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**PROJECT: IMPLEMENTATION OF THE STRATEGIC ACTION PROGRAM
TO ENSURE THE INTEGRATED AND SUSTAINABLE MANAGEMENT OF
TRANSBOUNDARY WATER RESOURCES IN THE AMAZON RIVER BASIN,
TAKING INTO ACCOUNT CLIMATE VARIABILITY AND CLIMATE
CHANGE**

TERMS OF REFERENCE

**HIRING OF A TECHNICAL ASSISTANT CONSULTANT TO SUPPORT THE
ANWA SECRETARIAT AND ADDRESS WATER RESOURCE ISSUES
WITHIN THE SCOPE OF THE PROJECT: IMPLEMENTATION OF THE
PROGRAM OF STRATEGIC ACTIONS TO ENSURE THE INTEGRATED
AND SUSTAINABLE MANAGEMENT OF TRANSBOUNDARY WATER
RESOURCES IN THE AMAZON RIVER BASIN, TAKING INTO ACCOUNT
CLIMATE VARIABILITY AND CLIMATE CHANGE**

Funding Agency: Global Environment Facility (GEF)

Implementing Agency: UN Environment

Implementing Agency: Amazon Cooperation Treaty Organization (ACTO)

Project Duration: 6 years

Brasília, 2026



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TERMS OF REFERENCE

HIRING OF A CONSULTANT/TECHNICAL ASSISTANT TO SUPPORT THE ANWA SECRETARIAT AND WATER RESOURCES ISSUES WITHIN THE SCOPE OF THE PROJECT: IMPLEMENTATION OF THE PROGRAM OF STRATEGIC ACTIONS TO ENSURE THE INTEGRATED AND SUSTAINABLE MANAGEMENT OF TRANSBOUNDARY WATER RESOURCES IN THE AMAZON RIVER BASIN, TAKING INTO ACCOUNT CLIMATE VARIABILITY AND CHANGE

1. BACKGROUND

The Amazon Cooperation Treaty Organization (ACTO), through its Permanent Secretariat (PS/ACTO), has a mandate to promote cooperation, coordination, and joint actions among its Member Countries and through their National Focal Points, in order to advance the sustainable development of the Amazon. Within this framework, the SP/ACTO facilitates the exchange of knowledge, political and technical dialogue, and the implementation of regional programs and projects aimed at strengthening Amazonian integration.

As part of its regional agenda on water resources—a topic included within the SP/ACTO's Environmental Coordination (CMA)— it is implementing the project “Implementation of the Strategic Action Program to Ensure the Integrated and Sustainable Management of Transboundary Water Resources in the Amazon River Basin, Taking into Account Climate Variability and Change,” funded by the Global Environment Facility (GEF), with the United Nations Environment Programme (UNEP) serving as the implementing agency and SP/ACTO as the executing agency.

The main objective of the project is to advance the implementation of the Amazon Basin Strategic Action Program (SAP), strengthening Integrated Water Resources Management (IWRM) through national capacity building, strengthening regional governance, adapting to climate change, and improving the availability of information for decision-making regarding Amazonian water resources. To this end, the project is structured around four components aimed at strengthening regional governance, community resilience, and the protection of aquatic ecosystems; integrated environmental monitoring; and monitoring the implementation of the SAP.

Key achievements include the establishment of a Permanent Regional Coordination Mechanism for IWRM in the Amazon Basin; the institutional strengthening of national water authorities; the implementation of national and transboundary interventions to reduce vulnerability to extreme hydroclimatic events; the training of professionals and local communities; and the development of an integrated regional environmental monitoring system.



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In this context, the creation of the Amazon Network of Water Authorities (ANWA) in August 2023, within the framework of the Belém Presidential Declaration, marks an institutional milestone for regional cooperation on water resources. ANWA was conceived as a permanent forum for coordination, technical dialogue, and cooperation among the Member Countries of the Andean Commission for Water Resources (ACTO), with the aim of promoting integrated water resources management, strengthening technical and institutional capacities, harmonizing monitoring approaches, and supporting the mobilization of resources for the sustainability of regional and national water-related initiatives.

Within the ANWA structure, there is a Presidency, a Meeting of Water Authorities, a Specialized Technical Support Panel (PTA), and a Secretariat. The Secretariat is administered by the SP/ACTO and aims to coordinate the network's operations through the following responsibilities:

- I. Organize and convene ANWA meetings, in coordination with the Presidency and with sufficient advance notice, except in exceptional cases.
- II. Facilitate communication and coordination among the countries.
- III. Prepare and safeguard the documentation produced within the scope of ANWA.
- IV. Coordinate and mobilize, together with the countries, resources and contributions to ensure the operation of ANWA.
- V. Maintain records of and publicize all contributions of resources (financial or otherwise) received from the countries for the operation of ANWA.
- VI. Consolidate and present ANWA's results to national authorities, with the aim of contributing to the improvement of Integrated Water Resources Management (IWRM).
- VII. Support the dissemination of knowledge generated with ANWA's support.
- VIII. Circulate, no later than fifteen calendar days prior to the Water Authorities Meeting and its preparatory session, the documents to be submitted for the Authorities' consideration.

Subsequently, through Resolution No. 19 of the XIV Meeting of Ministers of Foreign Affairs of the ACTO, the Member Countries reaffirmed the establishment of ANWA and entrusted it with promoting regional protocols for monitoring, cooperation, and mutual support for the sustainable management of Amazonian water resources, as well as promoting the cooperative planning and management of surface and groundwater, including transboundary waters.



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Since its official launch in April 2024, ANWA has made significant institutional and technical progress. Notable among these are the approval of its Bylaws and Work Plan, the development and adoption of regional monitoring protocols for the Amazon Water Quality Network and the Amazon Hydrological Network, the approval of the Amazon Training Plan, and the drafting of the ACTO White Paper on Integrated Water Resources Management. Furthermore, during its Fourth Meeting, ANWA's Work Plan for the 2026–2028 period was presented, which will guide regional cooperation efforts in the coming years.

Given ANWA's growing technical and institutional agenda and the need to support the implementation of the mandates set forth in the Belém Declaration, as well as the priorities established in the 2026–2028 Work Plan, the SP/ACTO requires the hiring of a(a) Technical Support Consultant to assist the ANWA Secretariat and support processes related to Integrated Water Resources Management (IWRM), with the aim of strengthening the coordination, monitoring, and implementation of regional activities in this area.

2. GENERAL OBJECTIVE

To provide technical and administrative support to the ACTO Environment Coordination Unit and the ANWA Secretariat in implementing the Belém mandates related to water resources and in executing the ANWA 2026–2028 Work Plan.

3. SPECIFIC OBJECTIVES

- To support the planning and monitoring of activities related to water resources within the framework of the ACTO.
- Contribute to the technical and operational coordination of ANWA and PTA activities.
- Facilitate communication and the exchange of information among member countries and participating institutions.
- Support the preparation of technical documents and reports, presentations, and working materials.
- Contribute to the organization of meetings, workshops, and technical events related to Amazonian water resources.

4. MAIN ACTIVITIES



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The Technical Support Assistant Consultant for the ANWA Secretariat and Water Resources Issues must carry out the following activities in coordination with the CMA, the ANWA Secretariat, and the Project's Regional Coordination Unit:

1. Support the implementation and monitoring of activities related to the Belém mandates on water resources.
2. Provide technical assistance to the ANWA Secretariat for the execution of its 2026–2028 Work Plan.
3. Prepare technical notes, reports, progress reports, and supporting documents and presentations for meetings and decision-making processes.
4. Support coordination with the national water resources focal points of the ACTO member countries.
5. Follow up on commitments, agreements, and timelines resulting from technical and coordination meetings.
6. Support the logistical and technical planning, implementation, monitoring, and evaluation of in-person and virtual meetings, workshops, and regional events organized by ANWA and the PTA.
7. Systematize technical and documentary information related to water resources management in the Amazon.
8. Support the CMA in managing information related to ANWA and the Amazon Basin Project by organizing relevant documentation for monitoring and reference.
9. Develop presentations, tracking matrices, and monitoring tools for activities and results.
10. Assist in the processes of identifying resources and technical assistance for ANWA activities and the implementation of the Training Plan.
11. Perform other related activities as required by the Environmental Coordination Office and the ANWA Secretariat.

5. EDUCATION, QUALIFICATIONS, AND EXPERIENCE

Academic Background

- Bachelor's degree in Environmental Engineering, Hydrology, Water Resources, Environmental Sciences, Geography, International Relations, Environmental Management, or related fields.
- Postgraduate education in water resources, environmental management, public policy, international cooperation, or related fields is desirable.

Professional Experience



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- At least five (5) years of professional experience in environmental management, water resources, international cooperation, or sustainable development projects.
- Experience in preparing technical reports, coordinating activities, and monitoring projects.
- Experience working with international organizations, regional cooperation mechanisms, or government institutions related to water resources and the environment is desirable.
- Knowledge of the Amazonian context and the challenges of integrated water resources management will be considered an asset.

Skills

- Excellent writing and summarization skills.
- Coordination and organizational skills.
- Ability to work in multicultural and interdisciplinary teams.
- Proficiency with office software.
- Fluency in Spanish/Portuguese and English.

6. WORK LOCATION

The consulting work will be based in Brasília, Brazil, with availability to participate in in-person and virtual meetings, as well as to travel when required by ACTO and subject to budget availability.

7. DURATION

The duration of the consultancy will be twelve (12) months from the date the contract is signed.

8. SUPERVISION

The consultant will work under the supervision of the Environment Coordination Unit of the ACTO Permanent Secretariat and in close coordination with the ANWA Secretariat and the Regional Coordination Unit of the Amazon Basin Project.

9. FEES AND PAYMENT TERMS

The total amount for the consultancy will be USD 30,000 (thirty thousand U.S. dollars), corresponding to monthly fees of USD 2,500 for twelve (12) months.

The fees include insurance, taxes, and expenses for travel, relocation, and living expenses at the service location.



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Payments will be made upon submission and approval of monthly technical reports monitoring the implementation of water resources-related activities and progress on the ANWA Work Plan, as established in these Terms of Reference. The monthly reports must follow the format provided by the SP/ACTO.

The final report must document the activities carried out, results achieved, lessons learned, and recommendations for the continued implementation of the Belém Mandates and the ANWA Work Plan.

All payments will be subject to validation by the Regional Coordination Office of the Amazon Basin Project and approval by the ACTO Environment Coordination Office.

10. SELECTION CRITERIA

Qualifications

PROFESSIONAL EXPERIENCE (100 POINTS)

Note: Applicants must submit their CV in the format specified in Annex A.

Candidate Evaluation Criteria

- Resume evaluation: 80%
- Interview: 20%

Specialization/Experience	Maximum Score
College degree in fields related to the position	10
Specialization or graduate degree related to water resources, the environment, international cooperation, or public administration (5 points); Master's degree in related fields (5 points)	10
General professional experience (3–5 years: 10 points; 6–8 years: 15 points; 9+ years: 20 points)	20
Demonstrable experience in water resources, environmental management, water governance, project monitoring, or integrated natural resource management.	20
Experience with international organizations or regional cooperation	15
Knowledge of the Amazon Region and the regional institutional framework of ACTO/ANWA / Proven experience in Amazon-related projects or regional mechanisms.	10
Ability to communicate orally and in writing in Spanish/Portuguese and English	10
Writing Skills and Computer Skills	5


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Specialization/Experience	Maximum Score
TOTAL	100

11. FEES

The fees to be charged for the consulting services will be 2,500.00 (USD) per month. The fees include insurance, taxes, and expenses related to travel, relocation, and living expenses at the service location.

APPENDIX A

Position Applied For:

I. Personal Information:

Full Name:

Date of birth:

Nationality:

Address:

Cell Phone:

Email:

II. Education

Name of universities or institutions:

Degree obtained: :

Dates of graduation:

III. Other Specializations *[List any other significant studies completed after earning the degrees listed in Section II, and indicate where you received your education]*

3.1. *Institution:*

Degree obtained:

Dates of completion:

3.2. *Institution:*

Degree earned:

Dates of completion:

IV. Countries where you have work experience *[List the countries where you have worked in the last ten years]:*

1.

2.

V. Languages

Language	Proficiency level (excellent; good; basic)		
	Writing	Reading	Speaking

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VI. Work History *[Starting with the most recent position, list in reverse chronological order each position you have held that is relevant to the experience requirements listed in the Proposed Personnel Evaluation Form, beginning with the candidate's graduation date, and indicate for each position the dates of employment, the name of the organization, and the positions held]:*

1.

Start	Day	Month	Year	End	day	Month	Year

Company or Institution	
Position Held	
Duties Performed	

2.

Start	Day	Month	Year	Conclusion	day	Month	Year

Company or Institution	
Position Held	
Duties Performed	

3.

Start	Day	Month	year	End	day	Month	Year

Company or Institution	
Position Held	



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Duties Performed	
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4... (add other fields)

VII. Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this resume accurately describes me, my qualifications, and my experience. I understand that any knowingly false statement included herein may result in my disqualification or termination of employment, should I be hired.

Full Name and Signature:

Date:

[Name and Signature of the individual or the individual's authorized representative] Day / Month / Year

Notes:

1. Eligible applicants will be asked to submit supporting documentation (scanned copies followed by originals) for sections II. (Education), III. (Other Specializations), and VI. (Work History).
2. Work experience will be evaluated starting from the date the academic degree was obtained.