



Financial Cooperation between Germany and ACTO through the German Development Bank - KfW

**PROJECT FOR THE MANAGEMENT, MONITORING AND CONTROL OF WILD  
FAUNA AND FLORA SPECIES THREATENED BY TRADE**

**Terms of Reference**

**Development, and implementation of the  
MSMEs Regional Information Platform on Amazon Biodiversity Products  
under Component 1 of the Project:  
*National and regional information and knowledge management systems***

**Position/function:** *Advisor for the Regional project for the management, monitoring and control of wild fauna and flora species threatened by trade.*

**Financing agency:** German Development Bank - KfW German Financial Cooperation

**Executing Agency:** Amazon Cooperation Treaty Organization.



- Bolivia, Brazil, Colombia, Ecuador, Guyana, Peru, Suriname, Venezuela-

Brasilia, DF – July/2022

## **Terms of Reference Development, and implementation of the MSMEs Regional Information Platform on Amazon Biodiversity Products**

### **1. BACKGROUND AND RATIONALE**

The Amazon Cooperation Treaty Organization (ACTO), through its Permanent Secretariat (PS), is executing the Regional Project for the *Management, Monitoring, and Control of Wild Fauna and Flora Species Threatened by Trade (Bioamazon Project)*, which is part of a commitment between ACTO and the German Government, with non-reimbursable financial cooperation funds channeled by the German Development Bank (KfW).

The Bioamazon Project aims to contribute to the conservation of the Amazonian Biodiversity and, especially, of the species included in the Appendices of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) increasing efficiency and effectiveness of the management, monitoring, and control of species of wild fauna and flora threatened by trade in ACTO Member Countries. To implement the project, three components were established: 1) national and regional information and knowledge management systems; 2) strengthening and regional harmonization of national electronic permits mechanisms/systems/processes; and 3) strengthening sustainable management initiatives and traceability mechanisms for Amazonian species.

Within the framework of the Biodiversity Program and the Forest program for the Amazon Basin/Region, the ACTO and its Member Countries (MC) defined strategic actions aimed at both ensuring the "dissemination of tools, knowledge and content on technological and industrial development, agroindustry, bioeconomy and biotrade in the face of the challenges that enterprises/associations/cooperatives confront for the creation and maintenance of high aggregated values linked to forest production chains (wood and non-timber)"; and the "promotion of sustainable use through regional actions that favor investments and trade in biodiversity products, including sustainable management and production of wildlife species; and particularly, the promotion of a Regional Amazon Forum of micro, small and medium-sized enterprise initiatives - MSMEs linked to the exploitation of natural products, promoting producers and buyers of Amazonian products to meet based on biological diversity, with particular interest in indigenous and local communities in the MC."

A crucial strategic action established within these two programs is Information and knowledge management, both to strengthen management and to promote the sustainable use of biodiversity and forests in the Amazon Basin/Region. ACTO and the MC<sup>1</sup> have been discussing and working on the elaboration of a conceptual framework for this topic since 2011, focused mainly on the implementation of the Amazon Regional Observatory (ARO), which is conceptualized<sup>2</sup> as *the permanent forum that gathers institutions and authorities linked to the studies of the Amazon, as a reference center for regional information on biodiversity, natural resources, and socio-diversity of the Amazon region.*

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<sup>1</sup>In the XI Meeting of Foreign Ministers of ACTO (22 November 2011) the Manaus Commitment was adopted, by which the MC committed to strengthen cooperation actions in the areas of innovation, science and technology and, observing the provisions of the Regional Meeting in Puyo, Ecuador, in June 2011, committed as well to develop an integrated information system and standard regional indicators to facilitate research on the Amazon by national and regional institutions; along with to promote the inclusion of indigenous peoples' ancestral knowledge and community and local practices. In this context, the Permanent Secretariat was instructed to proceed with the implementation of the "Amazon Observatory".

<sup>2</sup> Resolution RES/XII MRE-OTCA/02 from the XII Meeting of Foreign Ministers of the ACTO/MC, held on May 3, 2013, in the El Coca, Ecuador.

In 2019, ACTO's efforts were crystallized through the Bioamazon Project, which assumed responsibility for the implementation of the ARO within its Component 1: *National and regional information and knowledge management systems*. With the full support of the authorities in the PS/ACTO, in November 2021, the platform of the Amazon Regional Observatory was inaugurated on-line, being conceptualized as a permanent virtual forum that fosters the flow of information among institutions and intergovernmental authorities of the Member Countries linked to the studies of the Amazon with emphasis on biodiversity.

In accordance with the ARO's implementation plan, the module **Regional Information Platform for MSMEs of Amazon biodiversity products** should be developed during its third phase.

Through the development of a Regional Virtual Information Window, this platform aims to consolidate all the work carried out to strengthen sustainable management initiatives and mechanisms for the traceability of Amazonian CITES species, under Component 3 of the Bioamazon Project.

The MSMEs, which use products from the Amazon biodiversity within their production chain, have a crucial role in the sustainable production of fauna and flora, under the framework of CITES, being true catalysts of local economies. Therefore, it is a priority to focus on regional actions to promote their competitiveness and their role in biodiversity conservation, in articulation with the sustainable management of flora and fauna species, in particular CITES species.

In this way, the MSME Platform should be structured by themes to present at least the following information content:

- i) catalog of Amazonian products of CITES species, as a virtual commercial window with export potential, to facilitate the promotion and visibility of the products offered by the MSMEs of the Amazon Region;
- ii) existing and potential markets for Amazonian products with updated and automatic online information on the historical behavior of said markets and product prices; and
- iii) a mechanism promoting articulation among producers and buyers of Amazonian products linked to CITES species (links with local, national, regional, and global fairs and platforms).

Between February 10 and 11, 2022, the Bioamazon Project held the "Discussions on Amazon biodiversity products that are part of the production chains of MSMEs" to gather technical inputs for the development of the MSMEs Platform, as well as to create coordination channels with specialists working within research institutions, universities, and technical assistance institutions. The systematization of the results of this discussion are part of these ToR (Annex) and should guide the structuring of the contents of the MSMEs Platform.

## **2. OBJECTIVES OF THE CONSULTANCY**

### **2.1. Overall objective**

Design, develop, implement, and socialize a computerized Regional Platform for the promotion, fostering and networking of actors and markets associated with MSMEs that incorporate species of Amazonian biodiversity of the ACTO Member Countries, with focus on CITES species.

## **3. ACTIVITIES**

The activities planned for this consultancy, which are articulated to the specific objectives, are:

3.1 To analyze the production chains of Amazonian products of MSMEs with the greatest export potential in the ACTO/MC, taking into account the results obtained in the MSMEs discussions in relation to the catalogue of Amazonian products. Based on the analysis, the following outcomes must be produced:

- I. Technical document introducing the state-of-the-art of the production chains with the highest export potential of ACTO/MC. In order to strengthen or develop them, it should contain, among other aspects, the analysis of information gaps, and the analysis of Strengths, Opportunities, Weaknesses and Threats (SWOT).
- II. A directory with at least information per ACTO/MC related to producers/buyers and exporters/importers
- III. A catalogue of the main Amazonian products of MSMEs, containing at least: ecological characterization of the species, and the description of the product with the main physical-chemical characteristics, nutritional value, etc.

The implementation of this activity should include, among others, the search for information available in the Ministries/Deputy Ministries/Secretariats of Foreign Trade and/or Export Promotion of the ACTO/MC. In some countries such as Ecuador and Bolivia there are departments focused on MSMEs.

3.2 To analyze information on existing and potential markets for Amazonian products (and/or by-products) of MSMEs, incorporating their historical behavior and trends, and success factors for insertion in those markets.

This analysis should consider aspects such as:

- Market types (i.e., food, pharmaceutical, cosmetic, etc.) - organized by products derived from species of flora and fauna.
- Categorization of companies by market segments, including an analysis of the commitment to biodiversity conservation based on fair trade certifications, certifications of good practices for the use of species and land (e.g. organic certifications, Fair For Life, FSC, among others).
- Market access requirements (i.e. technical, sanitary and phytosanitary requirements, volumes in demand, etc.)
- Special markets or differences and access opportunities

3.3 Analyze and propose a mechanism and/or instrument that should be coupled to the IT platform, able to effectively facilitates the connection between producers and buyers of the ACTO/MC of the different markets analyzed.

This analysis shall at least allow to:

- Visualize "bottlenecks" that, in terms of information (type and quality) and access resources or tools, limit effective interaction between buyers and producers.
- Propose at least three options for selection of mechanisms/interaction tools.
- Develop the mechanism/instrument selected

3.4 Define and agree on functional and non-functional requirements with the technical teams of the Forest, Biodiversity Program and ACTO's ARO.

This activity will include the following steps:

- Identification of functional requirements.

- Identification of non-functional requirements.
- Arrange the final list of functional and non-functional requirements with OTCA technical teams.
- Develop the use case diagram for the MSMEs Regional Platform.

### 3.5 Develop an intranet for production chains information management.

- Develop the module for users' management.
- Develop the module for information management of production chains and Amazonian products.
- Develop an interoperability module with information sources from both the MC and international sources. For this purpose, the technological conditions of the information resources in the institutions identified will be analyzed beforehand.

### 3.6 Design and develop integrated information services and reports based on production chains of Amazonian products.

- Create reporting modules based on the data layers, logic layer and presentation layer.
- Develop list of metadata of resources and institutions that will be sources of information.
- Produce reports for access to information regarding production chains (integrated reports).
- Generate search engines and records of productive chain actors (MSMEs, transformation centers, financing sources, etc.).
- Generate a search engine to offer Amazon Products.

The contents and services and/or information tools should be developed taking into account the results of the MSMEs discussions, in particular, topics 3 and 4 referred to sustainability guidelines, investment needs in research and technologies, and training priorities. Also, it should be considered the "Guidelines for the development of the Regional Platform" related to the use of language and mechanisms/tools for interaction, navigation and understanding of content on the platform by different audiences (e.g. producers, technicians, MSMEs and companies from different segments).

### 3.7 Integrate the MYPYMES Regional Platform for Amazon Products with the Amazon Regional Observatory.

- Analyze and coordinate actions with the ARO Data Science specialist, for the integration of the MSMEs Regional Platform for Amazon Products.
- Develop the technological mechanisms (and/or tools) to guarantee integration with the ARO.
- Develop interoperability mechanisms for data capture from other sources (it must be integrated to INTRANET and follow ARO's existing methodologies).
- Integrate the module's own webservice with the ARO interoperability platform.
- Validate the integration processes with ARO by exchanging data with other modules.

### 3.8 Install the software of the MSMEs Regional Platform for Amazon Products, train in its use and share information.

- Share and validate reports and contents of the MSMEs Regional Platform for Amazon Products
- Share and validate the INTRANET of the MSMEs Regional Platform for Amazon Products, train in its use and share information.
- Train the technical teams of the ACTO Biodiversity and Forests Program and the ARO team in the use of the software.
- Prepare the handbook for the MSMEs Regional Platform for Amazon Products, train in its use and share information.
- Installation and performance tests on ACTO servers.

#### 4. REPORTS AND EXPECTED OUTCOMES

The awarded applicant will present the following products:

**4.1. Outcome 1 (10%) – Work Plan:** 10 days of the signing the contract, through prior analysis and approval of the document:

**4.2. Outcome 2 (30%) – Progress Report:** 40 days of the signing the contract, through prior analysis and approval of the Report containing:

IV. Technical document introducing the state-of-the-art of the production chains with the highest export potential of ACTO/MC. In order to strengthen or develop them, it should contain, among other aspects, the analysis of information gaps, and the analysis of Strengths, Opportunities, Weaknesses and Threats. Additionally, a compilation of (electronic) documents related to the chains analyzed must be presented in the document to feed the digital library of the ARO (Digital Amazon) on this subject.

1) A directory in tabular and spatial format (shape format):

- Producers
- Buyers (Collectors/Marketers/Distributors)
- Main exporting companies (origin)
- Main importing countries (destination)

2) Ecological characterization of the species

- Ecological characterization of the species
- Type of products and/or by-products, with a description of the main physical-chemical, nutritional characteristics, etc.
- Production volume (e.g. monthly, yearly, etc.)
- Market prices – including historical series.

3) Result of the analysis of market information, existing and potential, for the Amazonian products (and/or by-products) of the MSMEs, including at least:

- Historical behavior and trends, as well as the success factors for entering these markets.
- Market types (i.e., food, pharmaceutical, cosmetic, etc.) - organized by products derived from species of flora and fauna.
- Market access requirements (i.e., technical, sanitary, and phytosanitary requirements, volumes in demand, etc.)
- Special markets or differences and access opportunities

**4.3. Outcome 3 (40%)– Progress Report** 40 days of the signing the contract, through prior analysis and approval of the Report containing:

- List of functional and non-functional requirements agreed with the ACTO team.
- Use case diagrams and web map for the MSMEs Regional
- Platform for Amazon Products.

- Design of the web application based on the data layers, logic layer and presentation layer.
- Module for users' management implemented.
- Module for information management of production chains and Amazonian products implemented.
- Interoperability module with information sources from both the MC and international sources implemented.
- Report that includes the list of metadata of resources and institutions that will be sources of information implemented.
- Reports for access to information regarding production chains (integrated reports) implemented.
- Search engines and records of productive chain actors (MSMEs, collection and transformation centers, etc.) implemented.
- Catalog that includes a search engine to offer Amazon Products implemented.
- Integration module with the ARO modules implemented.
- Validation of integration module with the ARO modules.

**4.4. Outcome 4 (20% payment):** 120 days of the signing the contract, through prior analysis and approval of the Report containing:

- Regional Platform MSMEs of Amazonian Products in operation and published on the servers provided by ACTO
- Module development documentation (i.e., system)
- Users' handbook
- Training report for the ACTO and the ARO's technical team.

Additionally, the company must offer a guarantee of technical support for 90 days after the delivery of the MSMEs Regional Platform for Amazon Products.

Each report/outcome must contain the detailed and systematized information of each of the activities, general and specific, requested (the findings/analysis/characterizations), and must be presented in Spanish, in digital format accompanied by the documentation of relevant support ( e.g., graphs, tables, photos, interviews, contact lists, methodologies, databases, etc.)

#### **Deadlines for review, adjustments, and approval**

The Execution Unit (EU) of the Bioamazon Project will have a period of 3 business days for review and comments.

The adjustments will be made within 5 calendar days, to new version with the modifications, and 2 more business days for review, 3 calendar days for final adjustments, if required, and 3 business days for approval.

The approval of the report, duly reviewed and adjusted, will be carried out by the Coordination of the ACTO Bioamazon Project.

### **5. Application requirements**

The consulting company should present its documents, in accordance with the provisions of ANNEX 1 of these Terms of Reference, and comply minimally with the following experience requirements for the company and the technical team:

#### **5.1. Required profile of the Consulting Company.**

The company must present a document demonstrating its constitution and performance of at least five (5) years in the market, and the company must have executed at least 3 (three) work experience related to the development of platforms and/or computer systems, preferable linked biodiversity business, production chains, foreign trade or similar.

For the execution of this consultancy, the company should present at a technical execution team formed of at least the following professionals:

| Specialist               | Profile  |
|--------------------------|--|
| Coordinator (1)          | <ul style="list-style-type: none"> <li>Specialist with higher education in systems engineering, computer science, or related branches.</li> <li>Experience of at least five (5) years in development of web systems.</li> <li>Experience in developing information systems in trade and/or commercialization of products based on the use of natural resources (e.g., agricultural, forestry, aquaculture, etc.)</li> </ul>  |
| Theme specialist (2)     | <ul style="list-style-type: none"> <li>Specialist 1, with higher education in Biology, Forest Sciences, Environmental Engineering, or related fields. Minimum experience of 2 years in the design or execution of projects related to sustainable management, biotrade. Minimum experience of 1 year in the development and/or analysis of productive chains of CITES species.</li> <li>Specialist 2, with higher education in economics, administration, foreign trade, or related fields. Minimum experience of 2 years in the design or execution of projects related to the promotion of agriculture, forestry products. At least 1 year of experience in development of information systems on biocommerce, productive chain or trade.</li> </ul> |
| IT systems developer (1) | <ul style="list-style-type: none"> <li>Specialist with training in systems engineering, programming, computer science, or related branches.</li> <li>At least two (2) years of experience in web software development and/or information systems on biodiversity, biocommerce, productive chain or similar.</li> </ul>   |
| Data loading experts (1) | <ul style="list-style-type: none"> <li>Specialist with training in systems engineering, programming, computer science, or related branches.</li> <li>Experience of at least two (2) years in the design of databases, systematization and loading of information.</li> </ul>   |
| Web Designer (1)         | <ul style="list-style-type: none"> <li>Specialist with advanced training in graphic design</li> <li>Experience of at least two (2) years in the creation of graphic interfaces, infographics, statistical graphs, etc., of web portals.</li> </ul>   |

Observation: In order to guarantee compliance with the objectives of the consultancy and the maximum quality of the defined products, the PS/ACTO will suggest names of specialists in thematic areas that will be integrated to the technical team, and whose fees must be contemplated in the financial proposal; however, the company may propose the thematic specialists' profile that will be analyzed by the EU of the Bioamazon Project.

## 6. Conditions and workplace

The consulting activities will be carried out in the facilities of the consulting company, which will provide all the resources and office supplies that the consulting activities require.

## 7. Supervision and coordination

The consulting company will be supervised by the Data Science specialist of the ARO of the ACTO and of the EU of the Bioamazon Project, who will have access to all the documentation used and / or produced in any stage of execution of this consultancy and will be able to carry out the technical observations considered necessary for its optimal execution.



Given that the health emergency conditions due to the Covid-19 pandemic are still maintained at the international level, the coordination and follow-up meetings will be held, mainly, through virtual communication platforms.

#### **8. Duration of consultancy**

The term necessary to carry out the work is 120 calendar days, counting the incorporation of the observations/recommendations to the different products, by the ARO's specialist in data sciences and/or the EU of the Bioamazon Project.

The consultancy should start work immediately after the contract is signed.

#### **9. Price and method of payment of outcomes**

The reference value of the consulting contract may not exceed USD 40,000.00 (Forty thousand US dollars).

The consultancy is for the entire value, and it includes all direct and indirect costs related to fees, mobilization, tickets, travel expenses, as well as those supplies, equipment, and all that is necessary for its successful completion.

For the payment of each product, the delivery and approval of products/reports (according to number 4) by the supervision body is required, as a previous step for the issuance of invoices by the consulting company.

Payments will be made upon presentation of the outcomes and the corresponding approval and quality certification of products.

#### **10. Presentation of the proposal**

All documentation should be submitted in A4 format, with and index, numbered sheets, presenting at the end a final statement indicating the number of sheets.

The proposal to be presented should follow the guidelines in accordance with ANNEX 1.

#### **11. Assessment of proposal**

The criteria and scores that will be considered in the assessment of proposals are described in ANNEX 2.

## ANNEX 1 - MODEL FOR THE DRAFTING OF THE TECHNICAL PROPOSAL

| Article                             | Detail   |   |
|-------------------------------------|--|---|
| 1. Title                            | Name of the technical proposal   |   |
| 2. Consulting Company Qualification | Name of Consulting company<br>Correspondence address<br>Webpage<br>RUC<br>Identity<br>Cellphone/WhatsApp<br>e-mail:  |   |
| 3. Experience of consulting company | Present the professional experience of the consulting company, detailing its experience in matters related to the Terms of Reference Term (maximum 5 pages). A current summary of works performed according to <b>Table 01</b> .   |   |
| 4. Introduction                     | Identify the problem to be faced/mitigated and the context in which this project will be inserted.   |   |
| 5. Technical team                   | Present the Curriculum Vitae according to <b>Table 02</b>  |   |
| 6. Technical proposal               | 6.1. Execution methodology and description of activities   | Describe the methodological line that will be applied to the service, its foundations and theoretical support. Discuss the organization of activities.  |
|                                     | 6.2. Execution schedule  | Organize the stages of execution of the activities foreseen in the contract. Associate the activities contracted at each stage of execution with an outcome to be delivered. Present the summary according to <b>Table 03</b> . |
|                                     | 6.3. Expected results  | Predict the results to be obtained after carrying out the activities foreseen in the contract.  |
|                                     | 6.4. Bibliographic references  | List the bibliographic references cited in the text.  |
| 7. Annexes                          | In addition to the documents listed, the proposal of costs along with calculation memory must be added according to <b>Table 04</b> . The proposal of costs should be fixed and non-adjustable, expressed in US dollars (USD), in numerals, and total value, duly signed by those who have powers of representation. |   |

## ANNEX 2 - CRITERIA FOR EVALUATING AND RANK PROPOSALS.

### 1. DOCUMENTS ANALYSIS

In the analysis of the qualification documentation, the consultant's documents, their experience, and knowledge of the subject and the target region will be evaluated.

### 2. QUALIFICATION

The consultant's documents will be evaluated according to the following criteria:

### 3. FINAL SCORE

The Final Score (NF) will be obtained by means of the formula below, using two decimal places:

$$NF = N1 + N2 + N3$$

Where:

- **NF** = Final score
- **N1** = Score of Required Experience and Equipment
- **N2** = Score of Technical Proposal

The technical documents of each proponent will be evaluated and will be assigned an "evaluation score", ranging from 0 (zero) to 100 (one hundred) points. The proponent who obtain a zero score in any article (criterion), or even a score of less than 70 (seventy) points in the sum of the articles, will be disqualified.

#### 3.1. Evaluation on the presentation of documents (N1) - TOP SCORE = 50 points.

Table 1 Evaluation criteria for the presentation of the Required Experience and Team - N1.

| DESCRIPTION                                      |  | TOP SCORE |
|--|--|-----------|
| <b>CRITERIA EXPERIENCE OF CONSULTING COMPANY</b> |  |           |
| <b>N1 - A</b>                                    | At least five (5) years of experience in the labor market in the execution of works compatible with the ToR. (1 points per year)   | 15        |
|  | Experience of at least three (3) jobs related to computer platforms and/or systems. (3 points)<br>Experience in the development of platforms linked to biodiversity businesses, production chains, foreign trade or similar is considered a differential value. (2 points) | 5         |
| <b>TOP SCORE</b>                                 |  | <b>20</b> |
| <b>CRITERIA PROFESSIONAL EXPERIENCE</b>          |  |           |
| <b>N1 - B</b>                                    | <b>Coordinator:</b> Specialist with higher education in systems engineering, computer science, or related branches.  | <b>04</b> |
|  | Experience of at least four (4) years web development projects.  | <b>04</b> |
|  | Experience in developing information systems in trade and/or commercialization of products based on the use of natural resources (agricultural, forestry, aquaculture, etc.)   | <b>02</b> |
|  | <b>Theme specialist 1:</b> Professional with higher education in the areas of Biology, Forest Sciences, Environmental Engineering, or related fields.  | <b>04</b> |

|  |           |
|--|-----------|
| Experience participating in the design or execution of projects related to sustainable management, biotrade and/or analysis of productive chains of CITES species.   | <b>02</b> |
| <b>Theme specialist 2:</b> Professional with higher education in economics, administration, foreign trade, or related fields.  | <b>04</b> |
| Participation experience in the design or execution of projects related to the promotion of agricultural and forestry products, etc., and/or the development of information systems on biotrade, productive chains or markets. | <b>02</b> |
| <b>IT systems developer:</b> Professional in training in systems engineering, computer science, or related branches.   | <b>04</b> |
| At least two (2) years of experience in web software development and/or information systems on biodiversity, biocommerce, productive chain or similar.   | <b>02</b> |
| <b>Data loading experts:</b> Professional in training in systems engineering, computer science, or related branches.   | <b>04</b> |
| Experience of at least two (2) years having executed works related to design of databases, systematization and loading of information.   | <b>02</b> |
| <b>Web Designer:</b> Professional with advanced training in graphic design.  | <b>04</b> |
| Experience of at least two (2) years in the creation of graphic interfaces, infographics, statistical graphs, etc., of web portals.  | <b>02</b> |
| <b>TOP SCORE</b>   | <b>40</b> |
| <b>TOTAL TOP SCORE</b>   | <b>60</b> |

### 3.2. Evaluation of documents (N2) - TOP SCORE = 30 points.

Table 2 Evaluation criteria of the Technical Proposal - N2.

| <b>Nbr.</b>           | <b>DESCRIPTION</b>  | <b>CRITERIA</b>   | <b>TOP SCORE</b> |
|-----------------------|---|---|------------------|
| <b>N2</b>             | Description of objectives and the general approach of how the work will be carried out, including the activities that will be carried out.    | Excellent: 5<br>Good 3<br>Regular: 2<br>Not provided 0  | 05               |
|                       | Description of the methodology and tools that will be used for data analysis, development of solutions, etc., associated with the activities. | Excellent: 10<br>Good 8<br>Regular: 4<br>Not provided 0 | 10               |
|                       | Consistency between methodology, activities and proposed deadlines to meet specific objectives.   | Excellent: 5<br>Good 3<br>Regular: 2<br>Not provided 0  | 05               |
| <b>N2-C – MAXIMUM</b> |   |   | <b>20</b>        |

i) Regular: when the content meets the minimum specified in the ToR; ii) Good: when the content of the proposal meets a quality higher than that required in the ToR; and iii) Excellent: when the proposal exceeded requirements in the Terms of Reference, presenting new ideas and concepts.

### 3.3. Evaluation of the Financial Proposal (L3) - MAXIMUM 20 points

The Financial Proposal, with the lowest, will receive the maximum possible score of 20 points. Scores for other financial offers will be calculated as follows:

$$N3 = PPF * Co / C$$

Where:

- N3 = Financial Proposal Note
- PPF = Weight of the Financial Proposal (in percentage)
- C = Price of Financial Proposal
- Co = Lowest price of all financial proposals

| CHART 01        |  | LIST OF SERVICES IN PROGRESS OR PERFORMED BY THE COMPANY                                  |                  |                                      |                 |
|-----------------|--|---|------------------|--------------------------------------|-----------------|
| Nbr of order(1) | IDENTIFICATION OF SERVICES EXECUTED OR IN PROGRESS COMPATIBLE WITH THE PURPOSE OF THE TENDER | EXECUTION PERIOD  |                  | CONTRACTING PARTY (Name and Address) | CERTIFICATE (2) |
|                 |  | START (Month/Year)  | END (Month/Year) |                                      |                 |
|                 |  |   |                  |                                      |                 |
| DATE:           | NAME OF APPLICANT:   | IDENTIFICATION, QUALIFICATION, AND SIGNATURE OF THE RESPONSIBLE FOR PROVIDING INFORMATION |                  |                                      |                 |

(1) In chronological order of starting dates

(2) Attach copies of the certifications by legal entities of public or private law, duly certified, indicating in the column the serial number of the corresponding certification.

| CHART 02     |                    | RELATIONSHIP AND LINKAGE OF THE HIGH LEVEL TECHNICAL TEAM |            |   |              |          |
|--------------|--------------------|---|------------|---|--------------|----------|
| Nbr of order | NAME               | Proposed Technical Area                                   |            | Bonding (III)   | Regimen (IV) | Ind. (V) |
|              |                    | Functions (I)   | Level (II) |   |              |          |
|              |                    |   |            |   |              |          |
| DATE:        | NAME OF APPLICANT: |   |            | IDENTIFICATION, QUALIFICATION, AND SIGNATURE OF THE RESPONSIBLE FOR PROVIDING INFORMATION |              |          |

**OBSERVATION**

PROPOSED TECHNICAL AREA - (I) / Consultant/CM  
(II)  
Functions / Level:

CODES: Bonding (III)

- 1 - Shareholder
- 2 - Partner
- 3 - Employee
- 4 - Service provider

Coordinators/P  
0  
  
Special  
Technician/T0  
Regimen  
(IV)

- 1 - Full-time with exclusive dedication
- 2 - Integral Time
- 3 - Part-time
- 4 - Others (specify)

Professional  
Senior/P1  
  
Special  
Technician/T1

Professional  
Complete/P2  
  
Complete  
Technician/T2

Junior  
Professional/P3  
  
Junior  
Technician/T3

(V)  
INDICATE WITH ASTERISK  
THE PROFESSIONALS  
WHO WILL BE SCORED

| CHART 03  |                | PROFESSIONAL IDENTIFICATION, TRAINING AND EXPERIENCE |  |   |                         |            |              |
|---|----------------|--|--|---|-------------------------|------------|--------------|
| Name of the company:  |                | Name of technical officer::                          |  | Identity number;  |                         |            |              |
| Specialization  |                | Date of birth:                                       |  | Nationality:  | Address:                |            |              |
| EDUCATION (ONLY HIGHER LEVEL), COURSES, IMPROVEMENT, POST-GRADUATION, ETC.  |                |  |  |   |                         |            |              |
| Nbr   | Discrimination | Educational institution or entity                    |  | Duration  | Ending year: Completion |            |              |
|   |                |  |  |   |                         |            |              |
| PROFESSIONAL EXPERIENCE   |                |  |  |   |                         |            |              |
| Identification of the services provided (Object / Nature; Location; Extension; Quantitative   |                | Functions performed                                  |  | Execution period  |                         | Contractor | Final client |
|   |                |  |  | Month/Year  | Month/Year              |            |              |
|   |                |  |  |   |                         |            |              |
| Suitable for carrying out the tasks:  |                |  |  | Signature of technician   |                         |            |              |
| (I) THE TECHNICIAN'S SIGNATURE MEANS<br>1 - his/her knowledge and consent for the data provided<br>2 - his/her agreement to be included in the team, in the activities and levels defined.<br>3 - his/her commitment to be available in the proposed period |                |  |  | (II) ACTO reserves the right to require, for verification purposes, original documents that support the information provided. |                         |            |              |



| CHART 04             | GENERAL SERVICES CALENDAR |          |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |  |  |  |
|----------------------|---------------------------|----------|---|---|---|---------|---|---|---|---------|---|---|---|---------|---|---|---|---------|---|---|---|---------|---|---|---|--|--|--|--|
|                      | NAME OF APPLICANT:        |          |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |  |  |  |
| SCOPE OF APPLICATION | SERVICE                   | CALENDAR |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |  |  |  |
|                      |                           | Month 1  |   |   |   | Month 2 |   |   |   | Month 3 |   |   |   | Month 4 |   |   |   | Month 5 |   |   |   | Month 6 |   |   |   |  |  |  |  |
|                      |                           | 1        | 2 | 3 | 4 | 1       | 2 | 3 | 4 | 1       | 2 | 3 | 4 | 1       | 2 | 3 | 4 | 1       | 2 | 3 | 4 | 1       | 2 | 3 | 4 |  |  |  |  |
|                      |                           |          |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |  |  |  |  |

| CHART 05     |  | FINANTIAL PROPOISAL   |                  |                  |
|--------------|--|---|------------------|------------------|
|              |  | NAME OF APPLICANT:  |                  |                  |
| Nbr of Order | DESCRIPTION OF ACTIVITY                | UNIT  | UNIT VALUE (USD) | TOTAL VAUE (USD) |
| 1.           | REMUNARATION                           |   |                  |                  |
| 1.1.         | Technical Team - Salary or hourly rate |   |                  |                  |
| 1.1.1.       | Coordinator                            |   |                  |                  |
| 1.1.2.       | Computer Technician                    |   |                  |                  |
| 2.           | TRAVEL EXPENSES                        |   |                  |                  |
| 2.1.         | Air tickets - stretch                  |   |                  |                  |
| 2.2.         | Travel allowances                      |   |                  |                  |
| 3.           | OTHER EXPENSES                         |   |                  |                  |
| 3.1.         | Consumption material                   |   |                  |                  |
| 3.2.         | Operational expenses                   |   |                  |                  |
| 3.3.         | Administrative expenses                |   |                  |                  |
| 4.           | EVENTUAL EXPENSES                      |   |                  |                  |
| 4.1.         | Photocopies                            |   |                  |                  |
|              |  |   | TOTAL            |                  |
| DATE:        | NAME OF APPLICANT:                     | IDENTIFICATION, QUALIFICATION, AND SIGNATURE OF THE RESPONSIBLE FOR PROVIDING INFORMATION |                  |                  |