

AMAZON COOPERATION TREATY ORGANIZATION - 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.

MODALITY: Technical quality and lower price.

TENDER: (80% corresponds to the technical proposal and 20% corresponds to the economic proposal) – Reference price USD 72.000 (seventy-two thousand US dollars).

PROCESS:

1. OF THE OBJECT

Hiring a consulting company to carry out the national intervention 2.4.4 “Water resources management in Hinterland Communities to protect aquifer recharge zone in the Upper Takatu Region” in Guyana.

2. STAGES OF THE BIDDING PROCESS

1. Reception of proposals: from April 5th, 2023 to May 5th, 2023 **6:00 p.m., Brasilia time**
2. Analysis and qualification of the company: May 8th-19th, 2023
3. Probable date of definition of the winning company: May 26th, 2023
4. Likely date of release of results: May 31st, 2023

TIME REFERENCE: All time references in the Tender Notice, in the notice and during the public session will respect the schedule of Brasilia-DF. The proposals and all documentation related to this bidding process should be sent to the following e-mail: selecao@otca.org

The PS/ACTO reserves the right to alter/adjust the deadlines for analysis of the proposals and final result at any time.

3. SELECTION COMMITTEE

To proceed with the stages of the selection process, the PS/ACTO will constitute a Selection Committee that will be composed of at least one executive officer and two officials from the institutional staff, according to the required profile, in addition to a representative of the NCPU of Guyana.

4 . COMPANY QUALIFICATION CRITERIA

All the criteria for qualification and classification of the consulting company are established in items 13, 14, 14, 15 and 16 of the Terms of Reference of this Tender Announcement.

5. TERMS OF REFERENCE

The Terms of Reference are presented in this Tender Notice (please see below).

6. TERM OF EXECUTION AND CONTRACTUAL TERM

The total duration of the services is 18 (eighteen) months, counted from the signing of the contract and the planned products must be delivered according to the Execution Schedule of the Terms of Reference.

7. SUBMISSION OF DOCUMENTS AND DEADLINES

Companies interested in applying should send the documents established in this TOR (Section XIV, XV, XVI, XVII and XVIII)

All requested documents must be sent in digital format, in English, through the institutional e-mail: selecao@otca.org, indicating the name of the Project and the Reason for the Application [*Amazon Basin Project - “Water resources management in Hinterland Communities to protect aquifer recharge zone in the Upper Takatu Region” in Guyana*].

The winning company will be required to send all supporting documents in physical format, signed and notarized (or legalized in a similar institution that verifies the authenticity of the documents in their country of origin) when requested. Non-delivery or incomplete delivery of documents will result in disqualification of the company.



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

**Intervention 2.4.4. “Water resources management in Hinterland Communities to protect aquifer recharge zone in the Upper Takatu Region”
- Guyana**

Funding Agency: Global Environment Facility (GEF)

Implementing Agency: UN Environment Programme

Executing Agency: Amazon Cooperation Treaty Organization – ACTO

Project Duration: 2020-2024



Brasilia, 2023

TERMS OF REFERENCE

"Water resources management in Hinterland Communities to protect aquifer recharge zone in the Upper Takatu Region" *Guyana*

I. IDENTIFICATION OF THE CONSULTANCY

Consulting firm specialized in hydrogeology or with extensive experience in conducting hydrogeological studies, and in the topics associated with this ToR.

II. 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 this context, the Component II focuses on building community resilience to address the impacts of floods and droughts in the Amazon Basin in order to reduce socio-economic and ecosystem damages from extreme climatic events. The Component will also touch on the issues of infrastructure resilience and sustainability in the context of climate change.

III. BACKGROUND

The Amazon Cooperation Treaty Organization (ACTO), within the framework of the implementation of the Strategic Action Program and in partnership with its Member Countries, has been promoting different successful and innovative interventions and initiatives in the Amazon oriented to improving IWRM governance in the region through replicability, scaling up, exchange of new technologies, best practices and lessons learned, among others.

In this sense, the Project Component No. 2, the implementation of different national interventions and other regional actions, will address on the SAP, such as: strengthening the capacities of local governments and communities to respond to extreme hydroclimatic events and improve risk mitigation and contingency planning in the high, media and low basin, the implementation of early warning systems in four sub-regions surprises those vulnerable to floods and droughts. and protect more than 2.5 million people; Introduction to nature - flood protection solutions and coastal areas and headwater protection mechanisms in three areas to protect local communities and coastal mangrove ecosystems, benefiting more than 30,000 people; improve water efficiency and water supply alternatives for two communities and two urban centers that depend on the decline of tropical glaciers and benefit more than 265,000 people; and improve the water safety of isolated populations and communities through groundwater source protection solutions in four affected areas.

All these activities will contribute to improving water safety in freshwater ecosystems, facilitating the improvement of regional governance and the adoption of IWRM principles and the internalization of the "Source to the Sea" approach, in which action is possible to achieve an exchange of information and the permanent flow of data to a regional platform and the design of regional actions.

In this regard, the National Intervention "*Water resources management in Hinterland Communities to protect aquifer recharge zone in the Upper Takatu Region*", to be implemented between the ACTO and the Government of Guyana, will provide an understanding of the geo-hydrological regime within the region in order to: (1) develop a hydrological assessment of the Rupununi Region, identifying and detailing existing aquifers; and (2) develop a watershed management plan for the Rupununi Region, including the Rupununi, Rewa, and upper Essequibo River basins, with emphasis on groundwater resource potential and vulnerabilities. The region forms part of the border between Guyana and Brazil, covering an area of approximately 57,750 km². The area is inhabited by approximately 80 indigenous communities, with the commercial center being the town of Lethem. The region is home to approximately

24,000 inhabitants (2012 estimate) mainly involved in subsistence agriculture and artisanal/small scale mining.

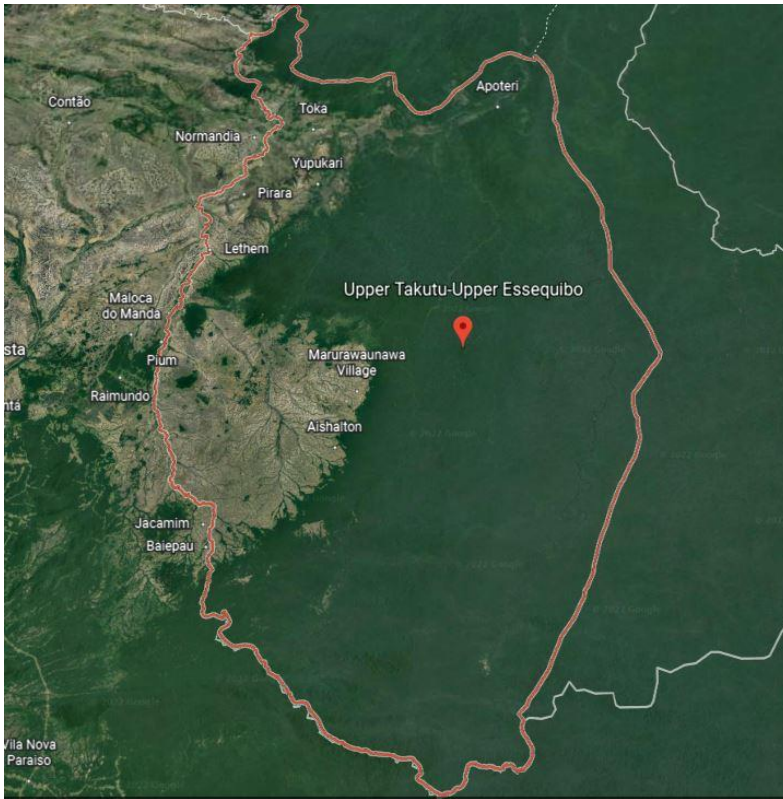
IV. PROBLEM IDENTIFICATION

ACTO conducted a Transboundary Diagnostic Analysis (TDA) which had previously identified that among the problems and effects caused by climate variability on the Amazon basin, the risks of water erosion, increased flooding, droughts and extreme rains, heat waves are a factor that expands, increases and intensifies forest fires, putting pressure on wildlife habitats and threatening crops, quality livelihoods and freshwater availability for populated centers.

In Guyana, there is a high dependence on groundwater resources for domestic use and economic development. This provides concern for the management of the resources as there is limited understanding of the current aquifer systems throughout the country including possible transboundary systems, especially regarding quality and quantity. In the Rupununi, many of the Indigenous communities which are spatially distant and remote depend on both surface and groundwater sources for water, as many communities have hand-dug shallow wells. Though this provides the necessary resources for sustenance, this region is also challenged by extreme events such as floods annually and in some instances drought or drought like conditions which are potentially intensifying with the effects of Climate Change. These events can significantly impact the quality and quantity of water resources, especially from aquifers. Therefore, a better understanding of the resources, as well as its potential sources is necessary for long-term protection and management.

V. AREA OF INTERVENTION

The Upper-Takatu Region of Guyana is located to the south-west of Guyana, bordered by Brazil. The Region consists of the Kanuku Highlands and vast Rupununi Savannahs. The forested Kanuku Mountains divide the Region into the North Savannahs which are approximately 2,000 square miles and the South Savannahs at approximately 2,500 square miles. The region usually floods in the wet season (May to August). Lethem (3° 22 39; 59.99 & N -59° 47 39; 59.99) W is the only major Municipality in the Region and one of the potential sites of this investigation. There are over 50 Indigenous communities within the region, that vary spatially and through the diagnostic assessment, another potential area for the implementation of a nature-based solution may be identified. The Region also consists of the Konashen Amerindian Protected Area located at the southern tip of Guyana and occupies 625,000 hectares of the región.



VI. REFERENCE

The consultant/ partner at the time of making the intervention proposal, must submit a preliminary database of all available information from different sources that will be used, taking mainly into account the information generated from the partners and the other projects identified for the project.

All sources of information used in the development of the project and the related reporting should be referenced and included.

VII. COORDINATION WITH OTHER PROJECTS AND POTENTIAL PARTNERS

The consultant/ partner, with the support of the National Project Coordination Unit, should establish a coordination process with the following projects and other partners/stakeholders at the time of the start of the study:

Coordination with other projects:

1. Environmental Protection Agency
2. Hydrometeorological Service
3. Guyana Water Incorporated
4. North Rupununi District Council
5. South Rupununi District Council

Potential partners/stakeholders for the implementation of the intervention:

Institution 1. The Guyana Water Incorporated is the main supplier of potable water in Guyana. The agency has undertaken work along the coast for the modelling of the coastal aquifers which are used as the main source of potable water. They have also acquired equipment for

geophysical surveys (resistivity meter) and drilling rigs, as the development of new wells in regions such as Upper Takatu- Upper Essequibo have been important.

Institution 2. Hydrometeorological Service, as the mandated custodian of water resources in Guyana, has continued to strengthen capacity in its groundwater section. The Agency has worked with GWI and WWF, in activities related to groundwater management in Guyana and is in development of a Roadmap for monitoring groundwater across the country with assistance from IGRAC.

General

In submitting the proposal, the consultant partner shall expressly state having reviewed the scope of the project, knowing the intervention site/area, verified the minimum project schedule and relevant documentation, and waive any subsequent claims based on not sufficiently knowing the scope of the project and all the work to be delivered.

VIII. CONSULTANCY OBJECTIVES AND RESPONSIBILITIES

General Objective

The activities in this intervention will focus on understanding groundwater water supply and providing source protection solutions to reduce pollution as input for a regional program for rational use and water protection.

It is expected that the information and data generated in the context of the intervention, including its replication in the future, will be integrated into the Amazon Regional Observatory (ARO); and in the case that it is stored in a national computer system, this should be interoperated to the ARO.

Specific Objectives

1. Generate an integral baseline of the study area based on existing information on the aquifers in the Rupununi Region.
2. Develop a lithological profile of the Rupununi Region clearly identifying and detailing existing aquifers and possible linkages with surface water bodies.
3. Develop a watershed management plan for the Rupununi Region including the major river basins (Rupununi, Rewa, and Upper Essequibo River) of the Region inclusive of the aquifers identified in objective 2 above.

IX. ACTIVITIES

Objective 1. Generate an integral baseline of the study area based on existing information on the aquifers in the Rupununi Region.

- Prepare a methodology to determine the baseline in order to achieve the objective and the activities of the study for analysis of the region's surface and groundwater resources and to determine the local and regional situation status of the aquifers in the region, including the systematization of the relevant information of geological, hydrogeological, hydrological, ecological, economic conditions, watershed inventory, water quality data and threat assessment, including gender perspective.
- Establish a multidisciplinary working group with the national government and the sub-national governments and relevant stakeholders involved in the intervention. This working group should include actors and institutions that work with and manage information on

watershed inventory, water quality data, and threat assessment and consider gender balance.

- Carry out a participatory workshop with the working group to present the working plan, the outputs of the baseline and to generate commitment to carry out the process development, implementation, and monitoring of an Integrated Watershed Management Master Plan.

Objective 2. Develop a lithological profile and model of the Rupununi Region clearly identifying and detailing existing aquifers in the Upper Takatu Region using remote sensing technology, including the Hinterland town of Lethem and social and economic impacts.

- Prepare and present a detailed work and methodological plan on the process of collecting technical data – both desktop research and on-site testing focused in the lithological profile of the Rupununi Region.
- Systematize information based on the existing aquifer studies, including on lithological profile studies.
- Conduct field visits for on-site testing of the lithological profile.
- Present the data and information lithological profile made indicating on the dimensions (depth and thickness) and identification of strata and the type of aquifer.
- Prepare a database and analysis on lithological profiles based on all the information collected (with primary and secondary sources) and a proposal of a model.

Objective 3. Develop a Watershed management plan for the Rupununi Region including the Rupununi, Rewa, and upper Essequibo River basin inclusive of the aquifers identified in objective 2 above.

- Based on the baseline and lithological profile, design and validate a Watershed management plan for the Rupununi Area, including gender variables.
- Develop a participatory roadmap for the approval and implementation of the Watershed management plan for the Rupununi Region including the Rupununi, Rewa, and upper Essequibo River basin, considering gender balance.

X. DELIVERABLES

Deliverables	Term
Work plan for the intervention (including final adjustments of process indicators and definition of tasks by process indicator)	Within 15 days of beginning of the term of the contract
1° Integral baseline and work plan of the intervention validated with key stakeholders network.	Within 90 days after contract term begins
2° Analysis document of the region's surface and groundwater resources and vulnerable areas.	180 days after validation with key stakeholders and workplan commences
3° Watershed management plan and roadmap for the approval and implementation.	150 days after deliverable 2 finalized.
4° Final report.	180 days after all deliverables submitted and approval.

The contents of the different products shall be presented in the following order, respecting the numbering given and the subsequent elements. The description of each element can be found in Annex 1 of these ToR:

1. *Pre-textual elements*

- 1.1. Cover and back cover
- 1.2. Executive Summary

- 1.3. Summary (or Detailed Index)
- 1.4. Lists of figures, pictures and photos
- 1.5. List of acronyms and abbreviations
- 2. Main text**
 - 2.1. Introduction
 - 2.2. Chapters and Subchapters (in detail)
 - 2.3. Conclusions
 - 2.4. Recommendations and lessons learned
- 3. Communication and positioning**
 - 3.1. Article on the main activities carried out and the results obtained so far
 - 3.2. Press release on the main activities carried out and the results obtained so far
- 4. Post-textual elements**
 - 4.1. Bibliographic references
 - 4.2. Actors/stakeholders
 - 4.3. Glossary (if necessary)
 - 4.4. Annexes
- 5. Other elements**
 - 5.1. Box
 - 5.2. Page numbering
 - 5.3. Format and presentation
 - 5.4. Pictures, figures, and photos
 - 5.5. Maps (shapes)
 - 5.6. Databases

In a period not superior of 5 calendar days after the presentation of each Product, the partner/consultant shall make a presentation to the National Project Coordination Unit and the Regional Project Coordination Unit on the progress, scope, methodology used, product content presented, including recommendations to improve the development of the intervention.

The partner/consultant shall be obliged to submit the following reports during the execution of the intervention project:

a) Detailed Work Plan

The initial detailed Work Plan will be delivered within 10 calendar days of signing the contract.

This detailed Work Plan will refer to the presentation of a work program and the improved technical proposal of the intervention, including the final adjustments of the process indicators and the definition of tasks and timeframe for each process indicator. The Work Plan will provide a complete description of the project's development and evaluation methodology.

The detailed Work Plan will be presented in ~~several~~ four copies accompanied by the magnetic medium version.

In addition, the consulting team/partners should make a presentation to the National Project Coordination Unit and the Regional Project Coordination Unit in an adjusted initial report explaining in detail the following points:

- 1. Scope
- 2. Focus
- 3. General methodology of the intervention.
- 4. Specific methodology.
- 5. Proposal for implementation of the program (adjusted process indicators and indicator-specific tasks).
- 6. Timetable/Schedule of activities

7. Annotated index of the final report

b) Content of deliverables

Deliverable 1. Integral baseline and working plan of the intervention validated with a key stakeholders network
Content
<ul style="list-style-type: none"> a) Social and economic assessment, including gender perspective b) Matrix with the relevant stakeholders c) Methodology for the technical assessment d) Situation status of the aquifers in the region, e) Systematization of the relevant information of geological, hydrogeological, hydrological, ecological, economic conditions, watershed inventory, water quality data and threat assessment. f) Workshop report and joint Work Plan with network of stakeholders.

Deliverable 2. Analysis document of the region’s surface and groundwater resources and vulnerable areas.
Content
<ul style="list-style-type: none"> a) Working and methodological plan on the process of collecting technical data – both cabinet and on-site testing focused in the lithological profile of the Rupununi Region. b) Document with information on existing aquifer studies, including on lithological profile studies. c) Report of the visits for on-site testing of the lithological profile. d) Analysis document of the lithological profile made indicating on the dimensions (depth and thickness) and identification of strata and the type of aquifer. e) Database and analysis on lithological profiles) and a proposal of model based on the all the information (primary and secondary sources).

Deliverable 3. Watershed management plan for the Rupununi Region including the Rupununi, Rewa, and upper Essequibo River basin inclusive of the aquifers identified in objective 2 above.
Content
<ul style="list-style-type: none"> a) Watershed management plan for the Rupununi Area that includes a detailed diagnostic, methodologies used, identified problems, strategic lines, lines of action and implementation plan, considering gender perspective. b) Report on the validation process. c) Roadmap for the approval and implementation of the watershed management plan including bureaucratic issues and draft regulations if required for approval, considering gender balance.

c) Final report (results and comprehensive analysis of the intervention):

The Final Report should attach all documentation, including an executive summary in Spanish and English (20 pages).

The final report will be submitted for review and approval by the National Project Coordination Unit and the review of the Regional Project Coordination Unit.

The final report should compile, organize, and consolidate the information generated during the development of the entire consultancy and be presented in 4 copies printed in color, 4 copies in digital medium - 4 editable copies and 4 non-editable (PDF). Similarly, a *power point* project presentation must be prepared and delivered.

d) Special Reports

The consultant/partner shall submit special reports where a specific situation merits the preparation of a special report on issues directly linked to national intervention.

Special reports will be submitted in situations that merit clarification or technical or administrative decisions of the contractor or at the request of the contractor to expand and deepen aspects of interest of the study.

When dealing with technical aspects, the background, problem, and solution will be included.

If the case is administrative or financial issues, it shall be supported by the existing documentation and observations made by the Parties to propose the corresponding course of action.

XI. FOLLOW-UP AND SUPERVISION

The follow-up tasks of the study will be carried out by the National Project Coordination Unit, which will have the following competences:

- Supervise the correct execution of the service and purchase of goods, the quality of the same and the performance of the Contract.
- Introduce changes to the original scope of the service (in coordination with ACTO/PCU) if necessary and analyze its impact.
- Clarify the terms of the technical specifications, correct them, or supplement them; provided that they do not involve extra costs or contradict the original purpose of the service contract.
- Reject any work not in agreement with the established Contract.
- Suspend work when necessary, to ensure proper execution under the Contract.
- Review and approve the reports and documents product of the study.
- Articulate actions with the Regional Coordination of the Project.
- Coordinate regular meetings on the implementation of the study with the Regional Coordination of the Project.
- Approve and issue report if modification of the deadlines for the delivery of the products contained in these TDRs is required.
- Carry out follow-up trips to the activities of the awarded legal entity, when required.
- Report verbally or in writing to the Regional Project Coordination, the status of project execution.

XII. INTELLECTUAL PROPERTY AND PROPERTY OF EQUIPMENT

The study carried out under the terms of the Contract, and other materials such as writings, graphics, designs, digital media, acquired equipment, data sheets and other documentation generated by the consulting firm, are owned by ACTO and UNEP and, in the case of equipment, must be inventoried. The inventory process will be carried out by the National Coordination, in coordination with ACTO.

XIII. METHOD OF PAYMENT

The payment of the products will be made according to the presentation and approval of the documents detailed below, for a total amount of USD 72,000.00. The review and approval of the products will be carried out by the National Coordination and, following, by the Regional Coordination-SP/OTCA for the respective payment. Therefore, the selected bidder must take into account the steps (reporting) described. The payment method will be as follows:

First Disbursement: *Equivalent to 20% of the total contract* and will be disbursed upon approval of the detailed Work Plan.

Second Disbursement: Equivalent to 25% (specify according to planning) of the total amount that will be made effective after the approval of the 1st Deliverable.

Third Disbursement: Equivalent to 15% (specify according to planning) of the total amount will be made effective with the approval of the 2nd deliverable.

Fourth Disbursement: Equivalent to 15% (specify according to planning) of the total amount that will enter into force in the 3rd deliverable.

Fifth Disbursement: Equivalent to 25% of the total amount will be disbursed after the delivery and approval of the Final Report.

The awarded partner/consultant must issue the invoice or proof of payment in favor of the Amazon Cooperation Treaty Organization for each of the established disbursements. Payment will be made by Bank Transfer.

XIV. QUALIFICATION REQUIREMENTS (ELIMINATORY):

No.	Criteria (Yes/No)
1	The company must have a registration in its country that enables it to execute the specific work of the consultancy.
2	Qualification of companies from Member Countries: <ul style="list-style-type: none"> • NIT; RIT, RIF; RUC, CNPJ – registration issued by official bodies; • Statutes, reforms and appointments of directors and legal representatives, in the chamber of commerce with jurisdiction in the area of registration of the respective company.
3	Delivery of the company's curriculum.
4	Delivery of technical proposal
5	Delivery of economic proposal

XV. REQUIRED PROFILE OF THE CONSULTING COMPANY (EVALUATION A – Up to 10 points)

a. Specific expertise required of the Company (linked to deliverables)

Specific experience detail	Assigned Points
Local and regional hydrological/ hydrogeological studies. Experience in the Amazon Region will be an asset (3 hydrological/hydrogeological studies - 3 points).	3
Experience in geophysical surveys and related spatial hydrogeological/lithological techniques (at least 2 contracts or studies that have involved geophysical	3

investigations).	
Experience in flood risk assessments (demonstrated results in the development of at least 2 risk and flood-related studies).	2
Experience in development of water resources management plans (plans developed in at least 2 areas or regions)	2

XVI. MINIMUM TECHNICAL PROFILE REQUIRED (EVALUATION B – UP TO 50 POINTS)

Key Personnel for Consulting:

Position/Profile/Experience Required	Punctuation
1. One (1) Coordinator/ Team Lead	Total:
<p>Higher University degree MSc and/or PhD in water resource management or hydrological field with minimum 5 (five) years professional experience (PhD. Or Masters Degree – 3, Bachelors Degree -2).</p> <p>Experience of at least 3 (three) coordination assignments related to water resources management and/or hydrogeological studies.</p> <p>Work experience with/in governmental agencies responsible for water resources and environmental management and flood risk management.</p> <p>Relevant work or research experience in the water resources management, hydrology/hydrogeology.</p> <p>Knowledge and understanding of key challenges in the water sector, and use of knowledge management approaches for IWRM</p> <p>Coordination experience in projects related to transboundary water management issues and/or GEF Project or International donor funded projects.</p>	10
2. Hydrogeological Expert	Total:
<p>University degree BSc, MSc and/or PhD in hydrogeology or water resource management with minimum 4 (four) years professional experience</p> <p>Experience of at least 3 (three) coordination assignments related to hydrogeological studies and/or water resources management</p> <p>Work experience with/in governmental agencies responsible for water resources and environmental management and flood risk management.</p> <p>Relevant work or research experience in hydrogeology in at least two (2) assignments at the national and regional level.</p> <p>Knowledge, understanding and application of conducting geophysical surveys and lithological profiling and conceptual modelling of aquifers</p>	10
3. GIS/Hydrological Specialist	Total:
Minimum of 4 years of documented professional experience in GIS or	10

Position/Profile/Experience Required	Punctuation
<p>hydrology at the national or regional level</p> <p>Work experience with/in governmental agencies responsible for water resources and environmental management and flood risk management</p> <p>Relevant work or research experience in the water resources management, hydrological mapping</p> <p>Knowledge, understanding and application of flood risk assessments and development and analysis of maps</p>	
4. IWRM Specialist/ Communication Specialist /	Total:
<p>Degree in Hydrology/IWRM, Environmental Education or associated Social/ Environmental Sciences with minimum 4 years professional experience in developing management plans, training, education or public awareness.</p> <p>Minimum of 4 years of documented professional experience in environmental education, or Social Sciences with a focus on environment and natural resources or IWRM.</p> <p>Experience of at least two (2) assignments related to developing management plans, training or project communication.</p> <p>Work experience with/in governmental agencies responsible for water resources and environmental management and flood risk management.</p> <p>Relevant work or research experience in communication on environmental issues.</p> <p>Knowledge and understanding of various methods of communication, media and platforms for promoting environmental awareness and water resources.</p>	10
Technical Support Specialists	Total:
<p>Logistical/Administrative Coordinator</p> <p>University degree or Diploma associated with Project management or Economics or Social Sciences</p> <p>Experience of at least 2 assignments on Technical/Administrative Support and Field Staffing</p>	5
<p>Field Technicians</p> <p>University Degree or Diploma associated with environmental or hydrology</p>	5
Total	50

The minimum team must be made up of the profiles described above. The consulting firm will provide *statements of commitment* from the proposed main consultants, confirming their agreement to be presented for the respective position and their availability and commitment to assume the position in the event of an award.

However, the Consultant can complement its work team with a maximum of two additional profiles in specific specialties and support based on its experience, given the requirements, and expected results of the consultancy.

The key personnel may not be replaced by the consulting company during the term of the contract, in case of force majeure, the personnel proposed as a replacement must be equal or better qualified according to the profiles described here and be authorized by the PS/ACTO.

Supporting documentation, must be accompanied by the resumes of the proposed specialists, with simple copies of the supporting documentation such as: third and fourth level degrees (postgraduate / master's degrees), certificates issued by the employer or minutes of receipt of the previous works related to the services, which accredit the professional qualification and experience of the proposed consulting team.

XVII. TECHNICAL PROPOSAL (up to 20 points)

The consulting companies must submit a Technical proposal with the scope of the consultancy and the methodological development in accordance with the objectives, products and activities, including specific procedures and strategies for the operation of the most relevant activities, as well as propose other complementary activities, when appropriate. The technical proposal must be submitted in a maximum of ten A4 pages, and may be supplemented by annexes containing graphic elements, tables and other elements on five other pages.

The technical capacity of the consulting company will be evaluated in relation to the understanding of the consultancy, and there is an obligation to link the technical proposal with the activities to be developed in the consulting work.

XVIII. ECONOMIC PROPOSAL (up to 20 points)

The economic proposal must contain the details of the study framed in the specific strategies for the operation of the most relevant activities including the logistics to be used, as well as proposing other complementary activities.

The price proposal (Fm) evaluated as the lowest receives the maximum financial score (Sf) of 100 (i.e. 20%).

The formula for determining the financial score (Fp) of all other offers is as follows: $Sf = 100 \times Fm/F$, where "Sf" is the financial score, "Fm" is the lowest price, and "F" is the price of the offer being considered.

Logistics

Consideration should also be given to the need to consider logistics-related expenses such as those shown in the following table:

Air tickets
Travel
Transportation for field work
Consumption material and rental of equipment
Workshops

ANNEX 1

INSTRUCTIONS FOR PREPARATION OF PARTIAL AND FINAL REPORTS

Project Products must present the following elements:

1. Pre-textual elements

1.1 Cover and back cover

According to the model, the cover should always contain the logos of the implementing agencies, financiers and executors, the title of the project, the National Intervention, photo referring to the theme of the Report and title of the Report with indication whether it is final or partial.

1.2 Executive Summary

The summary presents the product as a condensed report, outlining and emphasizing the most relevant points of the work, results, conclusions and recommendations and lessons learned. It should be informative, giving a clear and concise description of the content, and specifying the structure and index, of the main text of the Report.

In the case of the Product/Final Report, the Executive Summary should represent approximately 15% of the main text, including relevant figures, frames, and photos. The Executive Summary must have an independent document structure and be presented in three languages: Portuguese, English and Spanish (as appropriate in the TOR), to enable its dissemination to the ACTO Member Countries.

1.3 Summary (or Detailed Index)

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

The Preliminary Summary of the Final Report must be presented together with the strategic planning for the execution of the Activity or consultancy, i.e., as an integral part of the first product of the consultancy. It is a key element to guide consultants and facilitate the monitoring of the progress of the scheduled work. It is adjusted as partial reports are presented, culminating in the Final Report Summary in final release.

1.4 Lists of pictures, pictures and photos

They are presented immediately after the summary, separately, and relate the existing pictures, pictures and photos in the main text, in the order in which they appear, with the indication of the page where they are located. Maps appear with the figure name. The numbering of figures, frames and photos is sequential in Arabic numeral for each (e.g. Photo 1, Photo 2,.. Figure 1, Figure 2,..).

1.5 List of acronyms and abbreviations

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

2 Main text

2.1 Introduction

This session briefly defines the context of the Report, within the Amazon Basin Project, the location of the activity, the objectives of the study and the reasons for its elaboration, when it was carried out and an indication of its chapters. It has no chapter number and is on page 1 of the report. It should be at most two pages long.

2.2 Chapters and Subchapters (in detail)

This session corresponds to the division of the main text and must have as many chapters and subchapters as necessary for the detailing and composition of the study. It must have all the details that were analyzed in the implementation of the Subproject. Chapter titles and subchapters should be self-explanatory (do not use general concepts such as: Methodology and Results, for example). The text should be widely illustrated with pictures, pictures and photos.

2.3 Conclusions

The conclusions should summarize clearly and in order the results of each chapter of the work. They shall be presented, where possible, in the form of "*bullets*", in the sequence in which they appear in the text and with indication of the chapters in which they are inserted. The possible lack of correlation between the data obtained and their limitation should be noted, as well as the relationship of the data obtained with previous studies and the theoretical consequences and practical applications of the study should be indicated. The conclusions should be between 4 and 6 pages.

2.4 Recommendations and lessons learned

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

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

3. Communication and positioning

3.1 Article on the main activities carried out and the results obtained so far

The article should contain the elements of a scientific publication in a formal language, maintain the rules of publication. The reading includes scientific evidence that supports the proposed hypothesis that consists of information collected by research/work that constitutes the most relevant results about intervention.

3.2 Press release the main activities carried out and the results obtained so far

The Press Release should be prepared with the aim of disseminating to the general public the main results obtained, including maps, photographs and reflections.

3 Post-textual elements

1.3.1 Bibliographic references

They correspond, in general, to the bibliographic citations used in the text. Only the most important and published or publicly accessible works should be referenced. The references in the text and listed at the end of the work should be in accordance with international standards, and should be separated from those of general nature from those specific to the area of study.

1.3.2 Actors

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

In the case of events, all participants, including the organizers and those who participated only in the opening, must have their names in the list of actors with their full address.

1.3.3 Glossary (if necessary)

Vocabulary in which words or expressions referring to a particular technical, scientific, etc. are explained. It is also used to relate in a vocabulary little-used words or expressions, of obscure meaning, or of regional use.

1.3.4 Annexes

They are parts extended to the main text, highlighted of this to avoid discontinuity of the logical sequence of the chapters. They usually refer to:

1. Texts that contribute additional information
2. Special reports from consultants in summary form
3. Accompanying material that cannot be freely included in the report body due to its size, importance or form of presentation (such as special maps larger than the A-3 format).
4. Form templates and/or printed documents cited in the text.

The Attachments must be identified by their respective titles and their illustrations must be numbered regardless of the textual illustrations. The pages must be numbered independently of the text and shall be proper to each Annex, in consecutive Arabic numerals.

1.4 Other elements

1.4.1 Box

It refers to prominent text on the important subject of the report, but which has not necessarily been the direct subject of the main text. It should, whenever possible, contain a photo that illustrates the theme dealt with. It is recommended for enrichment of the report the inclusion of boxes.

1.4.2 Page numbering

In the main text, all pages must be numbered, including those containing pictures, pictures and photos, with sequential Arabic numerals, starting with the Introduction. All digits must be located in the center of the lower margin. The pages referring to the Executive Summary, abstract and lists of figures, pictures and photos must be identified using Roman numerals.

1.4.3 Format and presentation

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

1. Left margin: 3 cm
2. Right margin: 2 cm

3. Top margin: 2 cm
4. Bottom margin: 3 cm
5. Font: Times New Roman, size 12, and paragraph in simple and justified spacing.
6. All titles and subtitles must be shouted. Chapter titles are uppercase and subchapters, lowercase.
7. It is recommended to avoid subdividing the text into a large number of subtitles or items (preferably subtitle at most third order).

1.4.4 Pictures, Frames and Photos

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

1.4.5 Maps (are considered in the text as figures)

- All maps must also be presented in digital format (geoprocessing software), and at a defined scale compatible with the information to be presented.
- Thematic maps will be carried out individually and on the same basemap.
- Maps must have graphical and numerical scales; geographic coordinates; legend, date of the data presented, data source and, if possible, the projection used.
- Maps should come in A4 size and printed in high quality standard. In cases where a4 size is impossible, for clarity reasons, use Size A3.
- The map legend must follow international standards.
- In some cases on the map stamp, in addition to the actual data, the date on which the map was made (month/year), as well as the source of information (bibliography, field survey) and the map number, should be included.
- In the maps presented, the hydrographic network should be indicated, with the main rivers and cities of the Basin under study, as well as notable reference points.
- The maps shall be located in relation to the Basin and sub-basin to which they belong, if possible.
- All cartographic material will be incorporated into the GIS of the Amazon Regional Observatory (ORA).