

Project

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

GEF ID 11108

Terms of Reference

Position: National Technical Assistant - Project AAS - Suriname

Project No.: GEF ID 11108

Funding Agency: IDB-UNEP

Executing Agency: Amazon Cooperation Treaty Organization (ACTO)

TERMS OF REFERENCE
HIRING OF A NATIONAL TECHNICAL ASSISTANT CONSULTANT
FOR THE AAS PROJECT

1. Background

The project “Towards a better understanding of Amazonian Aquifer Systems (AAS) for their protection and sustainable management”, financed by the Global Environment Facility (GEF) (GEF ID 11108), aims to generate updated scientific knowledge and promote sustainable and coordinated management of Amazonian Aquifer Systems, which extend, to a greater or lesser degree, through the territories of Bolivia, Brazil, Colombia, Ecuador, Peru and Venezuela. This project is executed by the Amazon Cooperation Treaty Organization (ACTO), having the Inter-American Development Bank (IDB) and the United Nations Environment Programme (UNEP) as implementing agencies.

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 the low level of public awareness about the importance of Amazonian Aquifer Systems (AAS). To address these challenges, five components have been proposed: Component 1: Consolidation and expansion of current knowledge about the functioning of and threats to Amazonian Aquifer Systems (AAS); Component 2: Towards a multi-level management system for AAS; Component 3: Pilot projects to improve the management of transboundary groundwater; Component 4: Development of a Strategic Action Program for AAS, including the country's action plan; and Component 5: Strengthening institutional capacity, incorporating a gender perspective, and improving communication and awareness-raising about AAS.

The project "Towards a better understanding of the Amazon Aquifer System for its protection and sustainable management" seeks to strengthen knowledge and regional cooperation on water resource management in the Amazon basin. To ensure the effective implementation of its technical and scientific components, the hiring of a Water Resources and Groundwater Management Specialist is required.

In this regard, and to advance the implementation of the Project, the Project Coordination Unit (PCU) was established, based at the PS/ACTO, along with the National Execution Agencies (NEAs) in the Member Countries. The NEAs will be supported by a National Technical Assistant, hired with project funds, who will report to both the NEA and the PCU.

2. Goals

The National Technical Assistant supporting the NEAs will be responsible for contributing to the development and implementation of the project at the national level, facilitating communication between the PCU and the NEAs, and carrying out their technical and administrative activities.

3. Functions and Responsibilities

The consultant/Technical Assistant to the NEA must comply with shape coordinated with the NEA and the PCU/ACTO the following activities exclusive to the AAS Project:

- Support the regional activities of the AAS Project developed in the countries.

- Support the development of the planning and operational execution of the project at the national level.
- Support the administrative and logistical management processes of the project at the national level.
- Assist in the development of procedures for contracting national consultancies.
- Support in the preparation and presentation of the national annual operating plans and their budget.
- Support the NEA in the management of national pilots, product approval and monitoring of compliance with work plans.
- To support the NEA in the management of information related to the AAS Project, including national pilots, maintaining the respective files, including their systematization in a geospatial database, as well as being responsible for the inventory of all equipment acquired with funds from the AAS Project in the national territory.
- To support the NEA in dealings with other national institutions regarding requests for information, consultations, participation in events, communication, etc.
- Interact, from an administrative and technical point of view, with the PCU in the organization and development of consultancies, meetings, consultations, workshops, visits and other activities that are part of the National Operational Plan of the Project and assume responsibility for the preparation of related reports and the follow-up of the agreements made.
- Prepare, at the administrative and logistical level, missions of the PS/ACTO, IDB and UNEP as part of the project monitoring processes and technical advice.
- Support the preparation of national technical and financial reports, including quarterly reports on the implementation of the pilot at the national level and of national counterparts, and in the presentation to national and regional coordination bodies.
- Assist in the processes of preparing and executing the internal and external monitoring and evaluation activities of the project.
- Support in the design of Terms of Reference, regulations, protocols and other planning and management instruments related to the project.
- Support for coordination from the national to the regional level in the connections related to the communication and positioning of the AAS Project.
- Support for the coordination and identification of specialized entities in the subject matter when required.
- Support the coordination of national financial-administrative activities with the Regional Financial/Administrative Specialist for the AAS Project.
- Support strategic coordination with other ACTO initiatives and projects.

4. Requirements and Professional Profile

Training academic

- Professional with a degree/title in civil engineering, geology, geography, environmental engineering or related fields.
- Specialization in project management related to water resources, natural resources and/or territory.

Professional Experience

- Experience of at least 3 years in the execution and/or participation of water resources initiatives or projects.
- 3 years of experience regarding the national institutional context related to water resources.
- Experience in organizing meetings, workshops and activities related to project implementation.

- Proven experience in preparing and supporting monitoring and evaluation missions.

Personal Skills:

- Teamwork skills.
- Demonstrated ability to systematize information and manage data.
- Proactivity, flexibility and results orientation.
- Communication skills to deal with diverse audiences (government institutions, international and cooperation organizations, NGOs, etc.).
- Ability to work under pressure with high quality standards.
- Fluency and command of spoken and written Spanish or English.
- Knowledge of computers and text writing.

5. Professional experience (100 POINTS)

Note: The applicant must submit their CV according to the format of Annex A and attach the necessary support (see Table below).

Specialization/Experience	Profile
Professional with Bachelor's degree in civil engineering, geology, geography, environmental engineering or related fields.	20
Postgraduate qualification at the specialization level or higher in fields related to water resource or environmental management, or disciplines related to environmental management (No postgraduate qualification: 0; 1 specialization: 10; 2 specializations, master's degree, or doctorate: 15)	15
At least 3 years of professional experience in the formulation, implementation, or monitoring of initiatives or projects related to the assessment, monitoring, or integrated management of water resources. (3 years: 5 points; 3 to 5 years: 10 points; more than 5 years: 15 points)	15
3 years of experience regarding the national institutional context related to water resources.	10
Experience in organizing and facilitating meetings, technical workshops, or outreach events related to project implementation. (Certification in 1–2 projects: 5 points; certification in 3 or more projects: 10 points.)	10
Experience in preparing and supporting monitoring and evaluation missions.	5
Ability of communication for treat with various public (institutions) governmental, organizations international and of cooperation, NGO, etc).	5
Ability demonstrated for the systematization of information and management of data.	10
Knowledge of computing and technical writing (1 technical document/publication: 5 points; 2 or more technical documents/publications: 10 points).	5
Ability for communicate orally and by written in by at least two languages between Spanish, Portuguese and English.	5
TOTAL	100

Note: We will contact candidates if further information is required.

6. Product delivery

- 6.1.** For the corresponding payments, the specialist technical assistant consultant of NEA support staff will be required to prepare and submit reports on the Monthly activities, this report must be approved by the NEA and subsequently approved by the AAS Project Coordinator (PCU) in

order to proceed with the payment of fee.

- 6.2.** The monthly reports must continue to be in the format that will be provided by the Unit of Project Coordination (PCU).

7. Duration and location

The tasks of management, follow-up and assessment of the project they must occur and extend over a period of one year. The work will be based in the country of the postulant and the duration of the contract will be of 1 year.

8. Technical dependency

The National Technical Assistant Consultant will be technically dependent on the NEA and the PCU.

9. Fee

The fees to be received for the consultancy will be 1,500.00 (USD) per month. Fees include insurance, taxes, and relocation expenses. facility and of residence in the place of benefit of the service.

10. Delivery time

Resumes must be submitted by July 31th at 23:59, Brasilia time (GMT-3) to the email address: proyectosaa@otca.org. The subject line of the email should indicate: " AAS Project, National Technical Assistant, Suriname".

ANNEX A

Information Staff

- *Full name:*
- *Birthdate:*
- *Nationality:*
- *Address:*
- *Tel. Mobile:*
- *E-mail:*

Training academic (add rows if necessary):

University or Institution	Degree obtained	Date of acquisition

Training courses (add rows if necessary):

University or Institution	Degree obtained	Date of acquisition

Languages

Language	Level of domain (excellent; well; basic)		
	Writing	Reading	Speaks
Spanish			
Portuguese			
English			

Professional experience (according to the table described in section 5)

Starting with the last position, list each position in reverse order. that the candidate has held since graduating, indicating for each job dates of employment, name of the organization, charges performed (add rows if necessary):

Institution	Position	Activities performed	Start Date – End Date

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this curriculum vitae. It accurately describes me, my qualifications, and my experience. I understand that any statement voluntarily fake here included can drive to my disqualification either the cancellation of my work, if out contracted.

Full name and signature:

[Name and Signature of the individual or the individual's authorized representative]

Date: *Day / Month / Year*

Note:

- Send your documented CV (scanned).