

Terms of reference (Individual Consultant)

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| Title of the project | Towards a better understanding of the Amazon Aquifer Systems for its protection and sustainable management (GEF ID 11108) ¹ |
| Position requested: | PPG Coordinator |
| Workplace: | Based at home or in ACTO offices |
| Duration: | Scheduled for 8 months, tentatively from October 2023 to June 2024 |
| Supervision: | ACTO and UNEP |

1. Background

On June 1, 2023, the Project Identification Form (PIF) “Towards a better understanding of the Amazon Aquifer Systems for its protection and sustainable management” (GEF Project ID 11108) was approved by the Global Environment Fund (GEF). This regional project was developed jointly by the 8 Amazonian countries (Bolivia, Brazil, Colombia, Ecuador, Guyana, Peru, Suriname and Venezuela), the implementing agencies (United Nations Environment Program - UNEP and the Inter-American Development Bank – IDB), and the Amazon Cooperation Treaty Organization (ACTO), as the executing agency.

The main objective of the project is to get a common understanding of the Amazon Aquifer Systems (AAS) - the invisible giant -, to strengthen regional governance and the integrated groundwater management for its protection and sustainable use, hereby enhancing water security and ecosystem resilience in the Amazon region.

The proposal submitted to the GEF has received funding (PPG) to prepare the project and the required annexes that will be submitted for ratification/approval by the Executive Director of the GEF. The PPG phase is considered a preparatory phase and will need to support various data collection efforts and validation of the key sections contained in the PIF. The final result of the PPG phase will be a project document, annexes and requirements of the implementing agencies (UNEP and the IDB). In accordance with GEF procedures, the complete CEO Endorsement Request Package must be submitted to the GEF Secretariat no later than June 2024.

In this sense, ACTO, in collaboration with the implementing agencies, seeks to hire a Coordinator for the PPG phase qualified to lead and coordinate the preparation of all the CEO Endorsement Request Package to be presented to the Secretariat of the GEF, according with the GEF policies and project cycle.

2. Role and responsibilities

Under the supervision of the ACTO Technical and Financial Advisory the executive authorities of the SP/ACTO, the UNEP Task Manager and the PPG Coordinator will:

- Facilitate the PPG process and ensure coordination between relevant parties, specialized consultants and national assistants, and other stakeholders involved in the project formulation process.

¹<https://www.thegef.org/projects-operations/projects/11108>

- Guide and supervise the activities of the consulting team², ensuring technical quality and compliance with deadlines.
- Plan and execute the PPG, fully design the activities, products and results of the project “Towards a better understanding of the Amazon Aquifer Systems for its protection and sustainable management” and develop the CEO Endorsement Request Package for presentation to the GEF Secretariat and its approval. GEF-8 full-sized projects (FSP) rules apply.
- Carry out the review and adjustment of the project taking into account the recommendations and criteria of the SP/ACTO and its Member Countries and UNEP/GEF, within the framework of the action plan provided for in this term of reference.
- Work on proposals for adjustments to regional activities that are aimed at meeting the objectives and results of the project, in permanent consultation with the SP/ACTO, so that they are aimed at meeting the objectives and results of the project in the framework of ACTO priorities.
- Other activities that are delegated by the SP/ACTO, within the framework of the aforementioned project

The consultant will have the following specific tasks and responsibilities:

1. In general

- a. Coordinate and manage all activities involved in the development of the project, keeping ACTO and the implementing agencies informed about progress and challenges encountered.
- b. Lead the preparation of the CEO Endorsement Request Package and its annexes.
- c. Provide advice to consultants and national assistants to ensure all PPG deliverables are technically sound.
- d. Ensure that project development is participatory, gender-sensitive and based on broad participation and dialogue with stakeholders.
- e. Define, present, and implement a detailed strategy and methodology, considering inputs from the entire team, to develop the CEO Endorsement Request Package with all elements, including a tentative timeline.

2. Formulation of the CEO Endorsement Request Package and Mandatory and Project-Specific Annexes

With contributions from the other specialist consultants and the national assistants, as detailed in their respective ToR, and based on the suggestions made by the GEF:

- a. Develop and articulate the project's theory of change;
- b. Develop the Results Framework in line with the policies of the GEF, UNEP, IDB and ACTO;
- c. Develop a detailed Monitoring and Evaluation Plan and Budget;
- d. Provide technical advice for the preparation of a Stakeholder Engagement Plan;
- e. Provide technical advice for the preparation of a Gender Action Plan and Budget;
- f. Update the Risk Identification form and ensure the development of environmental and/or social management plans for all risks identified as Moderate or High in the Safeguard Risk Identification Form (SRIF).
- g. In coordination with the technical specialist, prepare GEF core indicators and ensure they are supported by robust and validated data;
- h. Prepare the indicative procurement plan;
- i. Prepare a first draft of the CEO Endorsement Request Package, including mandatory and project-specific annexes using the required templates (to be discussed and agreed with UNEP and IDB).

²The team of consultants will be established by a technical specialist, budget specialist, gender specialist, communication, and stakeholder specialist, and eight national assistants.

- j. Advise on discussions and calculations regarding co-financing contributions, validate the amount and nature of contributions, identify which project component(s) the contribution is allocated to, complete the co-financing budget template and provide any input necessary to obtain co-financing letters signed by the eight Member Countries.
3. Validation Workshop
 - a. Facilitate Bilateral Meetings with the eight Member Countries to support the documents to be presented to the GEF, with the support of ACTO.
 - b. Lead the validation workshop to present, discuss and validate the final draft of the CEO Endorsement Request Package and the mandatory and project-specific annexes;
 - c. Integrate all necessary revisions that arise during the workshop; and
 - d. Prepare the Validation Workshop Report.
 4. Final deliverables
 - a. Consolidation of all technical and consultative inputs, including those from national stakeholders, UNEP, IDB, GEF Secretariat, STAP and GEF Council, into a concise and well-drafted CEO Endorsement Request Package with all the required sections and annexes;
 - b. Finalization of the CEO Endorsement Request Package to be submitted to the GEF;
 - c. All GEF PPG documentation (including technical reports, meeting minutes, etc.); and
 - d. Validation Workshop Report.

3. Consultancy Fees and Payments:

The total consulting fees have been established at USD 50,000.00 (fifty thousand dollars).

Payments will be processed upon completion and submission of deliverables in point 4, subject to approval from both ACTO and UNEP

4. Delivery and payment schedule

The total duration of the contract will be a maximum of 8 months after signing the contract.

Payments will be made upon acceptance and verification of the related deliverables by ACTO and UNEP, as set out in the following table.

Table: Delivery and payment schedule

| Deliverable | Deadline | Percentage |
|---------------------|----------|------------|
| Workplan | 15 days | twenty% |
| Deliverables 1 to 3 | 6 months | fifty% |
| Deliverable 4 | 8 months | 30% |

5. Special qualifications/skills

Competencies:

- Demonstrates integrity by modeling the values and ethical standards of the United Nations;
- Ability to establish and maintain good working relationships with colleagues in multicultural environments;
- Complies with all obligations of gender sensitivity and zero tolerance for sexual harassment;
- Shows cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Excellent written communication skills, with analytical ability and ability to synthesize relevant data and findings collected for the preparation of quality analysis for the project document.

Academic Qualifications:

A minimum of a Master's degree in hydrology, hydrogeology, environmental sciences, natural resource management, project preparation and evaluation or a closely related field is required. Postgraduate degrees in the abovementioned topics will be valued.

Experience:

- A minimum of 15 years of professional experience in the field of water resources or natural resources management is required;
- Preference will be given to a consultant with experience in the Amazon region;
- Demonstrable experience in the development and design of GEF projects and/or programs is required;
- It is desirable to have experience in the development, implementation, management and monitoring and evaluation of sustainable development projects, particularly in the areas of management of surface and/or groundwater resources;
- Demonstrable experience coordinating teams, including between governmental and non-governmental actors, is desirable;
- Experience working with international organizations, including UNEP, IDB and GEF, is preferred.

Language: Excellent written and verbal skills in English are required (exclusive). Written and verbal skills in Spanish and/or Portuguese are desirable.

6. Deadlines for submitting documentation

Those interested in participating must submit their resumes until October 31, 2023 to the email: selecao@otca.org indicating in the subject of the email: PPG Coordinator