AMAZON COOPERATION TREATY ORGANIZATION (ACTO)

TERMS OF REFERENCE

Coordinator of the Amazon Regional Observatory (ARO)

Position: Coordinator of the Amazon Regional Observatory (ARO)

Executing Agency: Amazon Cooperation Treaty Organization (ACTO)

Bolivia Brazil Colombia Ecuador Guyana Perú Suriname Venezuela

Brasília-DF – March 2026

Terms of Reference

Coordinator of the Amazon Regional Observatory (ARO)– PS/ACTO

1. Background

The Amazon Cooperation Treaty Organization (ACTO) was established to implement the Amazon Cooperation Treaty and to promote cooperation, conservation, and sustainable development in the Amazon region for the benefit of its inhabitants. Its intergovernmental and regional nature enables it to foster political, technical, and institutional dialogue among the eight Member Countries and to support the formulation and implementation of joint initiatives.

At the IV Meeting of Presidents of the States Parties to the Amazon Cooperation Treaty, held in Belém do Pará on August 9, 2023, the States Parties reaffirmed the need to strengthen ACTO as a key instrument for the sustainable, harmonious, and inclusive development of the Amazon. In this context, they decided to institutionalize the Amazon Regional Observatory (ARO) within ACTO's structure, strengthening its economic, social, environmental, and cultural modules as a permanent mechanism for monitoring and consolidating information, data, and knowledge validated by Member Countries.

They further established that the relevant government entities of the Member Countries should collaborate through the regular provision of data and information to feed the ARO modules, and that ACTO should facilitate real-time access to such information.

The Belém Declaration also mandated ACTO to strengthen channels for the exchange of scientific and technological experiences, enhance technical capacities for the collection, processing, validation, analysis, and dissemination of environmental information, strengthen national information governance models, and promote collaboration among scientific and academic institutions of Member Countries. It also established the Intergovernmental Scientific and Technical Panel for the Amazon and reaffirmed the commitment to implementing ARO as a priority initiative of the Organization.

In this context, and considering the need to consolidate ARO as a regional reference platform for the generation, articulation, systematization, and dissemination of strategic information on the Amazon, the Permanent Secretariat of ACTO (PS/ACTO) seeks to recruit an ARO Coordinator with strong technical expertise, intergovernmental coordination capacity, and institutional management skills to lead its implementation and strengthening.

2. General Objective

The main objective of this assignment is to provide technical and institutional coordination of the Amazon Regional Observatory (ARO) within PS/ACTO, ensuring its consolidation as a permanent instrument for monitoring, integration, analysis, validation, systematization, and dissemination of strategic regional information on the Amazon.

This includes strengthening its thematic modules, promoting data and information governance mechanisms, and facilitating timely and real-time access to information validated by the States Parties.

3. Functions and Responsibilities

The functions and responsibilities of the ARO Coordinator are aimed at ensuring the effective implementation of the mandate assigned to ARO under the Belém Declaration and the resolutions of the Meeting of Ministers of Foreign Affairs of the Member Countries, as well as consolidating its technical and institutional functioning within PS/ACTO. These include:

- Coordinate the planning, implementation, operation, and strengthening of the Amazon Regional Observatory (ARO) as a permanent instrument of ACTO.
- Lead the strengthening and integration of ARO modules in the economic, social, environmental, and cultural domains, ensuring methodological coherence, interoperability, and relevance for Member Countries.
- Liaise with competent institutions of the States Parties, including national focal points, CONAPERs, and other designated entities, to ensure the regular provision of data, information, and knowledge to feed ARO modules.
- Promote technical mechanisms and protocols for data collection, processing, validation, analysis, systematization, dissemination, and continuous improvement of Amazon-related regional information.
- Ensure that ARO information and outputs meet high standards of quality, consistency, traceability, timeliness, and endorsement by the States Parties.
- Coordinate the design and updating of methodologies, technical guidelines, operational procedures, and working tools of ARO.
- Facilitate real-time access to ARO and its modules, in coordination with the relevant technical and technological units of PS/ACTO.
- Support the articulation of ARO with other ACTO initiatives, programs, studies, platforms, and mechanisms, including the Water Resources Situation Room and other priority actions defined by the States Parties.
- Coordinate ARO's technical engagement with scientific, academic, and technological networks, programs, and institutions across the Amazon region, promoting knowledge exchange and collaboration.
- Support coordination with the Intergovernmental Scientific and Technical Panel for the Amazon and other regional knowledge platforms within ACTO.
- Coordinate the preparation of work plans, timelines, technical reports, executive briefs, analytical documents, concept notes, and other deliverables required for ARO management.
- Supervise and provide technical oversight of consultancies, specialized services, and methodological or technological developments supporting ARO operations.
- Promote capacity-building processes for national teams and institutional counterparts in the management, exchange, and use of Amazon regional information.
- Promote participatory, intercultural, and interinstitutional approaches, in line with the cross-cutting principles of the Belém Declaration, including the participation of Indigenous Peoples and local and traditional communities, as appropriate and in accordance with the guidance of the States Parties.
- Identify opportunities for technical and financial cooperation to strengthen ARO and expand its operational and analytical capacities.

- Represent ARO, when required by PS/ACTO, in meetings, intergovernmental forums, technical bodies, specialized events, and cooperation initiatives related to its mandate.
- Ensure internal coordination across PS/ACTO to align ARO with ministerial and presidential mandates and the Amazon Strategic Cooperation Agenda.
- Perform other related duties as assigned by the General Secretariat of PS/ACTO in line with ARO objectives.

4. Professional Profile

4.1. Academic Qualifications

- University degree in Geography, Environmental Engineering, Environmental Sciences, Information Management, Geographic Information Systems, Statistics, Social Sciences, Economics, International Relations, Public Policy, or related fields.
- Master's degree in environmental management, data science, public policy, sustainable development, geoinformation, governance, climate change, or related areas.
- A PhD in areas related to strategic information management, sustainable development, environmental governance, or Amazon studies is desirable.

4.2. Professional Experience

- At least 15 years of professional experience in coordinating projects, programs, platforms, or information systems, preferably in international organizations, public institutions, or regional mechanisms.
- Proven experience in interinstitutional and intergovernmental coordination.
- Experience in the management, analysis, validation, or integration of environmental, social, territorial, economic, or cultural data and information.
- Experience in developing methodologies, technical guidelines, analytical reports, and information products for decision-making.
- Experience in Amazon-related issues, sustainable development, territorial monitoring, or regional cooperation will be highly valued.
- Experience working with scientific, academic, and technological institutions, as well as supervising multidisciplinary teams and consultancies, will be considered an asset.
- Experience in capacity-building processes and information governance will be considered an asset.

4.3. Skills and Competencies

- Excellent oral and written communication skills in Spanish and Portuguese.
- Working knowledge of English, particularly for technical coordination and document review.
- Strong ability to coordinate with multiple stakeholders across countries and institutions.
- Ability to manage complex processes, prioritize tasks, and meet deadlines.
- Strong analytical skills and results-oriented approach.
- Proactive attitude, sound technical judgment, diplomacy, and intercultural sensitivity.
- Commitment to ACTO's strategic objectives and principles of regional cooperation.

5. Duty Station and Working Conditions

The consultant will be based at the Permanent Secretariat of ACTO (PS/ACTO) in Brasília, Federal District, Brazil. The role requires adherence to high standards of performance, confidentiality, and institutional coordination.

The position may involve missions and travel to Member Countries, depending on operational needs.

6. Supervision and Coordination

The ARO Coordinator will report directly to the Secretary General of PS/ACTO or to a designated authority. The incumbent will work in close coordination with the PS/ACTO technical team, national focal points, designated institutions of the States Parties, and relevant technical units involved in ARO implementation and strengthening.

Supervision will include monitoring of work plans, deliverables, timelines, and results.

7. Contract Duration

The contract will become effective upon signature and will have an initial duration of 12 months, renewable subject to mutual agreement and availability of resources.

The selected candidate must be available to commence duties upon contract formalization.

8. Contract Modality and Remuneration

The consultancy will be contracted as a legal entity and will be subject to technical supervision by PS/ACTO solely to ensure compliance of deliverables with these Terms of Reference, established technical guidelines, and expected results.

Remuneration, benefits, and other contractual conditions will be determined in accordance with ACTO's internal regulations, budget availability, and applicable consultancy scales.

9. Expected Deliverables

- Initial work plan for ARO coordination and strengthening.
- Proposed roadmap for the functional consolidation of ARO modules.
- Protocols or guidelines for coordination with States Parties on information flow, validation, and integration.
- Periodic progress reports on ARO operations, strengthening, and institutional coordination.
- Proposals for methodological, operational, or technological improvements to ARO, as appropriate.
- Annual management report outlining results, challenges, recommendations, and priorities for the next phase.

10. Selection Criteria

Selection will be based on:

- Updated curriculum vitae.
- Supporting documentation of academic qualifications and professional experience.
- Interview.
- Technical proposal or motivation letter, if required by PS/ACTO.
- Additional administrative criteria established in the call for applications.

11. Deadlines for submission of applications and schedule

Candidates must submit their application by email to the institutional address: selecao@otca.org, indicating in the subject line [COORDINATOR OF THE AMAZON REGIONAL OBSERVATORY – ARO].

Delivery time: April 12, 2026.