TERMS OF REFERENCE

HIRING OF A PROFESSIONAL

TECHNICAL SPECIALIST TO SUPPORT THE IMPLEMENTATION OF THE PROJECT SUPPORTING THE PREPARATION AND IMPLEMENTATION OF THE AMAZON STRATEGIC COOPERATION AGENDA (AECA) OF THE BRAZILIAN COOPERATION AGENCY (ABC) AND THE AMAZON COOPERATION TREATY ORGANIZATION (OTCA)

1. 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 acts 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 principle of reducing asymmetries and promoting sustainable development of the Amazon Region.

The Strategic Agenda for Amazonian Cooperation (AECA) reflects the joint vision of the Member Countries for the protection of the Amazon and its inhabitants, as well as guiding sustainable development in the region in the short, medium, and long term. Conceived as an instrument to facilitate regional cooperation, its first version was adopted with an implementation horizon of eight years, ending in 2018.

Since the decision of the Member States in 2008 to draft the first version of the AECA, [1]the negotiation process has had technical and financial support from the Brazilian Cooperation Agency (ABC), within the scope of South-South Cooperation. This support remains in the current phase of updating AECA: within the framework of the Executive Program signed between the Government of Brazil, through ABC/MRE, and OTCA, the Project to Support the Preparation and Implementation of the Strategic Agenda for Amazonian Cooperation (AECA) was approved in December 2019, aiming to support the preparation and implementation of AECA, with a view to contributing to the promotion of harmonious development of the OTEC Member Countries.

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

[1] The first version of the Amazon Strategic Cooperation Agenda (AECA) was designed with an eight-year implementation horizon, having been in force until 2018.

PS/ACTO the mandate to reactivate the AECA update process and formally establish the South-South Cooperation Focal Point Group. In November 2023, the Foreign Ministers of the Member Countries formally instructed PS/ACTO through resolutions **RES/XIV MRE-TCA/10**[2] and **RES/XIV MRE-TCA/21**[3].

On April 2, 2025, the inaugural meeting of the South-South Cooperation Focal Points Group was held, in which Brazil was designated as the coordinating country of the Group. Subsequently, at the III Extraordinary Meeting of Foreign Ministers, held on August 21, 2025, in Bogotá, Colombia, Resolution **RES/EXT-III MRE-OTCA/18 was adopted**[4], which recognizes the Belém Declaration as a guiding milestone for regional cooperation, creates a Working Group responsible for updating the AECA, and requests the Permanent Secretariat to prepare a comprehensive proposal for the Agenda.

Substantive Revision E of the Project extends its validity until **December 31, 2027,** and incorporates into the budget the financial income accumulated after Revision D, amounting to R$ 431,312.37. For the period, the following activities are scheduled, among others: support for the discussion and preparation of the AECA, including in-person meetings of the Working Group created by Resolution 18 (A.1.2); publication and dissemination of the new AECA, with trilingual publication, hotsite, and monitoring panel (A.1.3); support for the South-South Cooperation Focal Points Group, including in-person meetings and the development of a South-South and Trilateral Cooperation Guide in the Amazon (A.4.3); and South-South cooperation initiatives and dissemination of results (A.4.4).

The monitoring of Project execution is focused on Product 3 – *Monitored, evaluated, and implemented project*, activity A.3.4, task 3.4.1 – *Monitor the implementation phases of the project, including technical, operational, and financial activities*[5].

Considering that 2027 corresponds to the last planned execution year, with a concentration

[2] **RES/XIV MRE-TCA/10:** "ESTABLISH a South-South Cooperation Focal Point Group, with the participation of representatives of organizations responsible for cooperation in the ACTO Member Countries, aiming to better coordinate, articulate, and streamline cooperation and sustainable development activities in favor of the Amazon Region, especially in border areas..."

[3] **RES/XIV MRE-TCA/21:** "INSTRUCT that negotiations for updating the Strategic Agenda of Amazonian Cooperation (AECA) be resumed in the first half of 2024."

[4] **RES/EXT-III MRE-OTCA/18:** "RECOGNIZE that the Belém Declaration is the latest expression of a high-level political agreement guiding regional cooperation within the ACTO framework and from which the AECA should be defined. CREATE a Working Group composed of focal points from the competent Ministries of Foreign Affairs to the ACTO, mandated to update the mission and vision of the Organization, based on the Belém Declaration and the Amazon Cooperation Treaty; recommend the validity 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 participation of interested actors. REQUEST the Permanent Secretariat to prepare a comprehensive proposal for the Strategic Agenda of Amazonian Cooperation, which will serve as the basis for the Working Group's discussions."

[5] In Substantive Review D, activities A.3.1 (semiannual progress reports and final report), A.3.2 (joint coordination with ABC), and A.3.3 (annual meeting of the Steering Committee) were reallocated to activity A.3.4, task 3.4.1.

of events, contracts, and the completion of the Project, it is necessary to hire specialized consultancy to support PS/ACTO in technical, operational, and financial monitoring of implementation, in preparing progress reports and the final report, and in supporting the governance instances of the Project.

2. OBJECTIVE

Hire a technical specialist to provide specialized technical assistance to PS/ACTO in monitoring the implementation of the Project "Support for the Preparation and Implementation of the Strategic Agenda for Amazonian Cooperation (AECA)", including technical, operational, and financial activities (task 3.4.1), as well as to support PS/ACTO in monitoring the instances and priority topics linked to the updating and implementation of AECA (activities A.1.2 and A.4.3), from January to December 2027.

To this end, the professional will act to:

- preparing semiannual progress reports and the Final Project Report;
- support the preparation and recording of Project Management Committee meetings and technical committee meetings with ABC;
- support PS/ACTO in planning and operational monitoring of activities scheduled for 2027 within the Project;
- carry out physical-financial monitoring of the Project execution, by activity, task, and cost item, in coordination with the financial area of PS/ACTO;
- support PS/ACTO in monitoring AECA's priority themes, according to the Project's priorities;
- support PS/ACTO in monitoring the Working Group created by Resolution RES/EXT-III MRE-OTCA/18, through technical and documentary inputs, for AECA Updates;
- support PS/ACTO in monitoring the South-South Cooperation Focal Points Group through technical and documentary inputs;
- support the organization of eventual events and meetings, both virtual and in-person, within the scope of the Project.

3. SCOPE OF SERVICES

The professional will work with PS/ACTO within the scope of the Project to Support the Preparation and Implementation of AECA, from **January 1 to December 31, 2027**, using resources from cost item 6.1.11 (Product 3, activity A.3.4, task 3.4.1) of Substantive Review

E.

Its work will consist of technical, operational, and financial monitoring of the Project's implementation; preparing progress reports and the Final Report; supporting the Project's governance bodies and coordinating with ABC; providing technical-operational support to activities scheduled for 2027; and supporting the follow-up of AECA's priority bodies and themes.

4. FUNCTIONS AND RESPONSIBILITIES

The hired professional will have the following functions and responsibilities:

4.1 Monitoring Project implementation and reporting

- Prepare the semiannual progress reports of the Project and draft letters for their official submission to ABC.
- Prepare the Final Project Report, consolidating results by product and activity, the status of logical matrix indicators, and a summary of Project revisions.
- Perform monthly physical-financial monitoring of Project execution, by activity, task, and cost item, based on data provided by the financial area of PS/ACTO, signaling deadline or budget deviations.

4.2 Project governance and coordination

- Prepare the 2027 Annual Work Plan, based on the schedule of Substantive Review E, for submission to the Management Committee.
- Prepare the agenda and presentation on the progress of the Project's implementation and prepare the minutes of the monthly meetings of the Management Committee.
- Prepare reminders of technical committee meetings with ABC.

4.3 Technical-operational support for activities scheduled for 2027

- Prepare the Terms of Reference for the contracts provided for in the Project.
- Prepare concept notes and operational plans for events scheduled for 2027.
- Prepare terms of reference/concept notes and event reports, summarizing results and comparing the budgeted budget with the executed budget.

4.4 Support for the follow-up of AECA bodies and priority themes

- Monitor, together with PS/ACTO, the priority themes of the AECA.
- Monitor the Working Group created by Resolution RES/EXT-III MRE-OTCA/18,

preparing drafts of verbal notes, memory aids, and follow-up charts of agreements and referrals.

- Monitor the Group of South-South Cooperation Focal Points, preparing drafts of verbal notes, reminders, and follow-up charts of the referrals, in coordination with the Group's coordination and through PS/ACTO.

5. EXPECTED RESULTS AND PRODUCTS

The professional is expected to deliver the products described below. Before starting the development of each product, the professional will present to PS/ACTO a briefing with objectives, structure, and deliverables. Formal validation of the briefing is a prerequisite for starting the product's execution.

Product 1. Progress reports and Final Project Report

1.1. Project progress report for the second semester of 2026. It will be developed in the following phases:

- **1.1.1. Version for analysis:** preparation and delivery of the report to PS/ACTO and ABC, in Portuguese, for analysis and approval. PS/ACTO and ABC will have up to 7 calendar days to issue comments and observations.
- **1.1.2. Final version:** incorporation of comments and observations issued by ABC and PS/ACTO, if any, and preparation of a draft official letter for the official submission of the report to ABC, together with the financial execution report prepared by the financial area of PS/ACTO.

1.2. Project progress report for the first semester of 2027. It will be developed in the same phases described in item 1.1 (1.2.1 – version for analysis; 1.2.2 – final version and draft official letter).

1.3. Final Project Report, covering the period from December 2019 until its preparation, with consolidation of results by product and activity, the status of logical matrix indicators, and a summary of Project revisions. It will be developed in the following phases:

- **1.3.1. Briefing and structure:** index proposal, information sources, and preparation schedule, for approval by PS/ACTO and ABC.
- **1.3.2. Preliminary version:** submission to PS/ACTO, in Portuguese, with physical and financial execution data available until October 31, 2027. PS/ACTO and ABC will have up to 7 calendar days to submit comments.
- **1.3.3. Final version:** incorporation of comments from PS/ACTO and ABC, update

with available data until November 30, 2027, and drafting of a draft official letter forwarding to ABC. The financial closing data of the Project (December 2027) will be incorporated by the financial area of PS/ACTO.

Product 2. Project governance and coordination (task 3.4.1; former tasks 3.2.1 and 3.3.1)

2.1. Annual Work Plan 2027, prepared based on the schedule of Substantive Review E, for submission to the Management Committee:

- **2.1.1. Version for analysis:** submission to PS/ACTO and ABC, which will have up to 7 calendar days to issue observations.
- **2.1.2. Final version:** incorporation of observations and submission to PS/ACTO and ABC.

2.2. Monthly meetings of the 2027 Project Technical Committee:

- **2.2.1. Agenda and presentation** on the progress of the Project's implementation, in Portuguese.
- **2.2.2. Meeting minutes,** in Portuguese, delivered within 5 business days after its completion.
- **2.2.3 Minutes of the Project Monitoring Committee meetings**, in Portuguese, delivered within 5 business days after their completion.

Product 3. Technical-operational support for activities scheduled for 2027 (task 3.4.1)

3.1. Terms of Reference for the contracts provided for in Substantive Revision E, in Portuguese or Spanish, as indicated by PS/ACTO:

- **3.1.1.** Contracting services for the translation, layout, and physical publication of AECA in Spanish, Portuguese, and English;
- **3.1.2.** Contracting services for the creation of the AECA hotsite, integrated into the institutional portal of the ACTO;
- **3.1.3.** Contracting services for the development of a monitoring and monitoring panel for the implementation of AECA;
- **3.1.4.** Contracting services for the translation, layout, and dissemination of the South-South and Trilateral Cooperation Guide in the Amazon.

  Each ToR will have a version for analysis, with a deadline of up to 7 calendar days for observations by PS/ACTO, and a final version.

3.2. Concept notes and operational plans (objectives, preliminary agenda, profile and number of participants, cost estimate based on Revision E cost items, and logistical requirements) for the following events:

- **3.2.1.** In-person meeting of the Working Group for compliance with Resolution RES/EXT-III MRE-OTCA/18, scheduled for April 2027;
- **3.2.2.** In-person meeting of the Amazonian cooperation focal points to identify priority themes and actions for the implementation of the AECA, scheduled for May 2027;
- **3.2.3.** International activities to disclose product results and activities, scheduled for July and August 2027.

3.3. Reports on the execution of each event listed in item 3.2, containing a summary of results and actions, participation, and comparison between the planned and executed budgets, based on data provided by the financial area of PS/ACTO.

Product 4. Monthly physical-financial monitoring

4.1 to 4.12. Monthly monitoring reports, in Portuguese, containing: (i) status of each task in relation to the Revision E schedule; (ii) budget execution table by activity, task, and cost item, prepared based on data provided by the financial area of PS/ACTO; (iii) alerts about deadline or budget deviations; (iv) memory aids of coordination meetings with ABC held during the month; and (v) activities carried out during the month. The December report will include the consultancy closure report.

Product 5. Support for the follow-up of AECA bodies and priority themes

5.1. Priority themes. Monitoring, together with PS/ACTO, of AECA's priority themes.

5.2. AECA update WG. For each WG meeting, virtual or in-person, the following will be delivered:

- drafts of verbal notes of call, document submission, and follow-up;
- memory aid, within 5 business days after the meeting;
- framework for monitoring agreements and procedures.

5.3. South-South Cooperation Focal Points Group. For each Group meeting, drafts of verbal notes, memory aids (within 5 business days), and a follow-up chart of the procedures will be delivered, in coordination with the Group coordination and through PS/ACTO.

Delivery method. The inputs for Product 5 will be delivered as attachments to the monthly monitoring report (Product 4) for the month in which they are produced. PS/ACTO will have

up to 5 business days to comment on each draft.

6. REQUIREMENTS AND PROFESSIONAL PROFILE

6.1 Academic Background

Complete higher education in International Relations, Political Science, Economics, Public Administration, Communication, Law, Sustainable Development, or related fields.

Postgraduate studies in international cooperation, public policies, project management, monitoring and evaluation, or related areas will be considered a differentiator.

6.2 Professional Experience

- Minimum of 2 (two) years of professional experience in international development cooperation or project management.
- Experience in monitoring or managing international technical cooperation projects, including preparing progress reports, physical-financial monitoring by product, activity, and cost item, and preparing project reviews.
- Experience in drafting technical and institutional documents, such as reports, technical notes, minutes, and memory aids.
- Experience with South-South cooperation projects, especially those funded by the Brazilian Cooperation Agency (ABC/MRE).
- Experience with international organizations, intergovernmental mechanisms, or public institutions.
- Experience in supporting meetings and intergovernmental bodies and in drafting diplomatic communication documents, such as verbal notes.
- Knowledge of the Amazon Cooperation Treaty, the institutional structure of the ACTO, the Belém Declaration, and the process of updating the AECA.

6.3 Technical and Behavioral Skills

- Analytical and systematization skills for technical and financial information.
- Good written communication, with clarity, precision, and the ability to synthesize technical and institutional documents.
- Organization, attention to detail, and meeting deadlines.
- Knowledge of spreadsheets and collaborative platforms.
- Ability to work collaboratively with multidisciplinary teams and in multicultural

environments.

- Discretion in the handling of institutional information.
- Proactivity, autonomy, and the ability to manage multiple demands.

6.4 Others

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

6.5 Languages

Portuguese, Spanish, and English, with proficiency in the editorial team in all three languages.

6.6 Proof

Training and experience will be proven by a curriculum vitae, accompanied by copies of diplomas and declarations or certificates of service rendered.

7. REMUNERATION AND HIRING CONDITIONS

The contract will comply with the rules of the Amazon Cooperation Treaty and the PS/ACTO Regulations.

7.1 Nature of contracting

The contract will be carried out with a legally constituted legal entity, with a corporate purpose compatible with the provision of consulting services and with the fiscal and labor compliance documentation required by PS/ACTO regulations.

The legal entity will appoint a professional responsible for executing the services, who must meet the requirements of item 6. This professional may only be replaced with prior approval from PS/ACTO and ABC and by another of equivalent or higher qualification.

The parties expressly acknowledge that this instrument does not constitute an employment relationship between the contracted legal entity and PS/ACTO, being governed exclusively by the legislation applicable to the autonomous provision of specialized technical services.

The contracted party is fully responsible for managing its tax, social security, labor charges, and other legal obligations, according to the legal regime to which it is subject.

7.2 Amount and payment method

The contracted legal entity will be remunerated in the total amount of **R$ 150,595.20 (one hundred fifty thousand, five hundred ninety-five reais and twenty cents),** corresponding to the provision of services during the 12-month period established in this contract (with resources from cost item 6.1.11 of Substantive Review E of the Project). This amount is global and closed, and includes all costs associated with the execution of the consultancy and its corresponding tax charges.

Payment will be made in **12 (twelve) monthly installments of R$ 12,549.60 (twelve thousand, five hundred forty-nine reais and sixty cents),** each conditioned on the delivery of the deliverables scheduled for the respective month, with changes possible according to the progress of activities each month, as shown in the table below:

Month	Deliverables	Delivery time	Payment
1 – Jan/2027	1.1.1 – Progress report for the 2nd half of 2026 (version for analysis)	until 01/25	R$ 12,549.60 (8,33%)
	2.1.1 – Annual Work Plan 2027 (version for analysis)	until 01/20	
	2.2 – Minutes of the January technical committee meeting	5 business days after the meeting	
	4.1 – Monthly monitoring report (January)	until 01/31	
2 – Feb/2027	1.1.2 – Progress report for the 2nd semester of 2026 (final version and draft official letter)	until 02/10	R$ 12,549.60 (8,33%)
	2.1.2 – Annual Work Plan 2027 (final version)	until 02/10	
	2.2 – Minutes of the February technical committee meeting	5 business days after the meeting	
	3.2.1 – Concept note and operational plan: in-person WG meeting (task 1.2.3)	until 02/20	
	4.2 – Monthly monitoring report (February)	until 02/28	
3 – Mar/2027	2.2 – Minutes of the March Technical Committee Meeting	5 business days after the meeting	R$ 12,549.60 (8,33%)
	3.2.2 – Concept note and operational plan: in-person meeting of the Focal Points (task 4.3.2)	until 03/20	
	4.3 – Monthly monitoring report (March)	until 03/31	
4 – Apr/2027	3.1.1 – TdR: translation, layout, and trilingual publication of AECA (item 4.1.13)	until 04/15	R$ 12,549.60 (8,33%)
	3.1.2 – TdR: AECA hotsite (item 6.1.14)	until 04/15	
	3.1.3 – TdR: AECA monitoring panel (item 6.1.15)	until 04/25	
	2.2 – Minutes of the April technical committee meeting	5 business days after the meeting	

Month	Deliverables	Delivery time	Payment
	4.4 – Monthly monitoring report (April)	until 04/30	
5 – May/2027	3.3.1 – Progress report: in-person meeting of the WG (task 1.2.3)	until 05/15	R$ 12,549.60 (8,33%)
	3.2.3 – Concept note and operational plan: international outreach activities (task 4.4.4)	until 05/25	
	2.2 – Minutes of the May Tenth Meeting	5 business days after the meeting	
	4.5 – Monthly monitoring report (May)	until 05/31	
6 – Jun/2027	3.3.2 – Implementation report: in-person meeting of the Focal Points (task 4.3.2)	until 06/15	R$ 12,549.60 (8,33%)
	3.1.4 – TdR: translation, layout, and dissemination of the South-South and Trilateral Cooperation Guide (item 4.1.22)	until 06/25	
	2.2 – Minutes of the June technical committee meeting	5 business days after the meeting	
	4.6 – Monthly monitoring report (June)	until 06/30	
7 – Jul/2027	1.2.1 – Progress report for the first half of 2027 (version for analysis)	until 07/25	R$ 12,549.60 (8,33%)
	2.2 – Minutes of the July technical committee meeting	5 business days after the meeting	
	4.7 – Monthly monitoring report (July)	until 07/31	
8 – Aug/2027	1.2.2 – Progress report for the first half of 2027 (final version and draft official letter)	until 08/10	R$ 12,549.60 (8,33%)
	2.2 – August CAP Meeting Minutes	5 business days after the meeting	
	4.8 – Monthly monitoring report (August)	until 08/31	
9 – Sep/2027	3.3.3 – Implementation report: international outreach activities (task 4.4.4)	until 09/20	R$ 12,549.60 (8,33%)
	2.2 – September CAP Meeting Minutes	5 business days after the meeting	
	4.9 – Monthly monitoring report (September)	until 09/30	
10 – Oct/2027	1.3.1 – Briefing and structure of the Final Project Report	until 10/15	R$ 12,549.60 (8,33%)
	2.2 – October CAP Meeting Minutes	5 business days after the meeting	
	4.10 – Monthly monitoring report (October)	until 10/31	
11 – Nov/2027	1.3.2 – Final Project Report (preliminary version)	until 11/20	R$ 12,549.60 (8,33%)
	2.2 – Minutes of the November CAP Meeting	5 business days after the meeting	
	4.11 – Monthly monitoring report (November)	until 11/30	
12 – Dec/2027	1.3.3 – Final Project Report (final version)	until 12/15	R$ 12,549.60 (8,33%)
	2.2 – December CAP Meeting Minutes	5 business days after the meeting	

Month	Deliverables	Delivery time	Payment
	4.12 – Monthly monitoring report (December) and consultancy closure report	until 12/22	
Total			**R$ 150,595.20 (100%)**

* The minutes of the meetings (2.2) will be linked to the installment of the month in which the meeting actually takes place. If the date of any event provided for in item 3.2 is changed by PS/ACTO, the corresponding deliverables will be linked to the installment of the month compatible with the new date, without changing the monthly amount.

Payments will be made within up to 10 business days after delivery of the products, subject to technical compliance analysis by PS/ACTO. Payment will be made by bank transfer, in local currency (Brazilian Real), to the bank account indicated by the contractor and upon delivery of the invoice. The contracted party must provide in advance complete bank details, including bank name, account number, and any other information necessary for the correct and timely completion of the transfer.

7.3 Tacit approval of products

Once the deadlines established for analysis and submission of observations by PS/ACTO or other involved bodies have expired, and if there are no formal written statements, the deliverable will be considered automatically approved and cannot be subject to new observations or subsequent adjustments.

7.4 Scope restrictions

The contractor will execute exclusively the products and deliverables defined in this contract. Any additional request that constitutes an activity or unforeseen deliverable must be formalized by PS/ACTO and may result in contractual revision, including a new schedule and amount.

7.5 Review round limit

Each deliverable will be subject to a maximum of two rounds of observations by PS/ACTO and/or other involved parties. After the second round of adjustments, the final version will be considered final, except for obvious material errors identified within the stipulated period.

7.6 Operational limits and availability

Technical monitoring will be provided as provided in the phases and deliverables of this contract. The contracted legal entity will participate in meetings previously agreed upon, as technically needed, with dedication limits compatible with the agreed scope and schedule.

7.7 Minimum application deadlines

The contractor will not be obliged to respond to requests, reviews, or meetings with a deadline shorter than 12 **business** hours, except in exceptional cases previously agreed.

7.8 Confidentiality and responsibility for content

The contracted legal entity undertakes to maintain the confidentiality of documents and information accessed within the scope of the contract. The responsibility for the final content of documents shared with third parties lies with PS/ACTO, after its formal approval.

8. SUPERVISION OF THE WORK

The professional will work under the technical supervision of PS/ACTO, through the Executive Directorate, exclusively for the purpose of verifying the compliance of the products with these Terms of Reference, the previously established technical guidelines, and the expected results.

PS/ACTO will have full access to the technical documentation used and/or produced within the scope of the consultancy, safeguarding the right to request adjustments to the delivered products, within the deadlines and terms provided in this document, without this implying a relationship of functional subordination or employment relationship.

8.1 Communication channels for product delivery

The delivery of *briefings* and products provided for in these Terms of Reference should be carried out primarily electronically, using the following communication channels:

- **Institutional email:** documents must be sent to the official PS/ACTO email, with copies to the designated technical managers.
- **Authorized collaborative platforms:** a shared environment (for example: Google Drive, SharePoint, or another previously agreed system) may be used for organizing, versioning, and archiving documents.
- **Virtual technical meetings:** the delivery and presentation of *briefings* and products may be complemented with virtual meetings for clarifications, when requested by PS/ACTO or the contractor.

8.2 Responsibilities of PS/ACTO

In the context of Project execution, PS/ACTO shall perform the following institutional and administrative duties, aiming to ensure proper coordination, monitoring, and technical management of the Project:

- Define the official communication channels with the contractor, appointing those responsible for the technical analysis and formal validation of the deliverables.
- Approve the briefings prepared by the contractor. Formal validation will be a mandatory prerequisite for the start of execution of each product.
- Provide the contractor, by the 5th business day of each month, with the financial execution data of the previous month, by activity, task, and cost item, necessary for the preparation of monthly, semiannual, and final reports.
- Facilitate technical interaction between the contractor and members of the PS/ACTO team, as necessary for the production of the contracted products.
- Support the logistical coordination of in-person events held within the Project, according to demand and budget availability.
- Monitor the procedures for approval and submission of official letters designed by the contractor, in accordance with PS/ACTO 's institutional procedures.
- Draft contracts based on the Terms of Reference drafted by the contractor, after their proper approval.
- Validate the products delivered by other consultancies contracted within the scope of the Project.
- Provide, according to OTCA's internal procedures, the physical spaces, virtual platforms, and translation services necessary for Project meetings, whose costs will be covered by Project resources.
- Securely store and manage all technical and administrative documentation generated within the Project, ensuring access control to information.
- Keep updated, in the internal financial and payment registration system of PS/ACTO, the budget lines, products, and activities of the Project according to Substantive Review E.
- Consolidate the Project's financial reports for accountability to ABC, the Project's governance bodies, and Member Country delegations, including the final financial closing.

9. LOCATION

The service will be provided in **person**, at the PS/ACTO headquarters in Brasília/DF. The project does not cover travel or meal costs.

The contracted legal entity must have the **necessary technical and operational resources**

to ensure compliance with the established products and deadlines, including communication tools and collaborative work (email, videoconference, document editing).

The work will be organized according to the schedule agreed in the contract, being oriented towards delivering specific products **without requiring a fixed work schedule**.

Any travel to in-person meetings must be previously authorized by PS/ACTO and will be subject to the Project's budget availability. Costs related to such travel (per diems, tickets, insurance) will be managed according to OTCA's administrative procedures and are **not included** in the value of this contract, unless expressly agreed between the parties.

10. VALIDITY

12 (twelve) months, from **January 1 to December 31, 2027**.

11. DEADLINE FOR SUBMISSION OF APPLICATIONS

Candidates must send their application, accompanied by the documentation indicated in item 6.5, to the institutional email selecao@otca.org, indicating in the subject: **TECHNICAL SPECIALIST FOR SUPPORT IN THE IMPLEMENTATION OF THE AECA/ABC PROJECT**.

Application deadline: December 7, 2026.