

## ***Project***

***Towards a better understanding of Amazonian Aquifer  
Systems for their protection and sustainable management***

**GEF ID 11108**

## **Terms of Reference**

***Position: Project Financial Management Specialist***

***Project No.: GEF ID 11108***

***Funding Agency: IDB-UNEP***

***Executing Agency: Amazon Cooperation Treaty Organization (ACTO)***

## TERMS OF REFERENCE

### Hiring of a Specialist for the Financial Management of the AAS Project

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

##### **1.1. Background:**

The project “Towards a better understanding of Amazonian Aquifer Systems for their protection and sustainable management”, funded by the Global Environment Facility (GEF ID 11108), aims to generate updated scientific knowledge and promote sustainable and coordinated management of Amazonian Aquifer Systems (AAS), which extend, to a greater or lesser degree, through the territories of Bolivia, Brazil, Colombia, Ecuador, Peru and Venezuela.

Despite the abundant availability of surface water in the Amazon region, the demand for reliable water sources has increased significantly, making the population and productive sectors heavily dependent on groundwater. However, the true extent, hydrogeological dynamics, and risks facing these aquifers are still not fully understood. Added to this are threats stemming from climate change, extreme weather events, human activities, and population growth, which necessitates the development of sustainable and coordinated transboundary water resource management strategies.

The project addresses four main barriers: a lack of knowledge about transboundary aquifers, the absence of shared governance agreements, the lack of a common protection strategy, and low public awareness of the importance of water resources. To address these challenges, key activities have been planned, including the development of a Transboundary Diagnostic Analysis (TDA), the preparation of a White Paper with technical and regulatory recommendations, the implementation of national pilot projects, institutional strengthening, and, finally, the formulation of a Strategic Action Program (SAP).

Given the regional scope of the project, the participation of multiple countries, institutions and actors, as well as the simultaneous implementation of technical, administrative, financial and communication activities, it is essential to have a team of key professionals who provide constant operational, technical and logistical support to the execution of the project.

A Project Coordination Unit (PCU) will be established for the execution of the project, composed of the Project Coordinator, the Water Resources Management Specialist, the Knowledge Management and Communications Specialist, the Financial Management Specialist, and the Administrative Assistant.

##### **1.2. Justification:**

Given the regional scope of the project, the participation of multiple countries, institutions and actors, as well as the simultaneous implementation of technical, administrative, financial and communication activities, it is essential to have a Financial Management Specialist, who provides constant operational and logistical support to the execution of the project.

#### **2. Aim**

To ensure efficient and transparent financial, administrative, and operational management in accordance with the regulations of the international organizations involved (ACTO, UNEP, IDB), guaranteeing the proper use of project resources and the timely fulfillment of procurement, contracting, payment, and financial reporting procedures. Furthermore, it will provide technical

and operational support in the financial and administrative management, planning, control, and monitoring of logistical and financial aspects, as well as the monitoring of M&E system indicators to achieve the established objectives.

### **3. Functions and Responsibilities**

Main activities:

- Maintain financial records in the ACTO financial management system in accordance with ACTO, UNEP and IDB standards.
- Manage the project's financial resources in accordance with the approved budget and the standards of the ACTO, IDB, UNEP, and GEF for regional and national activities.
- Prepare and submit periodic financial reports, including bank reconciliations, budget execution reports, and account statements.
- Prepare, process and monitor contracts for consultancies, acquisition of goods and services in accordance with established procedures.
- Manage payments to partners, suppliers, consultants, and other stakeholders, ensuring that they are aligned with the progress of the work and the contractual conditions.
- Support in the financial and budgetary planning of the project.
- Support and participate in the preparation of the project's annual operating plan.
- Supervise and keep up-to-date the physical and digital file of financial, contractual and administrative documents.
- Collaborate with internal and external audits, providing the required documentation and information.
- Coordinate the collection, consolidation, and analysis of data for monitoring project results and impacts.
- Support the development of a database to manage the project's framework of indicators and results and include them in the Monitoring System to generate reports.
- Prepare all the necessary financial reports to be delivered to the implementing agencies (UNEP and IDB) and ACTO in the established formats and with the frequency stipulated in the agreements.

Secondary activities:

- Support in general administrative tasks related to the implementation of the project.
- Support the financial logistics of organizing workshops, meetings, missions and project events, including reservations, quotes, payments and travel expenses.
- Support other activities to promote a greater impact of the activities of components 1, 2, 3, 4 and 5.

### **4. Expected Results and Products**

- Comprehensive project budget prepared, managed and monitored, including the stages of estimation, formulation, approval, execution, control and budget evaluation.
- Periodic financial and administrative performance reports prepared and submitted in accordance with the guidelines of the project and the funding entities.
- Financial management system implemented and updated, ensuring timely registration of operations, internal control and compliance with the standards of the ACTO, UNEP and IDB.

- Annual Operating Plan (AOP/AWP) and detailed budget prepared, validated and updated in accordance with the project planning.
- Annual Procurement and Contracting Plan prepared and monitored, including the scheduling of purchases, contracts and acquisitions required for the execution of the project.
- Terms of Reference (ToR), technical specifications, calls for tenders and procurement process documentation prepared in accordance with applicable regulations.
- Purchase, acquisition and contracting processes managed and documented, including reports, evaluation minutes, selection and award of goods and services.
- Consulting contracts, personnel and agreements with national partners prepared, formalized and filed with the corresponding supporting documentation.
- Organized and up-to-date financial and administrative filing system, in physical and digital format, available for reviews, audits and institutional requirements.
- Monthly reports on budget execution, expenses by component and financial control prepared for decision-making by the project coordination team.
- Consolidated record and report of co-financing and in-kind contributions from counterparties, prepared and updated, with monitoring matrices and supporting documentation.
- Quarterly and annual financial reports prepared and submitted to the Project Coordination, ACTO, UNEP, IDB and other funders, in accordance with the established formats.
- Operational and financial monitoring and tracking system implemented and updated, including indicators, performance analysis, early warnings and improvement recommendations.
- Financial monitoring and data analysis (MEL) reports prepared to evaluate progress, achievement of results and efficiency in the execution of resources.
- Internal and external audits and project evaluations are accompanied and managed, ensuring the availability of financial information and the timely attention to observations and requirements.
- Monthly record of processed payments, payment orders, vouchers and disbursement schedules updated and reconciled with the corresponding areas.

All deliverables must be in accordance with the CEO endorsement document that was approved by the GEF.

## **5. Requirements and Professional Profile**

### **5.1. Academic Background**

- Professional in administrative sciences, economics, finance, accounting and/or related fields.
- Hold a Master's degree in Business Administration, MBA in Administrative Project Management, Project Development and Preparation and/or related fields.

### **5.2. Professional Experience**

- General professional experience of at least 15 years in administrative and/or financial management of projects.
- At least 10 years of specific experience in managing projects funded by international cooperation and/or similar agencies, preferably with non-refundable funds.
- At least 5 years of experience in operational follow-up and monitoring of indicators based on the proposed results framework.

- At least 5 years of experience in projects financed by the IDB, UNEP, and/or GEF, with extensive knowledge of the financial and procurement policies and regulations of these institutions.
- Experience in preparing international tendering processes for goods and services, drafting calls for tenders and evaluating proposals.
- Adequate financial/accounting rating.

**5.3. Personal Skills:**

- Self-management, leadership and initiative.
- Ability to analyze and prepare informative documents.
- Experience in inter-institutional coordination and synergy with multiple actors.
- Ability to work in a team.
- Ability to work under pressure with high quality standards.
- Proactivity, flexibility and results orientation.
- Excellent writing and communication skills, good analytical skills and presentation of informative documents.
- Excellent computer skills (Word, Excel, PowerPoint, Outlook etc.).
- Ethics, confidentiality and responsibility in the handling of information.
- Fluency in spoken and written Portuguese/Spanish and intermediate English; knowledge of other languages will be considered an advantage.

**5.4. Reports:** The Professional must have proven experience in the writing and preparation of management reports, to show the progress and scope of the project, compliance with deadlines, delivery and monitoring of the chronology of quarterly, semi-annual and annual progress reports, high capacity to generate financial information through trend graphs, bars, and reports of results of the consultancy through dashboards.

**6. Remuneration and Employment Conditions**

As this position is part of the PCU's key staff, reports will be prepared monthly and will be submitted to and approved by your supervisor.

In the case of Brazilian citizens or residents in Brazil, the employment contract and remuneration will comply with the conditions and determinations of the set of labor laws (CLT, for its acronym in Portuguese – Consolidação das Leis do Trabalho) and the contract modality will be CLT receiving the fees in BRL (these include the benefits granted by law).

In the case of citizens of other nationalities and not residents in Brazil, the employment contract will comply with the provisions of the PS/ACTO financial administrative instrument where the consultancy contract modality applies and the fees will be paid in US dollars.

The fees are all-inclusive, including insurance and accommodation expenses at the location where the service is provided.

**7. Supervision and Reporting**

It will act under the direct supervision of the General Coordination of the project in close coordination with the Administrative Directorate of the ACTO and in accordance with the procedures defined by the PS/ACTO Administration.

**8. Submission of applications**

Applications must include at least:

- Documented resume (CV).
- Other documents that support your experience.
- Information from at least 3 references.

Proposals should be sent to the following email address: [selecao@otca.org](mailto:selecao@otca.org)

#### **9. Location**

The Financial Management Specialist will be based at the PS/ACTO headquarters office in Brasilia, DF, Brazil. The Specialist must be available for occasional travel to ACTO member countries.

#### **10. Deadlines for submission of applications and schedule**

Candidates must submit their application by email to the institutional address: [selecao@otca.org](mailto:selecao@otca.org), indicating in the subject line **[HIRING OF A SPECIALIST FOR THE FINANCIAL MANAGEMENT OF THE AAS PROJECT]**.

Delivery time: **June 21, 2026.**