



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 ASSISTANT 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 ASSISTANT 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 Officer, a Communication Specialist and an Administrative Assistant. In this context, an Administrative Assistant will be hired to provide administrative support to the Project Coordination and PS/ACTO in executing the activities 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. GENERAL OBJECTIVE

Provide administrative support to the Project Coordination Unit and PS/ACTO in the process of implementation and execution 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.”*

3. RESPONSIBILITIES/TASKS

Under the general supervision and guidance of the Regional Project Coordinator and the PS/ACTO, the Project Administrative Assistant will be responsible for the following activities:

- Support administrative processes ensuring the progress of Project activities.
- Support the PS/ACTO/Project Coordination in the preparation of documents and reports (in English and Spanish), including compilation and consolidation of data and information; desktop research, preparation of tables and graphs; editing and formatting of texts, photos etc.
- Support the PS/ACTO/Project Coordination in the communication with the National Project Coordination Units, Project partners, consultants, and stakeholders.
- Support the official communication processes of the PS/ACTO with the National Focal Points in the Member Countries on the topics related to the Amazon Basin SAP Implementation Project.
- Support the planning and scheduling of meetings and videoconferences and the preparation of the respective meeting reports.

- Assist in the preparation of bidding documents and invitation letters for the Project's contracting of consultancies and procurement of equipment and services, and provide administrative support to the selection processes.
- Assist with the preparation, submission and follow-up of all requests involving Project expenses, including hiring consultants and services, purchasing material and equipment, events, travel, etc. as well as payment requests for consultants, in accordance with SP/OTCA administrative procedures.
- Insert data in the SIW (OTCA Administration System) in the issues of competition;
- Support the PS/ACTO/Project Coordination in the organization and holding of project-related workshops and events, including assisting in: preparation of communications to potential suppliers and official communications and invitations; logistical organization of the event, including organization of the trips of the participants, lodging, facilities and necessary equipment, simultaneous translation, printing and distribution of documents, organization of coffee breaks/refreshments, etc.; preparation of presentations; support to the realization of the event and in the consolidation of the documents approved by the delegates and their preparation for sending to the countries; accountability to SP/ACTO for Project expenses during travel and events; etc.
- Support the organization and logistics of missions, field trips and participation in events related to the Project and to the international and regional water agenda, as well as contribute to the preparation of presentations and requests for visas, when required;
- Carry out travel requests to the SP/OTCA/Project Coordination Unit, consultants or staff in a timely manner for each trip;
- Contribute to the effective and efficient management of the Project, issue alerts in the event of delays in responses or requests from Project staff, NPCU and PS/ACTO.
- Support for editing documents and material for dissemination and/or publication.
- Support for updating the Project's website.
- Maintain, register, organize, and manage all project files and documentation (physical and electronic), including all relevant communications, list of focal points and other relevant stakeholders, consultancy reports, databases, reports and lists of meeting participants and videoconferences, photos, publications, etc., and
- Facilitate the preparation of the project execution reports to be presented to the UNEP and related documentation.
- Be acquainted and provide information about the Project, agreements, manuals and operational guides of both UNEP and SP/ACTO;
- Other administrative, logistic or secretarial activities related to the Project, required by the Regional Project Coordinator or PS/ACTO.

4. OUTPUTS

Monthly reports related to the execution of the specific activities defined in item 3.

5. TRAINING, QUALIFICATIONS AND EXPERIENCE

Education

University degree/Professional certification in Administration, Accounting, International Relations, Communication, or related area.

Experience

- Minimum of 4 years of proven experience in providing administrative support to organizations and/or multidisciplinary projects in areas related to sustainable development and environment or international policy.
- Work experience with International Cooperation Organizations, Embassies, the UN System or similar is an asset;
- Work experience with multi-national projects is an asset;
- Experience in one or more of the ACTO countries or in the Amazon region is an asset;
- Experience in organizing events;
- Excellent command of computer tools, including editing and presentation of texts, tables, graphs, figures, databases, etc.;
- Spanish, Portuguese, Dutch and English are the working languages of the participating countries; Proficiency in Portuguese/Spanish (oral and written) and working knowledge of English is required.

6. 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	University degree/Professional certification in Administration, Accounting, International Relations, Communication, or related area.
2	Minimum of 4 years of professional experience in providing administrative support multidisciplinary projects in areas related to sustainable development and environment or international policy.
3	Proficiency in oral and written Portuguese or Spanish.

7. CONSULTANT'S TRAINING, QUALIFICATIONS AND EXPERIENCE

Professional experience (up to 80 points)5

	Specialization/Experience	Criteria	Score (Max)
1	University degree/Professional Training in Administration, Accounting, International Relations, Communication, or related area.	Technical level: 10 points / University diploma: 15 points	15
2	Additional training: Specialization / professional training studies relevant to the position (max 7 points)	1 point per training course / certificate	7
3	Professional experience: General experience	4 to 5 years (7 points); 6+ years (10 points)	10

4	At least 2 years of experience in a similar position as Administrative Assistant	Experience of 2 to 3 years (5 points); experience 4+ years (10 points).	10
5	At least 2 years of experience within International Cooperation Organizations, Embassies, the UN System or similar	Experience of 2 years (3 points), experience of 3+ years (5).	5
6	Professional experience in ACTO.	At least 1 year	5
7	Work experience in more than one of the ACTO countries or in the Amazon.	1 point per additional country (up to 3); experience of at least 6 months working with the Amazon (2 points)	5
8	At least 2 years of experience in providing administrative assistance to projects or organizations with reference to procurement processes, instruments, etc;	Experience of 2 years (3 points), experience of 3+ years (5).	5
9	At least 2 years of experience in the organization, logistics and support of national or international events;	Experience of 2 years (3 points), experience of 3+ years (5).	5
10	Excellent command of computer tools, including editing and presentation of texts, tables, graphs, figures, PPTs, databases, etc;	Knowledge and command of the relevant computer tools.	5
11	Proficiency in Spanish/Portuguese (oral and written) and working knowledge of English. Additional official ACTO language an asset.	Required languages (5 points), additional ACTO languages, including proficiency in English (1 point per language).	8
TOTAL			80

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

Note 2. Attach a motivation letter

8. DEPENDENCY AND SUPERVISION

The Administrative Assistant will work under the supervision of the Regional Project Coordinator and in close coordination with the Administrative and Financial Officer of the Project. The Regional Coordinator and the PS/ACTO will approve the consultant's deliverables.

9. DURATION

Annual contract. The rehiring will be subject to an evaluation of compliance with the results according to the execution of the Project workplan.

10. PLACE OF WORK

The Administrative Assistant of the project will provide services in Brasilia, at ACTO's offices.

In the case the Administrative Assistant is a Brazilian citizen, s/he would be hired as a CLT.

The Administrative Assistant should be available to travel internationally.

11. REMUNERATION

The fees foreseen for this consultancy will be distributed in 12 monthly payments.

12. APPLICATION

Candidates should send their application, including: (i) a motivation letter in Spanish or Portuguese; (ii) an updated CV according to the Annex 1 format; and (iii) three professional references, by email to the institutional e-mail address: selecao@otca.org indicating in the subject: Amazon SAP Implementation Project - Administrative Assistant.

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

Company or Institution	
Position held	
Activities performed	

2.

Start	Day	Month	Year	Graduation	Day	Month	Year

Company or Institution	
Position held	
Activities performed	

3.

Start	Day	Month	Year	Graduation	Day	Month	Year

Company or Institution	
-------------------------------	--

Position held	
Activities performed	

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.