



AMAZON COOPERATION TREATY ORGANIZATION (ACTO)

**ACTO/ABC PARTNERSHIP FOR THE PROMOTION OF SOUTH-SOUTH
COOPERATION**

**PROJECT TO SUPPORT THE PREPARATION AND IMPLEMENTATION OF
THE STRATEGIC AGENDA FOR AMAZON COOPERATION**

**Annex I
TERM OF REFERENCE (ToR)**

- **Position: Project Management Coordinator**
- **Gross remuneration: R\$ 15,000.00¹**
- **Period: Until 31/12/2022 with the possibility of renewal.**

¹ Collection of taxes paid by the consultant.

ACTO/ABC PARTNERSHIP FOR THE PROMOTION OF SOUTH-SOUTH COOPERATION

PROJECT TO SUPPORT THE PREPARATION AND IMPLEMENTATION OF THE AMAZON COOPERATION STRATEGIC AGENDA

TERMS OF REFERENCE (ToR)

1. BACKGROUND

ACTO is an Intergovernmental Organization created to implement the objectives of the Amazon Cooperation Treaty. In this sense, it acts as a permanent forum for cooperation, dialogue and exchange of knowledge, guided by the principle of reducing asymmetries between its 8 Member Countries (MC) (Bolivia, Brazil, Colombia, Ecuador, Guyana, Peru, Suriname and Venezuela), in the Amazon Region.

The Amazon Cooperation Strategic Agenda (ACSA) incorporates the short, medium and long-term vision of the MC for the protection of the Amazon and its inhabitants and also for sustainable development. It was conceived as a facilitating instrument of regional cooperation, to be implemented from 2011 to 2018.

The ACSA is currently being updated, with the aim of identifying and incorporating the advances in the sustainable development agenda and the new challenges and common priorities for the Amazon Region, with the year 2030 as a horizon. This process is carried out directly by the MC, with the support and facilitation of the Secretary-General (SG) and the team of the Permanent Secretariat of ACTO (PS/ACTO).

Since the MC decided in 2008 to draft the first version of the ACSA, the negotiation process has had the financial support of the Brazilian Cooperation Agency (ABC), within the framework of South-South Cooperation. This support is also provided by ABC in this updating phase, through the "*Project to Support the Preparation and Implementation of the Amazon Cooperation Strategic Agenda (ACSA)*", within the Executive Program between the Government of Brazil, the Brazilian Agency for Cooperation of the Ministry of Foreign Affairs (ABC/MRE), and ACTO.

The central objective of the Project is to provide the Permanent Secretariat of ACTO with mechanisms and financing to advise and assist the MC in the process of updating the ACSA, while allowing progress in the implementation of the goals already agreed. In this line, the project provided, in its second product, the development of the Biological Diversity and Forests Programs of ACTO, unanimously approved by the MC, and contains a specific product dedicated to the development of South-South Cooperation initiatives, partially to be implemented.

Taking into account that the execution of the project gained greater breadth and complexity, it became necessary to hire a **Project Management Coordinator**, in order to, on a full-time basis, conduct the project activities in a balanced way and maintain the desired pace of its implementation.

2. CONSULTING TERM

The Project Management Coordinator will be initially hired until 31/12/2022 with the possibility of renewal, as determined by the Project Management Committee.

3. DUTIES OF THE COORDINATOR

Will be responsible for accompanying all phases of the project implementation, including technical, operational and financial activities, ensuring compliance with the work schedule and ensuring the quality of the deliverables established in the Project Document. The coordinator will act under the direct supervision of the Executive Director of the PS/ACTO, in close coordination with the ABC/MRE and the Focal Points of ACTO's Member Countries.

The following indicative activities are planned:

- Accompany the implementation of all phases and all project products, in accordance with the ACTO Project Cycle and the ABC/MRE South-South Technical Cooperation Management Manual;
- Develop technical and strategic grants, coordinate teams and offer guidelines for the update of the Amazon Cooperation Strategic Agenda (ACSA);
- Supervise and guide the consulting and procurement activities carried out within the framework of the Project;
- To guarantee an efficient management of the knowledge of the project and to promote the actions and diffusion of the knowledge and products elaborated in the context of the Project;
- Prepare work plan proposals, project implementation schedules, and annual operational plans (POA);
- Prepare semi-annual project monitoring reports and produce technical and management documents, such as terms of reference minutes;
- Prepare and report the ordinary and extraordinary meetings of the Project Management Committee, taking care of the follow-up of the decisions emanating from it;
- To support the carrying out of missions, meetings and other activities of execution of the action plan and of technical follow-up and qualitative monitoring of the products and goals foreseen in the Project, in articulation with the ABC/MRE;
- Support the production of documents necessary for the implementation of the Project activities, such as, texts, reports, trades, among others;

- Prepare and support the implementation of the substantive revisions of the Project;
- Take care of the disclosure of the completed actions and stages of the Project;
- Perform other tasks indicated by the SG or by the Directors of ACTO, directly or indirectly related to the object of the Project.

4. EXPERIENCE AND QUALIFICATIONS

4.1. Academic Background

- Bachelor's Degree in Social Sciences (International Relations, Economics, Political Science, etc.) or Natural Sciences (Biology, Forestry Engineering, Ecology, Geology, etc.);
- A master's degree in relevant areas is valued.

4.2. Professional Experience

4.2.1 Mandatory experience

- Minimum of 8 years of relevant professional experience (in the areas of project management, public policy management, project negotiation, strategic agenda design, or relevant related areas);

4.2.2 Desirable Requirements:

- Experience in managing regional and international cooperation processes in the Amazon Region;
- Experience in projects of Biological Diversity, Forests, Water Resources.
- Experience in strategic planning activities;
- Experience in the development, management, coordination, implementation and monitoring of international cooperation programs and projects;
- Experience in South-South Cooperation;
- Experience in activities related to global development agendas, especially the 2030 Agenda and the SDGs;
- Knowledge of ABC/MRE rules and procedures.

5. Competence

- Ability to work multilaterally, multidisciplinary and intercultural to achieve objectives and results.
- Knowledge of Microsoft Office and project management methodologies.
- Adaptability and flexibility to achieve results.
- Compliance with delivery deadlines and high levels of quality.

- Proven communication skills, oral and written.
- Integrity, ethical values and leadership and negotiation skills.
- Fluency in at least two official ACTO languages. Language proficiency will be seen as an asset;

6. CONSULTING FEES

The consultancy will have an initial duration until 31/12/2022, with the possibility of extension. The fees are **R\$ 15,000.00 (fifteen thousand Brazilian reais)** gross monthly.

7. Selection process

- Applications should be sent to the e-mail **selecao@otca.org** with the title “Project Coordinator - Preparation and Implementation of the Amazon Cooperation Strategic Agenda”, until August 03, 2022.
- Please include in the email a Curriculum Vitae of a maximum of 4 pages, updated and signed, and a cover letter of a maximum of 1 page.
- The selection process will include the curriculum analysis and interview conducted in virtual mode by the Selection Committee.