Month	Year	Graduation	Day	Month	Year

<b>Company or Institution</b>	
<b>Position held</b>	
<b>Activities performed</b>	

3.

Start	Day	Month	Year	Graduation	Day	Month	Year

<b>Company or Institution</b>	
<b>Position held</b>	
<b>Activities performed</b>	

4... (add other fields)

**VII. Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this resume accurately describes me, my qualifications and my experience. I understand that any willfully false statements herein may lead to my disqualification or cancellation of my employment, if hired.

Full name and signature:

*Name and signature of the individual or the individual's authorized representative].*

Date: \_\_\_\_\_  
Day / Month / Year

**Notes:**

1. Those who qualify will be asked to attach the supporting documentation (scanned and then original) of items II. (Education), III. (Other expertise) and VI. (Professional Background).
2. The experiences will be evaluated from the moment the academic degree is obtained.