



Organización del Tratado  
de Cooperación Amazónica  
SP - Secretaría Permanente

Amazon Cooperation  
Treaty Organization  
SP - Permanent Secretariat

De Organisatie van de Overeenkomst  
voor Amazonische Samenwerking  
SP - Permanent Secretariaat

## **ANNEX 1**

### **Terms of Reference**

#### **Public Call for Bids No. 003-2026**

#### **AMAZON COOPERATION TREATY ORGANIZATION - ACTO**

Terms of Reference for the hiring of specialized consulting services to support the process of drafting and negotiating the new Strategic Agenda for Amazonian Cooperation (AECA), as well as the definition and incorporation of short-, medium-, and long-term goals and the corresponding indicators to support in the development of a Guide to South-South and Triangular Cooperation and a set of rules and a work plan, as well as to provide technical support for the workshop of said Group, within the scope of the Project “Support for the Development and Implementation of the Strategic Agenda for Amazon Cooperation (AECA).”

April, 2026

## **PROJECT TO SUPPORT THE DEVELOPMENT AND IMPLEMENTATION OF THE STRATEGIC AGENDA FOR AMAZONIAN COOPERATION (AECA)**

### **TERMS OF REFERENCE (ToR)**

#### **1. PROJECT BACKGROUND AND JUSTIFICATION**

The Amazon Cooperation Treaty Organization (ACTO) is an international intergovernmental organization created to implement the objectives of the Amazon Cooperation Treaty (ACT). It serves as a permanent forum for cooperation, dialogue, and knowledge exchange among its eight Member Countries (Bolivia, Brazil, Colombia, Ecuador, Guyana, Peru, Suriname, and Venezuela), based on the principles of reducing disparities and promoting sustainable development in the Amazon Region.

Between 2011 and 2018, the guiding framework for regional cooperation within the AMCO was the Strategic Agenda for Amazonian Cooperation (AECA), which guided priority initiatives for the implementation of the TCA. However, the evolution of the region's environmental, social, and economic challenges, coupled with the emergence of new international agendas and multilateral commitments, highlighted, starting in 2019, the need to update the AECA, ensuring the continuity of its strategic role and the incorporation of new priorities defined by the Member Countries.

In this context, in 2019, under the Executive Program signed between the Government of Brazil, through the Brazilian Cooperation Agency (ABC/MRE), and ACTO, the Project to Support the Development and Implementation of the Strategic Agenda for Amazonian Cooperation (AECA) was approved. The Project aims to strengthen the technical and institutional capacities of the ACTO Permanent Secretariat (PS/ACTO), providing mechanisms and resources to support Member Countries in the process of updating the AECA, as well as in the development and implementation of South-South and Triangular Cooperation initiatives on priority themes and actions defined by the Strategic Agenda. The project also supports the coordination and development of the activities of the Group of Focal Points for South-South Cooperation.

In August 2023, during the Amazon Summit (IV Meeting of Presidents of the States Parties to the TCA) held in Belém do Pará, Brazil, the Belém Declaration was approved, granting the PS/ACTO the mandate to reactivate the process of updating the AECA. The Declaration also reaffirmed the Member Countries' political commitment to implementing ongoing projects and initiatives within ACTO, including the Project to Support the AECA.

As part of the progressive incorporation of these presidential mandates from the Belém Declaration, in November 2023, the Ministers of Foreign Affairs of the Member Countries formally instructed the PS/ACTO through Resolutions RES/XIV MRE-ACTO/10<sup>1</sup> and RES/XIV MRE-ACTO/21.<sup>2</sup> In 2024, the Draft underwent a Substantive Review (Review C) to incorporate the new mandates defined by the Belém Declaration and subsequent ministerial resolutions.

Finally, in August 2025, as a result of the implementation of the presidential mandates, the 3rd Extraordinary Meeting of Foreign Ministers of the ACTO Member Countries approved Resolution RES/EXT-III MRE-ACTO/18, which determined: (i) the creation of a Working Group on the Amazon

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<sup>1</sup> **RES/XIV MRE-TCA/10:** "ESTABLISH a Group of Focal Points for South-South Cooperation, comprising representatives from the agencies responsible for cooperation in ACTO Member Countries, with the aim of better coordinating, linking, and streamlining cooperation and sustainable development activities for the benefit of the Amazon Region, particularly in border areas..."

<sup>2</sup> - **RES/XIV MRE-TCA/21:** "INSTRUCT that negotiations to update the Strategic Agenda for Amazonian Cooperation (AECA) be resumed in the first half of 2024."

Cooperation Treaty ( ) composed of the focal points of the Ministries of Foreign Affairs responsible for ACT, tasked with updating the Organization's mission and vision based on the Belém Declaration and the Amazon Cooperation Treaty, recommending the establishment of the agenda, short-, medium-, and long-term goals, as well as the possibility of establishing corresponding indicators and mechanisms for periodic publication, transparency, and stakeholder participation; and (ii) the request to the Permanent Secretariat to present a comprehensive proposal for the AECA, as a basis for the Working Group's discussions.

In fulfillment of this mandate, in the second half of 2025, the PS/ACTO drafted an initial version of the AECA update document, with the aim of supporting the resumption of the process. In this context, the need was identified to contract specialized technical services to support the definition and incorporation of short-, medium-, and long-term goals, as well as the corresponding indicators of the Strategic Agenda for Amazon Cooperation (AECA), to inform the activities of the Working Group. These discussions will be supported with resources under the implementation of the project "Support for the Development and Implementation of the Strategic Agenda for Amazon Cooperation (AECA)."

Additionally, in 2025, the ACTO South-South Cooperation Focal Points Group was established, responsible for coordinating technical cooperation initiatives among Member Countries and strengthening regional cooperation mechanisms within the framework of the Strategic Agenda in accordance with RES/XIV MRE-ACTO/10. Within the framework of the implementation of the AECA Project and the discussions held between the PS/ACTO and the Brazilian Cooperation Agency (ABC/MRE), as well as the guidelines shared in the Project Monitoring Committee (CAP), the need was identified to develop technical tools to support its operations, including the holding of a regional South-South and Triangular Cooperation Workshop, with the aim of systematizing concepts, methodologies, and best practices applicable to regional cooperation, as well as promoting conceptual and operational alignment among Member Countries and the preparation of a Manual for the Management of South-South and Triangular Cooperation in the Amazon.

This consultancy will be financed and executed with funds approved in 2025, under Substantive Review D of the Project "Support for the Development and Implementation of the Strategic Agenda for Amazonian Cooperation (AECA)," and is directly linked to the activities outlined in the Project's Operational Plan.

In particular, this contract will contribute to the implementation of Activity 1.2—Support for the process of updating the Strategic Agenda for Amazonian Cooperation—through Task 1.2.1, which focuses on defining and incorporating the AECA's short-, medium-, and long-term goals, actions, and indicators; and Activity 4.3 – Strengthening South-South Cooperation within the framework of ACTO, specifically Task 4.3.3, aimed at developing a Guide to South-South and Triangular Cooperation in the Amazon, as well as supporting the drafting of a proposal for rules of procedure for the functioning of the Group of South-South Cooperation Focal Points; support for the Activity 4.4 – Develop and implement South-South Cooperation initiatives on priority themes and actions of the AECA, through Task 4.4.2, aimed at carrying out knowledge exchange and/or capacity-building initiatives among ACTO Member Countries, with the preparation, facilitation, and systematization of a workshop of the South-South Cooperation Focal Points Group.

Thus, this consultancy seeks to contribute to strengthening regional governance of South-South and Triangular Cooperation within the framework of ACTO, as well as to advancing the process of updating and implementing the Strategic Agenda for Amazonian Cooperation.

## 2. SCOPE OF THE CONSULTANCY

This consultancy will be implemented within the framework of the activities outlined in the Operational Plan of the Project “Support for the Development and Implementation of the Strategic Agenda for Amazon Cooperation (AECA),” executed by the Permanent Secretariat of ACTO (PS/ACTO), in coordination with the Brazilian Cooperation Agency (ABC/MRE). Its scope is to provide specialized technical support to strengthen the technical and operational foundation of regional cooperation within the Organization, by supporting the process of updating the Strategic Agenda for Amazon Cooperation (AECA), the development of methodological tools for South-South Cooperation, and support for the coordination and revitalization of the ACTO Group of South-South Cooperation Focal Points, as well as monitoring the Working Group of Focal Points designated by the Member Countries for the Update of the AECA.

The work will be carried out in close coordination with the Executive Directorate of the ACTO Permanent Secretariat and will comprise three main dimensions:

### i) Support for the AECA update process

- conduct a technical analysis of the AECA update base document prepared by the PS/ACTO;
- propose and structure short-, medium-, and long-term goals aligned with the Agenda’s pillars and priorities;
- develop a proposal for qualitative and quantitative indicators to monitor the implementation of the AECA;
- support methodological harmonization and internal consistency of the updated document;
- support the Working Group of Focal Points of the Member Countries for the Update of the AECA; incorporate technical adjustments resulting from PS/ACTO reviews and guidance from Member Countries;
- support the preparation of the updated version of the AECA as a technical resource for the work of the Working Group of Focal Points designated by the Member Countries;
- support the consolidation of the final version of the AECA based on the contributions of the aforementioned Working Group of Focal Points.

### ii) Technical support for the preparation, facilitation, and systematization of a workshop of the ACTO Group of Focal Points for South-South Cooperation:

- support the development of the methodology, technical agenda, and preparatory materials for the workshop, in coordination with the PS/ACTO and the Group’s Coordination;
- support the preparation of tools for collecting and systematizing information, including *templates* for national presentations and materials to support technical discussions;
- contribute to the facilitation and moderation of the workshop’s technical sessions, including plenary sessions and any thematic working groups;
- support the systematization of the discussions and contributions presented by Member Countries during the event;
- prepare a technical report on *the workshop*, containing a summary of the discussions, key consensus points, recommendations, and identified follow-up actions;
- consolidate technical inputs derived from the workshop to support the development of the Guide to South-South and Triangular Cooperation in the Amazon and the proposal for operational guidelines or draft rules of procedure for the functioning of the South-South Cooperation Focal Points Group.

### iii) Preparation of a Guide to South-South and Triangular Cooperation in the Amazon, and preparation

of a proposal for operational guidelines or draft rules of procedure for the functioning of the South-South Cooperation Focal Points Group

- to elaborate a proposal for operational guidelines or a draft regulation for the Group of Focal Points for South-South Cooperation;
- to support the Group of Focal Points for South-South Cooperation, especially in the preparation of documents to base discussions and negotiations;
- to map and analyze existing experiences and methodologies in South-South and Triangular Cooperation, including guides, manuals, and tools developed by cooperation agencies and counterpart institutions in ACTO Member Countries;
- identify and systematize relevant concepts, modalities, mechanisms, and actors within the scope of South-South and Triangular Cooperation in the Amazon region, aligning them with the institutional and strategic frameworks of ACTO and AECA;
- develop practical guidelines, methodological steps, and operational tools to guide the design, formulation, implementation, monitoring, and evaluation of South-South and Triangular Cooperation projects and programs among Member Countries within the framework of ACTO;
- develop a standardized model for the formulation of South-South and Triangular Cooperation projects, harmonized with the formats and procedures adopted by the region's cooperation institutions and aligned with international best practices;
- support the participatory validation process of the Guide, incorporating contributions from the Group of South-South Cooperation Focal Points, from the technical teams of PS/ACTO and ABC, in accordance with the Belém Declaration and the ministerial resolution establishing the Group;
- prepare the final revised and trilingual (Portuguese, Spanish, and English) version of the Guide, accompanied by a dissemination plan for its distribution among Member Countries and strategic partners after the approval of the Guide by the WG Group of Focal Points for South-South Cooperation;

### **3. EXPECTED DELIVERABLES**

The consulting firm shall deliver the deliverables described below, under the technical supervision of the Permanent Secretariat of ACTO (PS/ACTO) in coordination with the Brazilian Cooperation Agency (ABC/MRE). Documents related to the process of updating the Strategic Agenda for Amazon Cooperation (AECA), given the institutional and internal nature of this process, will be submitted for technical review by PS/ACTO, within the scope of its institutional competencies. In turn, deliverables related to South-South and Triangular Cooperation activities, including the development of the South-South and Triangular Cooperation Guide, support for the workshop, and the proposal for operational guidelines for the functioning of the South-South Cooperation Focal Points Group, will be developed in coordination with the Brazilian Cooperation Agency (ABC), in its capacity as the coordinating entity for the project and the aforementioned Group.

PS/ACTO and ABC will provide the consultant with the documents and information necessary for the performance of the work, as well as conduct a technical review of the deliverables submitted and may request adjustments or additions as necessary.

All deliverables must be submitted in an editable format (Word) and, where applicable, in a version prepared for institutional circulation in Portuguese, Spanish, and English.

The technical teams of PS/ACTO and ABC will have up to 10 business days to review and submit comments or requests for adjustments after the delivery of each deliverable.

### **Deliverable 1 – Work Plan and Methodology**

Product 1 must present the detailed technical plan for the execution of the consultancy, establishing the methodological approach that will guide the development of the three dimensions of the work outlined in these Terms of Reference.

The document must contain, at a minimum:

- a detailed work plan, including the main planned activities, implementation stages, and expected results;
- a description of the methodology to be used for the development of activities related to the updating of the AECA, the preparation of the South-South and Triangular Cooperation Guide, the proposed rules of procedure for the operation of the South-South Cooperation Focal Points Group, and the conduct of the South-South Cooperation Focal Points Group workshop;
- a detailed timeline for the implementation of the consultancy, indicating the activities and delivery deadlines for the deliverables;
- a strategy for coordinating the different aspects of the consultancy, ensuring methodological consistency among the deliverables;
- identification of information needs, institutional interaction, and technical validation with PS/ACTO, ABC, and Member Countries.

Deliverable 1 will be considered approved following analysis and technical validation by PS/ACTO.

### **Deliverable 2 – Preparation and Conduct of the South-South and Triangular Cooperation Group Workshop and Technical Report**

The workshop will be organized as part of the implementation of the activities planned under the AECA Project, in coordination between PS/ACTO and the Brazilian Cooperation Agency (ABC/MRE), with the objective of supporting, in a participatory and consensual manner among Member Countries, the definition of the operational responsibilities of the South-South Cooperation Focal Points Group and producing technical inputs for strengthening regional governance of cooperation within the framework of ACTO. Output 2 will consist of technical support for the methodological preparation, implementation, and systematization of the workshop, in coordination with the Permanent Secretariat of ACTO (PS/ACTO) and under the Group's coordination.

The workshop will aim to support, in a participatory and consensual manner among Member Countries, the definition of the operational responsibilities of the Group of Focal Points for South-South Cooperation, as well as to produce technical inputs for strengthening regional governance of cooperation within the framework of ACTO.

To this end, the consultancy shall develop the methodological tools and technical support necessary for the preparation and conduct of the event, in accordance with Resolution RES/XIV/MRE-ACTO/10 and the priorities established in the Belém Declaration.

As part of this deliverable, the consultant shall:

- develop a methodological proposal for the workshop, including objectives, working approach, session structure, and facilitation dynamics;
- prepare a detailed technical agenda for the event;

- develop methodological documents and supporting materials to guide discussions among Member Countries;
- develop tools for collecting and systematizing information to identify:
  - the South-South and Triangular Cooperation modalities currently used by Member Countries;
  - the national institutional arrangements responsible for managing SSC;
  - the implementation modalities employed within the framework of Amazon cooperation;
- prepare technical inputs, in accordance with the defined methodology, to support the debate on the responsibilities, functions, and potential outputs of the South-South Cooperation Focal Points Group;
- provide technical support for facilitating the working sessions and systematizing the contributions presented during the event.

Following the workshop, the consultant shall prepare a Technical Report on the Systematization of the Event, which shall contain:

- a description of the methodology used in conducting the workshop;
- a summary of the presentations and contributions made by Member Countries;
- a regional inventory of the South-South and Triangular Cooperation modalities used by Member Countries;
- a comparative mapping of the national institutional structures responsible for managing SSC;
- a characterization of the cooperation implementation modalities used in the Amazon region;
- a consolidated proposal for the operational responsibilities of the South-South Cooperation Focal Points Group;
- technical recommendations to support the development of the Guide to South-South and Triangular Cooperation in the Amazon, including an initial proposal (draft) of the Guide to be discussed within the WG Group of Focal Points for South-South Cooperation;
- the proposal for operational guidelines or draft rules of procedure for the Group.

The report should consolidate the main results of the event and present technical inputs to guide the subsequent stages of the consultancy, particularly the development of the Guide to South-South and Triangular Cooperation in the Amazon.

### **Deliverable 3 – Technical Proposal for AECA Targets and Indicators**

Product 3 will consist of the preparation of a technical proposal for the definition and structuring of targets and indicators for the Strategic Agenda for Amazon Cooperation (AECA).

The document should contain:

- a technical analysis and revision of the AECA update base document prepared by PS/ACTO;
- AECA update documents, incorporating the contributions and comments resulting from each of the meetings held within the framework of the update process;
- a structured proposal for short-, medium-, and long-term goals and actions aligned with the Agenda's strategic pillars and priorities;
- a preliminary proposal for qualitative and quantitative indicators to monitor the implementation of the AECA;
- methodological recommendations for the monitoring and evaluation of the Agenda.

This product must be consistent with the mandates of the Belém Declaration and the guidelines of the PS/ACTO and the Working Group of Focal Points designated by the Member Countries for the Update of the AECA through Resolution RES/EXT-III MRE-ACTO/18.

#### **Deliverable 4 – Consolidated Version of the AECA with goals and indicators**

The development of this product will be contingent upon the progress of Product 3. Product 4 will consist of the technical consolidation of the updated version of the Strategic Agenda for Amazon Cooperation (AECA), incorporating the contributions and guidelines received from PS/ACTO and the Working Group of Focal Points designated by the Member Countries for the Update of the AECA.

The document shall include:

- a revised and harmonized version of the AECA’s goals and indicators;
- incorporation of the technical adjustments requested by PS/ACTO, based on the coordination of the Working Group of Focal Points designated by the Member Countries for the Update of the AECA;
- verification of internal consistency among objectives, targets, and indicators;
- a review of the document’s methodological consistency.

The consolidated version must be submitted in an editable format and prepared for institutional circulation.

#### **Deliverable 5 – Preliminary Version of the Guide to South-South and Triangular Cooperation in the Amazon**

Product 5 will consist of the preparation of the preliminary version of the Guide to South-South and Triangular Cooperation in the Amazon, based on the results of the workshop of the South-South Cooperation Focal Points Group, the technical analyses conducted by the consulting firm, and the methodological guidelines of the Permanent Secretariat of ACTO (PS/ACTO) and the Group’s Coordination.

The preparation of the Guide should take into account the technical inputs derived from the workshop, including the regional inventory of South-South and Triangular Cooperation modalities, the mapping of national institutional structures responsible for managing SSC, and the characterization of cooperation implementation modalities in the Amazon region, as well as other documents or studies that may be provided by the PS/ACTO and the Group Coordination.

The document should present, in a structured and methodologically consistent manner:

- preliminary methodological guidelines for the design, formulation, implementation, monitoring, and evaluation of South-South and Triangular Cooperation initiatives within the framework of ACTO;
- the development of a standardized template for the formulation of South-South and Triangular Cooperation projects, aligned with international best practices and ACTO’s institutional mechanisms.

The document must present a complete preliminary structure of the Guide, including chapters, concepts, methodological guidelines, and operational tools.

The preliminary version will be submitted for technical review by PS/ACTO and the Brazilian Cooperation Agency (ABC), and adjustments or additions may be requested.

Additionally, a preliminary proposal for operational responsibilities, functions, and potential outputs of the South-South Cooperation Focal Points Group will be submitted. The proposal for operational duties and functions shall systematize, in a structured and coherent manner, the elements necessary for the Group's operation, including, among other aspects:

- Objectives and nature of the Group, in alignment with the current Resolution and the institutional instruments of ACTO;
- Duties and responsibilities of the national Focal Points and the Group Coordination;
- Working modalities, including mechanisms for coordination, information exchange, and cooperation among Member Countries;
- Possible products and expected results of the Group, considering its role in strengthening South-South and Triangular Cooperation in the Amazon region;
- General guidelines on governance, frequency of meetings, and communication flows.

This preliminary version of the regulation will be submitted for technical analysis by the PS/ACTO and ABC, and may be subject to adjustments or additions, as necessary, for its completion as Product 6.

The documents must be submitted in an editable format (Word) in Portuguese.

### **Deliverable 6 – Consolidation of regulations**

Consolidation of the proposal for operational duties and functions, or the draft regulation of the Group of Focal Points for South-South Cooperation developed in Product 5. The document shall reflect the understandings built through a participatory process within the framework of the Group of Focal Points for South-South Cooperation, being presented as a preliminary proposal for subsequent validation by the Member Countries, in accordance with the institutional procedures of ACTO.

### **Deliverable 7 – Final Version of the Proposal of Guide to South-South and Triangular Cooperation and Consolidation of the Rules of Procedure with comments of the Member Countries**

Product 6 will consist of the final revised preliminary version of the Guide to South-South and Triangular Cooperation in the Amazon, incorporating contributions, and the South-South Cooperation Group, from PS/ACTO, ABC.

The final documents shall include:

- a revised and consolidated version of the Guide;
- the final version of *the* standardized template for South-South and Triangular Cooperation projects;
- technical and editorial adjustments resulting from the institutional review process;
- preparation of a trilingual executive summary (Portuguese, Spanish, and English);
- a proposal for a plan to disseminate the Guide among Member Countries and institutional partners.

The Guide must be delivered in an editable format (Word) and in a version prepared for layout and institutional publication.

#### **4. TIMELINE FOR EXECUTION AND DURATION OF THE CONSULTANCY**

The total duration of the services will be up to 6 months (180 days), counted from the signing of the contract, including the periods for analysis and approval of the deliverables. Any need for an extension will be decided by mutual agreement between the contractor and the managing institutions directly involved. At least two virtual meetings with ACTO must be held, at the beginning and end of this consultancy, for the purpose of presenting and discussing the deliverables.

#### **5. REQUIRED QUALIFICATIONS**

The consultancy may be contracted as a legal entity or an individual, and must demonstrate technical experience and operational capacity compatible with the activities described in these Terms of Reference.

The consultant or the contracted firm must meet the following minimum requirements:

##### ***Academic Qualifications***

- Bachelor's degree in International Relations, Political Science, Economics, Engineering, Public Administration, Sustainable Development, or related fields;
- A graduate degree (Specialization, master's, or doctorate) in international cooperation, public policy, sustainable development, strategic planning, or related fields is desirable.

##### ***Professional Experience***

- A minimum of 5 years of proven experience in international development cooperation, preferably in South-South and Triangular Cooperation and/or regional cooperation;
- Experience in the development, review, or implementation of strategic planning tools, regional agendas, public policies, or programmatic frameworks;
- Experience in defining goals, performance indicators, and/or monitoring and evaluation systems;
- Experience working with international organizations, intergovernmental mechanisms, or public institutions in the Amazon region will be considered a plus;
- Experience in facilitating, systematizing, or providing technical support for multinational participatory processes is desirable.

##### ***Desirable Skills***

- Knowledge of the Amazonian context and the sustainable development agenda;
- Proven ability to conduct technical analysis and draft strategic documents;
- Ability to coordinate with institutions and work in multicultural environments;
- Proficiency in planning, monitoring, and evaluation tools.

#### **6. CONTRACT VALUE**

The value of the financial proposal must cover all expenses related to the execution of the study, including, but not limited to, professional fees, materials, travel, lodging, and any other costs necessary to carry out the work, as specified in the terms of this document.

#### **7. PAYMENT**

Payments will be made upon delivery of the deliverables and will be contingent upon the fulfillment of

the identified objectives, as well as the submission of the deliverables duly approved by the authority designated by ACTO.

Payment will be made by bank transfer in local currency (Brazilian reais) to the bank account indicated by the contracted company. The contracted company must provide complete bank account details, including the bank name, account number, and any other information necessary to ensure the transfer is made correctly and in a timely manner.

It is established that ACTO shall not be held liable for the cancellation of any products under this Term of Reference resulting from the inability to conclude negotiations with Member Countries within the pre-established deadline.

## 8. SUBMISSION OF DOCUMENTATION

- Proposals must be sent with the subject line: “TDR AECA AND CSS GROUP – Name of the legal entity,” to the email address [compras@otca.org](mailto:compras@otca.org).
- All documentation must be submitted in A4 format, with a table of contents, numbered pages, and a statement at the end indicating the total number of pages. The proposal must include ANNEXES 2, 3, 4, and 5, with their respective supporting tables, as well as the technical proposal and commercial proposal.  
Submission deadline: April 27, 2026 (by 6:00 PM). Submissions received after this date will not be considered.
- Selection will be based on a scoring process, taking into account price and the technical proposal.

### 8.1. Technical Proposal

The technical proposal must present, in a clear, structured, and objective manner, the proposed methodological approach for carrying out the consulting services, demonstrating the applicant company’s understanding of the scope of work, the objectives of the consulting services, and the activities outlined in these Terms of Reference.

The proposal must include:

- identification of the applicant company and a brief description of its institutional and technical experience (as per Annexes 2 through 5);
- a description of the work methodology to be adopted for the development of the activities and the preparation of the deliverables set forth in these Terms of Reference;
- a preliminary work plan, indicating the main stages of activity implementation;
- an indicative schedule for carrying out the activities and delivering the deliverables;
- a presentation of the technical team responsible for carrying out the consultancy, including the qualifications, relevant experience, and role of each team member;
- assumptions and conditions considered for the project’s execution.

The work plan submitted must:

- provide for periodic alignment and technical monitoring meetings with the Permanent Secretariat of ACTO (PS/ACTO);
- indicate the need for participation by the PS/ACTO technical team in the development of activities, specifying the required profiles or roles and the stages at which such participation will be necessary;
- take into account that the estimated duration for the consultancy is **6 (six) months**, with the detailed schedule subject to adjustment between the parties after the contract is signed.

The proposal may include complementary methodologies, tools, or approaches that contribute to improving the execution of the planned activities, provided they do not entail additional costs for the

PS/ACTO.

## 8.2. Price Proposal

The price proposal must be submitted separately, observing the following aspects:

- Cost of the consulting services, taking into account its phases and deliverables.
- In the price, the company must include all expenses related to the scope of work, including social security contributions, general taxes, labor costs, materials, equipment, labor-related charges, social security contributions, transportation, ICMS, ISS, general taxes, and other unspecified direct or indirect charges, as well as everything necessary for the full execution of the scope of work; these are considered included in the quoted amounts when not Specifically mentioned.
- The candidate company's price proposal must include, at a minimum, the following sections:
  - a. Work plan accompanied by the total value of the consultancy;
  - b. Price schedule with the estimated costs per phase and per product of the consultancy;
  - c. Price Schedule organized with the breakdown of deliverables.

## 9. CRITERIA FOR EVALUATING PROPOSALS

The proposals received will be evaluated by a committee designated by the Permanent Secretariat of ACTO (PS/ACTO), taking into account technical and financial criteria, in accordance with the provisions of these Terms of Reference.

The evaluation will be conducted in two stages: analysis of the technical proposal and analysis of the price proposal.

### 9.1. Technical Evaluation

The technical evaluation will consider the quality and suitability of the submitted proposal, based on the following criteria:

Criterion	Maximum Score
Understanding of the scope of the consultancy and the institutional context	20 points
Quality and consistency of the proposed methodology	25 points
Work plan and implementation schedule	15 points
The applicant company's institutional experience with similar projects	20 points
Qualifications and experience of the proposed technical team	20 points
<b>Total</b>	<b>100 points</b>

Only technical proposals that obtain a **minimum score of 70 points** will be considered eligible for the price proposal evaluation stage.

### 9.2. Price Proposal Evaluation

Price proposals will be evaluated among the companies that have been qualified in the technical stage. The price proposal score will be assigned based on the total amount submitted for the consulting services, with the highest number of points awarded to the lowest-priced proposal, in accordance with a proportional comparison methodology among the submitted proposals.

### 9.3. Final Ranking

The final ranking of the proposals will be determined by the weighted sum of the technical and financial scores, using the following weightings:

- Technical evaluation: 70%
- Price proposal evaluation: 30%

The proposal with the highest final score will be considered the most advantageous for contracting.

## **10. CONTACT**

Questions regarding the selection process may be sent to the email address: [compras@otca.org](mailto:compras@otca.org).

**ANNEX 2**

**LETTER OF OFFER**

To Whom It May Concern:

Re:

Re: Request for Consultancy

Dear Sirs:

After reviewing the Terms of Reference for the call for proposals, we hereby submit this proposal to conduct the study:

"XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX"  
"

This study will be carried out in accordance with the terms of reference for the stipulated amount.

If the bid is accepted, I undertake to begin delivery of the deliverables in accordance with the timeline PSecified in the bid.

This bid shall remain valid for a period of 90 days.

I hereby offer my services and confirm my interest in carrying out the work by submitting the attached documents, which I have duly signed and certify as true.

I express this commitment on behalf of \_\_\_\_\_,

Dated on ..... of ..... of .....

.....  
NAME AND SIGNATURE OF THE BIDDER

**ANNEX 3**

**IDENTIFICATION OF THE PROPOSAL**

**1. GENERAL INFORMATION ABOUT THE BIDDER**

Name of the bidder

Address

*(You must indicate whether you are: a Company/Non-Profit Civil Association/Informal Association)*

Country

City

Primary residence

Phone

Tax ID Number

**2. NOTIFICATION INFORMATION**

Please send notifications to me via:

Fax

Email

## ANNEX 4

### SPECIFIC EXPERIENCE IN PROVIDING CONSULTING SERVICES

No.	NAME OF CONSULTING FIRM	CONTACT			OBJECTIVE OF THE SERVICE/PROJECT	PERIOD OF EXECUTION: FROM TO.....		FINAL AMOUNT (USD)	ADDITIONAL COMMENTS
		NAME OF FUNDER/ CONTRACTOR	EMAIL	PHONE		From:	To:		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

\* *In the case of joint ventures, this form does not apply, as the overall experience will be taken into account through the proposed professionals. The selected company must submit the certificates and documents verifying the accuracy of the information provided upon being notified as the winning bidder. ACTO may cancel the bid if the documents are not in order.*



**OTCA**

Organização do Tratado de Cooperação Amazônica  
SP - Secretaria Permanente

Organización del Tratado de Cooperación Amazónica  
SP - Secretaría Permanente

Amazon Cooperation Treaty Organization  
SP - Permanent Secretariat

De Organisatie van de Overeenkomst voor Amazonische Samenwerking  
SP - Permanent Secretariaat

**ANNEX No. 5**

**EXPERIENCE OF PROPOSED STAFF**

(Complete one form for each proposed professional)

**RESPONSIBILITY IN THE PROJECT/POSITION:**

**1. General Information**

<b>Full Name:</b>			
<b>Country</b>		<b>City:</b>	
<b>Address:</b>			
<b>Email:</b>			
<b>Phone:</b>			

**2. Academic Background (add more categories as needed)**

Period of study		University / Institute	Country	Degree obtained and field of study	Date of degree
From:	To:				

**3. Experience**

**General Experience.** (Add rows as needed)

Organization Contractor	Publish	Key RePSonsibilities	Date (month/year)	
			From:	TO:
<b>TOTAL (years or months):</b>				

**Psecific experience** in the subject matter related to the job posting. (Add rows as needed)

Organization Contracting Party	Publish	Main duties	Date (month/year)	
			From:	TO:



**OTCA**

Organização do Tratado  
de Cooperação Amazônica  
SP - Secretaria Permanente

Organización del Tratado  
de Cooperación Amazónica  
SP - Secretaría Permanente

Amazon Cooperation  
Treaty Organization  
SP - Permanent Secretariat

De Organisatie van de Overeenkomst  
voor Amazonische Samenwerking  
SP - Permanent Secretariaat

<b>TOTAL (years or months):</b>	
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**AFFIDAVIT**

I, **[Full Name of the Person]**, with identification document no. **[Identification Document Number]**, of legal age, of **[Nationality]** nationality. I hereby commit and declare that: I will monitor and participate in the conduct of the study in the proposed position and may not transfer, assign, or delegate my rePSonsibility to another person, whether an individual or a legal entity, in whole or in part. Likewise, I confirm the accuracy of the information provided.

The undersigned, (first and last names) \_\_\_\_\_, of nationality \_\_\_\_\_,

*Place and date:* [insert place and date]

**NOTE:** All information contained in this form constitutes a sworn statement. In the event of award, the bidder undertakes to submit the documents in original or certified copy, if necessary.

SIGNATURE: