



**BIOAMAZON  
PROJECT**  
Conservation of species threatened  
by unsustainable trade



**ACTO**  
Amazon Cooperation  
Treaty Organization



german  
cooperation  
DEUTSCHE ZUSAMMENARBEIT

Implemented by:

**KfW**

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

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

**Term of Reference**

**CONSULTANCY TO SUPPORT ACTO MEMBER COUNTRIES IN THE  
IMPLEMENTATION OF CITES FOR TREE SPECIES IN THE AMAZON REGION**

**within the framework of Component 3 of the Project:**

**Strengthening of sustainable / sustainable management initiatives and  
traceability mechanisms for Amazonian species.**

**Position/function:** Consultant for the Regional Project for the management, monitoring and control of species of wild fauna and flora threatened by trade - Bioamazonía Project, N ° 2006-66-222.

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

**Executing agency:** Organization of the Amazon Cooperation Treaty.



Bolivia, Brazil, Colombia, Ecuador, Guyana, Perú, Suriname, Venezuela

Brasilia, DF – May/2021

## **Terms of reference for support to ACTO Member Countries in the implementation of CITES for tree species of the Amazon region.**

### **1. Background and Justification**

The Amazon Cooperation Treaty Organization (ACTO), through its Permanent Secretariat (SP), has been executing the Regional Project for the management, monitoring and control of wild fauna and flora species threatened by trade (Bioamazon Project), the which is part of a commitment between ACTO and the German Government, with non-reimbursable financial cooperation funds channeled by German Development Bank (KfW).

The objective of the Bioamazon Project is to contribute to the conservation of 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), by increasing the efficiency and effectiveness of the management, monitoring and control of species of wild fauna and flora threatened by trade in ACTO Member Countries.

The project is implemented through 3 components: 1) National and regional information and knowledge management systems; 2) Strengthening and regional harmonization of national mechanisms / systems / processes for the issuance of electronic permits and 3) Strengthening initiatives for sustainable / sustainable management and traceability mechanisms for Amazonian species.

On the other hand, CITES, based on the agreement reached between the governments of the parties, ensures that international trade in specimens of wild animals and plants does not constitute a threat to the survival of the species<sup>1</sup>.

The international wildlife trade is estimated to be in the billions of dollars annually and affects hundreds of millions of animal and plant specimens. The trade is very diverse, from live animals and plants to a wide range of wildlife products derived from them, such as food products, leather goods from exotic animals, musical instruments made from wood, wood, souvenir items for tourists and medicines. The levels of exploitation of some animals and plants are high and their trade, together with other factors, such as habitat destruction, is capable of considerably reducing their populations and even putting some species on the verge of extinction. Many of the species in trade are not endangered, but the existence of an agreement to ensure the sustainability of trade is essential in order to preserve these resources for generations to come<sup>1</sup>.

Concerned that the long-term survival of commercially valuable tree species may be threatened by overexploitation, the CITES Conference of the Parties agreed to list more than 900 tree species in the CITES Appendices<sup>2</sup>. Of the species listed in Appendix II of CITES, around 108 trees are distributed in the Neotropics<sup>3</sup>, of these, in the Amazon region there are several genera of arboreal species, such as *Swietenia*, *Cedrela*, *Aniba* and *Bulnesia*, which correspond to species of high commercial value and therefore of interest to the livelihoods of the population in ACTO Member Countries.

Therefore, the Bioamazon Project requires hiring the consulting services of a CITES specialist for timber species, particularly with experience in the implementation of CITES procedures and provisions for tree species and knowledge of the processes that are implemented at the regional level. in ACTO Member Countries, with the purpose of

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<sup>1</sup> Taken from the CITES website (<https://cites.org/esp/disc/what.php>).

<sup>2</sup> Taken from the website of the CITES Tree Species Program ([https://cites.org/esp/prog/flora/trees/trees\\_project](https://cites.org/esp/prog/flora/trees/trees_project)).

<sup>3</sup> Biogeographic region composed of tropical areas of the Americas, from Mexico to Argentina (Morrone 2017).

monitoring and supporting the implementation of the activities identified within the framework of the base proposal for the Regional Action Plan, which was designed within the framework of the consultancy also contracted by the Bioamazonía project, for training and support to ACTO Member Countries in the development of Non-Detriment Findings (NDF) and the inclusion of *Cedrela* spp. in Appendix II of CITES, under the regional cooperation process of ACTO Member Countries.

## **2. Scope of work**

The scope of this consultancy is to give continuity to the actions implemented in the previous consultancy for “*Training and support to ACTO Member Countries in the development of Non-Detriment Findings (NDF) and the inclusion of Cedrela spp. in Appendix II of CITES*”, mainly through the validation, complementation and implementation of the basic proposal of the Regional Action Plan, as well as in the formation and accompaniment of the Working Groups of specialists from the Member Countries of the ACTO in prioritized activities that contribute to the formulation of Non-Detriment Findings (NDF) and Legal Acquisition Reports (DAL). Additionally, work will be done on the preparation of a portfolio of project profiles to facilitate the management of financial resources, and the participation of ACTO in CITES CoP19 to be held in 2022 will also be supported.

## **3. Objectives of the Consultancy**

### **3.1. General objective**

Support ACTO Member Countries with the actions included in the Amazon Regional Action Plan for the implementation of CITES of tree species in the Amazon region.

### **3.2. Specific objectives**

- Prepare a diagnostic analysis on ACTO regional strategies that can be integrated into CITES implementation actions for tree species in the Amazon region.
- Guide the formation of working groups of specialists from the Member Countries of ACTO and accompany the development of the activities prioritized by its members.
- Validate, complement and implement the basic proposal of the Amazon regional action plan for the implementation of CITES directed at tree species.
- Prepare a portfolio of project profiles to strengthen the implementation and enhance the impact of the general objective of the CITES Amazon regional action plan directed at tree species.
- Support the preparation for ACTO participation in CITES CoP19 to be held in 2022.

## **4. Activities**

For the development of the consultancy, the consultant will carry out the activities in close collaboration with the Executing Unit of the Bioamazon Project and the Executive Directorate of the PS/ACTO and, as a minimum, must consider the following aspects and stages:

### **4.1. Preparation of a Work Plan**

- Prepare a Work Plan that must contain at least the methodological approach and the schedule, specifying the activities, those responsible, the duration (required deadlines) and necessary resources.
- The consultant must previously validate the methodology of their work with the Executing Unit of the Bioamazonía Project and with the Executive Directorate of the PS/ACTO.

#### **4.2 Preparation of a diagnostic document on the integration of ACTO regional strategies into CITES implementation actions for tree species in the Amazon region**

- The document will be prepared based on the review and analysis of ACTO's regional strategies; and the main programs, projects or initiatives / actions that are binding on the actions aimed at the implementation of CITES for tree species will be identified.
- Once the diagnostic document has been approved by the PS/ACTO, its content will be integrated into the process of preparing the CITES Amazon regional action plan for tree species.

#### **4.3. Guide in the formation of working groups of specialists from ACTO Member Countries and support in the development of activities prioritized by its members**

- It will be supported by the conformation of the regional Governance Structure that, within the ACTO framework, encourages the participation of CITES Authorities and Forest Authorities of the PM. The objective of the governance structure will be to lead the CITES implementation process for tree species in the Amazon region.
- It will be supported by the formation of regional working groups, which will be made up of academic specialists appointed by the ACTO MPs and specialists from other countries at the invitation of the members. The integration of the working groups will be done considering what is contained in the base Action Plan proposal generated in Phase I.

#### **4.4. Validate, complement and implement the Amazon Regional Action Plan for the implementation of CITES directed at tree species**

- Based on the information compiled in the diagnostic document and the activities carried out with the Governance Structure and the Working Groups, a process will be developed for the validation and complementation of information, which may include consultation, discussion and/or training for forest technicians and specialists of the CM-ACTOs for the generation of additional inputs, for the subsequent implementation of the Amazon Regional Action Plan for the implementation of CITES directed at the tree species listed in the Convention. For training activities, preference should be given to using ACTO's Regional Platform for the Exchange of Information and Knowledge (PRIC).
- Once the document has been approved by the PS/ACTO, it will be presented for socialization in a virtual meeting that will have the participation of all interested parties of the PM of the ACTO and invited for consideration by the SP / ACTO.

#### **4.5. Preparation of a portfolio of project profiles to strengthen the implementation and enhance the impact of the objectives of the CITES Amazon regional action plan directed at tree species**

- In order to facilitate the operation of the Amazon Regional Action Plan approved by the PS/ACTO and socialized with the stakeholders of the ACTO CMs, a portfolio of profiles will be carried out in coordination with the

Governance Structure and the Working Groups. projects whose purpose will be to become a support tool for the management of financial resources from international cooperation.

- The consultant will prepare a base proposal for the portfolio of project profiles, which, after being approved by the PS/ACTO, will be presented and socialized in a virtual working meeting with the stakeholders of the ACTO CMs and invited to attend. consideration of the PS/ACTO.
- After the socialization, the PS/ACTO will edit and prepare a document to be used as a management tool.

#### **4.6. Support for the preparation of the parallel event on the progress of the Amazonian countries in the implementation of CITES for tree species to be organized by ACTO at CITES CoP19 to be held in 2022**

- Support will be given to the efforts to prepare a parallel event in the framework of the next CITES CoP19 to be held in 2022.
- An information document will be prepared for CITES CoP19 on the activities carried out by ACTO CMs for the implementation of CITES targeting tree species in the Amazon region.
- Within the framework of the development of the parallel event, the results obtained by the project will be presented and support will be provided for the consideration of the PS/ACTO in the management activities with donors for the financing of projects within the framework of the Amazon Regional Action Plan for the implementation of CITES targeting tree species.

#### **4.7. Preparation of the final report**

The Final Report must contain:

- i) An executive summary of the diagnostic document containing information on the main programs, projects or initiatives / actions that are binding on the actions aimed at the implementation of CITES for tree species.
- ii) An executive summary of the Amazon Regional Action Plan for the implementation of CITES aimed at tree species in the Amazon region, including the main actions to be implemented for each line of action.
- iii) An executive summary of the project portfolio, containing a synthesis of each project profile.
- iv) A synthesis of the information document prepared for CITES CoP19 on the activities carried out by ACTO CMs for the implementation of CITES directed at tree species in the Amazon region.

### **5. Expected products, reports and payment value**

#### **5.1 Product 1. Work Plan (10%):**

- Up to 10 days after signing the contract, through prior analysis and approval of the document, which will contain at least the following items: background, justification, methodological description, and schedule of activities, specifying: activity / task; description, duration, start and end date, necessary resources.

#### **5.2 Output 2. Diagnostic document on the integration of ACTO regional strategies into CITES implementation actions for tree species in the Amazon region (15%):**

- Up to 55 days after signing the contract, through prior analysis and approval of the Report containing the diagnostic document.

**5.3 Output 3. Report on the activities implemented to guide the formation of working groups of specialists from the Member Countries of ACTO and support in the development of the activities prioritized by its members (15%):**

- Up to 115 days after the contract is signed, through prior analysis and approval of the Report containing the information on the Governance Structure and the Working Groups created within the framework of what is contained in the proposed Base Action Plan generated in the Phase I.

**5.4 Output 4. Report on the activities of validation, complementation and implementation of the Amazon Regional Action Plan for the implementation of CITES directed at tree species (20%):**

- Up to 175 days after signing the contract, through prior analysis and approval of the Plan by the PS/ACTO.

**5.5. Output 5. Document containing a portfolio of project profiles to implement the CITES Amazon regional action plan directed at tree species (15%):**

- Up to 235 days after signing the contract, through prior analysis and approval of the PS/ACTO.

**5.6 Output 6. Information document for CITES CoP19 on the activities carried out by ACTO MPs for the implementation of CITES targeting tree species in the Amazon region (15%):**

- Up to 280 days after signing the contract, through prior analysis and approval of the PS/ACTO.

**5.7 Product 7. Final Report (20%):**

- Up to 300 days after signing the contract, through prior analysis and approval of the final Document containing:

The executive summary of the diagnostic document with information on the main programs, projects or initiatives / actions that are binding on the actions aimed at the implementation of CITES for tree species.

The executive summary of the Amazon Regional Action Plan for the implementation of CITES directed at tree species, including the main actions to be implemented for each line of action. This summary should also be accompanied by a PowerPoint presentation.

The executive summary of the project portfolio, containing a synthesis of each project profile.

A synthesis of the information document prepared for CITES CoP19 on the activities carried out by ACTO CMs for the implementation of CITES directed at the tree species of the Amazon region.

Each report / product must be presented in Spanish in two (2) originals in physical (Arial 11 font, printed) and magnetic / digital media accompanied by pertinent supporting documentation (documents and annexes with drawings and graphics, tables, jpg maps, photos, interviews, contact lists, shapefiles, databases in Excel or others, etc.).

Each report/product must contain at least the following document structure: 1- introduction; 2- Antecedent; 4- results; 5- conclusions/recommendations/proposals and 6- Annexes, all adjusted to the descriptions of this ToR.

Deadlines for review, adjustments and approval

The EU-PS/ACTO will evaluate and approve the products and will have a maximum period of five (5) business days for review and comments.

The adjustments and raising of observations, if they exist, will be made by the consultancy within a maximum period of five (5) business days to present a new version with the modifications.

The reports must be approved by the PS/ACTO Bioamazon Project Executing Unit.

## **6. Consultant profile**

### **6.1. Academic training**

- Graduate in forestry engineering, agronomic engineering or biological sciences.
- With specialization or postgraduate studies in botany, ecology or biodiversity management.

Note: For the submission of candidacies, the profiles of the candidates will be accredited with a simple copy of the title, certificates, certificates, contracts, orders or conformities or publications or any other documentation that reliably demonstrates academic training, experience, training and / or training and National Registry of Suppliers (RNP). Later, during the selection process, the PS/ACTO may require verification of the authenticity of any of the documents presented in plain copy.

### **6.2. General experience**

- Have at least seven (7) years of professional experience counted from the graduation of the professional career and have developed services related to the implementation of CITES regarding tree species.

### **6.3. Specific experience**

- Experience of at least three (3) years in work related to the development of non-detriment findings of CITES tree species.
- Have at least three (3) studies or publications on timber species within the framework of CITES provisions as author or co-author.

The consultant should be available to start work immediately.

## **7. Conditions and workplace**

The consulting work will be carried out in the consultant's own facilities, using electronic means to carry out the work. The Bioamazonía Project Executing Unit will make available the Zoom Platform service with the translation from Spanish x English x Spanish for Regional meetings.

## **8. Supervision and Coordination**

The consultant will be under the supervision of the Executing Unit of the Bioamazonía Project and the Executive Directorate of the PS/ACTO, who will make the technical observations they consider necessary for the optimal execution of the consultancy.

For monitoring, supervision and follow-up activities, the consultant must provide an instance in the cloud with access to the Executing Unit of the Bioamazonía Project, of the Executive Directorate of the PS/ACTO to execute the follow-up activities.

## **9. Duration of the consultancy**

The consultancy will have a duration of one hundred twenty days (10 months) calendar from the signing of the contract.

## **10. Value of the consultancy**

The consultancy is for all value, it includes all direct and indirect costs related to fees, mobilization, as well as those supplies, equipment and everything necessary for its successful implementation.

The reference value of the contract may not exceed USD 35,000.00 (Thirty-five thousand US dollars).

**11. Presentation of the proposal**

All documentation must be presented in A4 format, with index, numbered sheets, presenting at the end a final statement indicating the number of sheets that compose it.

The proposal to be presented must follow the script in accordance with ANNEX I.

**12. Evaluation of proposals**

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



## **ANNEX I - ROUTE FOR THE PRESENTATION OF THE DOCUMENTATION**

Item	Detailing
1. Title	Name of the technical proposal
2. Consultant's information	Consultant's name Address for correspondence: Web page: RUC: Identity: Cellphone / WhatsApp: Email:
3. Experience of the Consultant	Presentation of the professional experience of the consultant, presenting in detail his experience in matters related to the Term of Reference (maximum 5 pages). Current summary of services performed according to <b>Table 01</b> .
4. CV of the consultant	Present the Curriculum Vitae according to <b>Table 02</b> .

## **ANNEX II - CRITERIA FOR EVALUACIÓN**

The candidate will be evaluated according to the training and professional experience required, according to the following criteria

DESCRIPTION		MAXIMUM SCORE
<b>CRITERION: VOCATIONAL TRAINING</b>		
<b>ACADEMIC TRAINING</b>	Graduated in forestry engineering, agronomic engineering or biological sciences. (10 years = 15 points; over 10 years, 1 point per year will be credited, up to a maximum of 5 points)	20
	With specialization or postgraduate studies in botany, ecology or biodiversity management = 15 points (more than 5 years, 1 point will be credited per year, up to a maximum of 5 points)	20
<b>PROFESSIONAL EXPERIENCE</b>	Have at least ten (10) years of professional experience counted from the graduation of the professional career and have developed services related to the implementation of CITES regarding tree species (10 years = 15 points; over 10 years, 1 point per year will be credited, up to a maximum of 5 points)	20
	Experience in work related to the development of non-detriment findings of CITES tree species. (10 years = 15 points; over 10 years, 1 point per year will be credited, up to a maximum of 5 points)	20
	Have at least three (3) studies or publications on timber species within the framework of CITES provisions as author or co-author (3 publications = 15 points; more than 3 publications will be credited 1 point per publication, up to a maximum of 5 points) The candidate must send a copy or link of the publications	20
<b>MAXIMUM TOTAL SCORE</b>		<b>100</b>

The candidate who obtains a score of less than 70 (seventy) points in the sum of the articles, will be disqualified.

TABLE 01		LIST OF SERVICES IN PROGRESS OR PERFORMED BY THE CONSULTANT			
ORDEM NUMBER (1)	IDENTIFICATION OF SERVICES EXECUTED OR IN PROGRESS COMPATIBLE WITH THE PURPOSE OF THE CONSULTANCY	EXECUTION PERIOD		CONTRACTING PARTY  (Name and direction)	CERTIFICATE (2)
		BEGINING (Month/Year)	END (Month/Year)		
DATE:	SIGNATURE OF THE CONSULTANT:				

(1) In chronological order of start dates; (2) Attach copies of the certifications provided by duly certified public or private legal entities, indicating in the column the serial number of the corresponding certification.

TABLE 02		PROFESSIONAL IDENTIFICATION, TRAINING AND EXPERIENC					
Consultant Name:			Identity number:				
Specialization:		Date of birth:	Nationality:	Direction:			
<b>INSTRUCTION (ONLY HIGHER LEVEL), COURSES, IMPROVEMENT, POST GRADUATION, ETC.</b>							
N°	Discrimination	Educational institution or entity		Duration	Ending year		
<b>PROFESSIONAL EXPERIENCE</b>							
Identification of the services provided (Object / Nature; Location; Extension; Quantitative)		Role performed		Execution Period		Contractor	Final client
				Month/Year	Month/Year		
Consultant's Signature:							

(II) ACTO reserves the right to require, for verification purposes, original documents that support the information provided.