



Agence Française de Développement
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OBJET : Technical support to BRDE (Regional Development Bank of Brazil's Southern region)

SYF-2025-0287

TDR lot 1 - Support to BRDE's sustainable finance practices

Procédure de passation

Appel d'offres ouvert – En application des articles R. 2124-1, R. 2124-2 1° et R. 2161-2 à R. 2161-5 du Code de la commande publique

1. Detail of the AFD-BRDE project

Context and strategic challenges of the project

The southern region of Brazil, composed of the states of Paraná, Santa Catarina and Rio Grande do Sul, covers an area of 580,000 km² with a population of more than 30 million inhabitants. The region hosts sectors that are essential to the Brazilian economy and is one of the main agricultural areas of the country. Despite high human development indices (HDI), the territory is not free from socio-economic disparities. Rural areas and urban peripheries are often marked by high social vulnerability, where access to essential services remains limited.

In recent years, the southern region has experienced a series of extreme climate events, including torrential rains, storms, frosts and droughts. In May 2024, the state of Rio Grande do Sul faced devastating floods, leading to significant human and material losses. It caused the death of more than 160 people, while over 2.3 million inhabitants were affected with 60,000 houses damaged or destroyed. In this context, the urgent need for adaptation to climate change is a political priority in Brazil.

Faced with the increase in the frequency and intensity of natural disasters related to climate deregulation in the southern region, it seems essential to develop financing solutions that contribute to the effort to reduce greenhouse gas emissions (GHG) and allowing better adaptation to the effects of climate change.

The 34 Brazilian public banks, development agencies and credit unions that are part of the National Development System (Sistema Nacional de Fomento - SNF) play a structuring role in investment financing and medium- to long-term social policy. Among the actors of the SNF, the Regional Development Bank of the Far-South - BRDE was one of the first to integrate the 2030 Agenda at the heart of its strategy. As an AFD partner since 2018, the BRDE aims to further support the climate resilience of territories, particularly in the agricultural sector and public infrastructure.

Objective and specific objectives of the project

The project aims to improve the financing of sustainable investments and contribute to better adaptation to extreme climate events in the southern region of Brazil.

More specifically, the project aims to:

- Continue to support the BRDE in its financing strategy for sustainable development goals, with a focus on financing low-carbon and climate-smart assets;
- Accompany the BRDE in its ability to offer communities and economic actors of the southern region financial instruments to anticipate, reduce and, if necessary, deal with the consequences of extreme climate events.

Project content and strategy

The project will be implemented through two instruments:

- A long-term credit line in favour of BRDE for a total amount of EUR 120 million;
- A grant for the financing of a technical cooperation programme in favour of the BRDE and its clients.

Article 2. Object of the contract

1. Purpose

Technical cooperation aims to support the bank in implementing its sustainable banking strategy. In the training, the main themes of technical cooperation were identified. All these supports are part of the Bank's multi-year action plan 2025-2028, which aims to strengthen its policy of environmental and social responsibility.

2. Specific objectives

The program of activities planned in this call for tenders will include the following axes:

1. Social, environmental and climate policy

The BRDE requested technical support to strengthen its management of climate-related financial risks. Recent events in the region have shown how tangible physical risks have become for the local economy and financial system. The Bank therefore intends to strengthen its tools for anticipating and controlling these risks, with an emphasis on short-term climate threats. Previous AFD support has contributed to the creation of an environmental, social and climate risk management system that complies with regulatory requirements. It is a question of deepening this work.

The initiatives described below aim not only to meet the requirements of resolutions CMN 4.943 of 15/09/2021 and BCB 151 of 06/10/2021, but also to strengthen proactive management and mitigation of social, environmental and climate risks (RSAC) in the BRDE:

- a) Update of vulnerability indices and climate threats, taking into account:
 - i. Review of the climate scenario used in local climate risk modelling;
 - ii. Integration of short and medium-term scenarios;
 - iii. Inclusion of new threats such as river and coastal flooding, landslides, erosion and heat waves.
- b) Transition climate risk management, including:
 - i. Establishment of mechanisms to monitor the credit portfolio exposed to sectors sensitive to regulatory, technological, market and reputational changes;
 - ii. Defining exposure limits;
 - iii. Establishment of indicators for monitoring transition climate risks.
- c) Concentration risk management, which includes:
 - i. Establishment of mechanisms to identify and monitor credit concentrations in sectors and regions most vulnerable to climate-related risks;
 - ii. Setting of exposure limits;
 - iii. Definition of indicators to control these exposures.
- d) Development of an automated tool to categorize clients' social and environmental risks, incorporating aggravating and mitigating factors in accordance with the

guidelines of the Central Bank of Brazil (BACEN), with the aim of providing information for decision-making and helping to mitigate impacts and identify opportunities.

- e) Development of an integrated platform to provide detailed information on social, environmental and climate risks (SFCR) at different levels of granularity, in national and international contexts.
- f) Development of a structured tool and procedure to assess the resilience and vulnerability of BRDE's credit portfolio in the face of extreme climate scenarios, using stress tests.
- g) In addition, the technical cooperation programme provides training modules on World Bank standards for financing projects with high and significant social and environmental risks (B+ and A). This training will have a very operational objective and should allow the BRDE to take the necessary steps to ensure compliance with World Bank standards.

2. Sustainable infrastructure funding to communities

Local authorities represent about 5% of the BRDE credit portfolio. The Bank granted BRL 300 million (about 50 million euros) to municipalities in 2023, an increase of almost 40% compared to the previous year. The Bank intends to strengthen its support for the design, promotion and execution of state and municipal public policies. He developed the BRDE program *Mais Municípios* which aims to provide technical support in structuring credit operations, particularly public-private partnerships.

The technical cooperation programme should enable BRDE to strengthen these actions, in particular by helping client communes to prepare more resilient infrastructures to the effects of climate change and to draw up emergency and adaptation plans.

- Smart cities - focused on efficient, connected and sustainable cities through technological innovations. Projects must aim to provide an urban environment that promotes human development, uses natural resources in a sustainable manner and stimulates the local economy by using technologies to solve concrete problems, create opportunities, Deliver effective services, reduce inequalities and increase resilience.
- Nature-Based Solutions (NBS) - that use the natural nature and functions of healthy ecosystems to address current challenges in green economy, water management, climate resilience, habitat loss and biodiversity, air pollution/CO2 emissions, urban regeneration, management of green spaces, justice and social cohesion, health and human well-being, among others;
- Reconstruction, mitigation and adaptation to climate change - which should foresee more resilient solutions to climate threats and local climate trends to reduce similar damage cases in the future. The technical cooperation programme is expected to assist BRDE client municipalities in developing climate change adaptation and contingency plans.

3. Sustainable agriculture

The technical cooperation programme will support BRDE in its provision of credit for sustainable solutions to farmers in the region. Consultants should contribute to strengthen:

- Monitoring, evaluation and alignment with SDG 2 on food security, sustainable and resilient agriculture, and the AFD credit line;
- The training on monitoring and evaluation of impact indicators for the agricultural sector.

3. The expected results of the program

The expected results of the technical cooperation programme are as follows:

Expected results	Activities
<u>Start-up phase</u>	Definition of a precise plan of activities and the schedule for implementing technical cooperation
<u>Outcome 1:</u> Strengthen the policy of social, environmental and climate responsibility	1.1 Update of vulnerability indices and climate threats
	1.2 Support for transition climate risk management
	1.3 Support for concentration risk management
	1.4 Support for the development of an automated tool for categorizing social and environmental risks
	1.5 Support for the development of an integrated platform to provide detailed information on social, environmental and climate-related risks (SFCR) at different levels of granularity, in the national and international context.
	1.6 Conducting stress tests related to climate risks

	1.7 training modules on World Bank standards for financing high and high risk E&S projects (rated B+ and A)
<u>Outcome 2</u> Strengthen sustainable infrastructure financing and improve community resilience	2.1 Development of studies for at least 5 BRDE client municipalities that were affected by the floods
	2.2. Development of at least 5 customized pilot projects for the implementation of nature-based solutions, climate mitigation or sustainable infrastructure projects to reduce municipalities' vulnerabilities
	2.3. Preparation of projects for at least 5 municipalities for the development and implementation of works or measures resulting from climate adaptation plans
<u>Outcome 3</u> Support the supply of credits in favor of sustainable agriculture	3.1 Monitoring, evaluation and alignment with SDG 2 on food security, sustainable and resilient agriculture, and the AFD credit line.
	3.2 Evaluation and training of impact indicators for the agriculture sector

4. Scope and duration of service

The scope of the intervention includes the entire southern region of Brazil, mainly the three states of Paraná, Santa Catarina and Rio Grande do Sul. It should be noted that linkages with the state bordering on Mato Grosso do Sul, in which the BRDE intervenes, may be necessary as part of the TA.

The full implementation of the technical cooperation programme is planned for a maximum period of 36 months from the start of the service.

The team should be operational on Q4 2025 for the launch of Technical Cooperation operations.

Article 3. Nature of the services requested

The consultant will begin, at the beginning of the technical service, a phase of exchanges and discussions with the BRDE and the AFD in order to properly frame the technical cooperation activities. This initial phase, particularly important for the smooth running of the service and its proper appropriation by all, will be materialized by (i) the issuance of a start-up report including the detailed plan of Technical Cooperation activities and (ii) The holding of a dedicated meeting involving BRDE and AFD.

1. Component n°1: Strengthening the policy of social, environmental and climate responsibility

1.1 Subsection 1: Update of vulnerability indices and climate threats

- **Objective:** Improve the accuracy and representativeness of the general climate vulnerability index, ensuring alignment with the most recent data and updated climate projections.

This objective will result in the following activities:

- Update of the *future climate scenario* currently used in the localized climate risk calculation modelling (IPCC AR5 RCP 8.5), adopting one of the scenarios presented in the IPCC Sixth Assessment Report (AR6) and/or one of the scenarios developed by the NGFS, aiming for greater adherence to updated climate projections and alignment with international best practices.
 - Inclusion of new threats in the existing set, such as river flooding, coastal flooding, landslides/erosion and heat waves, broadening the scope of climate risk analysis and ensuring greater precision in identifying vulnerabilities.
 - Integration of short- and medium-term climate risk assessment scenarios into SARSAC, based on methodologies similar to those developed by the UN Environment Programme Finance Initiative (UNEP FI) in collaboration with the National Institute for Economic and Social Research (NIESR);
 - Update of the existing procedures and tools of BRDE's Social, Environmental and Climate Risk Management System (SARSAC).
- **Expected deliverables:**
 - Analysis, definition and approval of the future climate scenario(s) for the calculation of localized climate risk within the framework of the social, environmental and climatic risk management system (SARSAC) of the BRDE;
 - Inclusion of new climate threats in SARSAC, such as river flooding, coastal flooding, landslides/erosion and heat waves;
 - Update of the procedures and tools of the Social, Environmental and Climate Risk Management System (SARSAC) of the BRDE, as needed and according to the evolution of activities.

1.2 Sub-component 2: support for the management of transition climate risks

- **Objectives:** To develop and implement a methodology for managing and mitigating climate transition risk in credit operations, taking into account the heterogeneity of exposure to this risk by companies and clients served by BRDE.

This objective will result in the following activities:

- Development of mechanisms for continuous monitoring of the credit portfolio granted to the sectors most sensitive to possible structural changes;
 - Establishment of exposure limits for transitional climate risks, where applicable;
 - Establish indicators to effectively monitor exposure to transition climate risks;
 - Update of the existing procedures and tools of the BRDE's Social, Environmental and Climate Risk Management System (SARSAC).
- **Expected deliverables:**
 - Development, analysis and approval of the methodology for managing and mitigating transition climate risks in credit operations;
 - Update of the procedures and tools of the Social, Environmental and Climate Risk Management System (SARSAC) of the BRDE, as needed and according to the evolution of activities.

1.3 Sub-component 3: support for merger risk management

- **Objectives:** To develop and establish procedures for assessing excessive concentration on risks related to the transition to a low-carbon economy or physical impacts of climate change.

This objective will result in the following activities:

- Development of mechanisms to identify and monitor concentrations and levels of credit exposure in economic sectors and geographical areas most vulnerable to climate-related risks;
 - Set limits on these exposures, as appropriate, to mitigate the financial and operational impacts of these risks;
 - Establishment of indicators to monitor and control these exposures, allowing effective climate risk management and early detection of excessive concentrations;
 - Update of the existing procedures and tools of the BRDE's Social, Environmental and Climate Risk Management System (SARSAC).
- **Delivery times:**
 - Development, analysis and approval of the procedure for managing concentration risk in credit operations;
 - Update of the procedures and tools of the Social, Environmental and Climate Risk Management System (SARSAC) of the BRDE, as needed and according to the evolution of activities.

1.4 Sub-component 4: automated tool for the categorization of social and environmental risks of bidders and clients

- **Objectives:** Develop an automated tool to categorize clients' social and environmental risks, incorporating aggravating and mitigating factors in accordance with the guidelines of the Central Bank of Brazil (BACEN), with the aim of providing information for decision-making and helping to mitigate impacts and identify opportunities.

This objective will result in the following activities:

- Review of the regulatory criteria of the Central Bank of Brazil (BACEN) and other applicable standards related to social and environmental risks;
 - Definition and approval of the scope, granularity, key variables, indicators and metrics to be included in the analysis;
 - Development of an analytical model for the categorization of social and environmental risk, integrating aggravating and mitigating factors, which allows for automated and continuous assessment of clients, adjusting to new regulatory guidelines and updated data;
 - Interface and/or integration specifications with existing systems;
 - Validation of results and formation of teams with emphasis on the interpretation of impacts of aggravating and mitigating factors on social and environmental risks;
 - Establishment of measures to monitor the performance of the tool, evaluating its effectiveness in incorporating aggravating and mitigating factors.
- **Expected deliverables:**
 - Review of the regulatory criteria of the Central Bank of Brazil (BACEN) and other applicable standards related to socio-environmental risks.
 - Definition and approval of scope, granularity, key variables, indicators and measures to be included in the analysis.

1.5 Sub-component 5: credit analyst support information platform.

- **Objectives:** Develop an integrated platform to provide detailed information on social, environmental and climate risks (RSAC) at different levels of granularity, in national and international contexts. The tool will be designed to help credit analysts assess the impacts of these risks, by providing relevant data and strategic information to identify and mitigate risks in credit operations.

This objective will result in the following activities:

- Identification of reliable sources of data on social, environmental and climate-related risks (RSAC) at different levels of granularity, covering national and international contexts;
- Mapping of relevant variables and indicators for RSAC analysis, taking into account applicable regulations and industry standards;
- Structuring a centralized database capable of integrating general (e.g. global risk trends) and specific (e.g. sectoral, regional or project-related data);
- Development and implementation of automated processes for continuous database update to maintain current and reliable information;
- Development of an interface allowing credit analysts to access and view data quickly;

- Integration of graphs, interactive maps and automated reports to facilitate the interpretation of results and enable automatic extraction of data and reports;
 - Training on both the functionality of the tool and the appropriateness of RSAC management for credit granting;
 - Availability of manuals and user tutorials for quick consultations;
 - Validation of the coherence and reliability of the data and analyses provided by the tool;
- **Expected deliverables:**
 - Identify needs;
 - Identify reliable sources of data on social, environmental and climate-related risks (RSAC) at different levels of granularity, covering national and international contexts;
 - Map relevant variables and indicators;
 - Structuring of databases;

1.6 Sub-component 6: Conducting stress tests related to climate risks

- **Objectives:** Development of a tool and structured procedure to assess the resilience and vulnerability of the BRDE credit portfolio in the face of extreme climate scenarios, using stress tests.

This objective will result in the following activities:

- Evaluate recognized frameworks and methodologies for conducting climate stress tests, based on market best practices and regulatory requirements;
 - Define the objectives of the climate stress test, considering the assessment of the resilience and vulnerability of the credit portfolio to different climate scenarios;
 - Identify and rank the types of climate risks to be analyzed, including physical (acute and chronic) and transition risks;
 - Select and/or model specific climate scenarios for the stress test;
 - Develop the methodology for the application of stress tests, including the definition of quantitative models that assess the financial impacts of climate risks on the credit portfolio;
 - Establish key indicators to measure the climate risk resilience of the credit portfolio and help identify critical points;
 - Implement pilot tests with a representative sample of the credit portfolio to validate the methodology;
 - Train risk management teams and credit analysts in interpreting and applying climate stress tests, ensuring that the results are used effectively in credit decisions.
- **Expected deliverables:**
 - Assessment of recognized frameworks and methodologies;
 - Definition of the objectives of the test and identification of the types of climate risks to be analyzed;
 - Evaluation, selection and/or modelling of specific climate scenarios for stress testing.

1.7 Sub-component 7: training modules on the World Bank standards for financing high E&S risk projects (classified as B+ and A)

Objectives: Strengthen the capacity of BRDE to assess and mitigate E&S risks of investments classified as B+ and A according to World Bank standards

This objective will result in a training program that must cover all the actors involved in the implementation of the environmental and social aspects of SARSAC, such as sales teams and risk and compliance teams. The content will be divided into 3 sessions as follows:

- Interpretation of the specific guidelines of the environmental and social standards of the World Bank, highlighting differences with national E&S regulations,
 - Specific training for members on how to use client communication materials with respect to environmental and social risks,
 - Practical exercise and evaluation (only for the SARSAC team). Includes specific sessions for high and substantial environmental and social projects (if possible, using examples of projects funded by the AFD loan).
- **Expected deliverables:**
 - Training sessions and materials;
 - Adaptation of environmental and social communication materials for internal staff and clients.

2. Component 2: strengthen the financing of sustainable infrastructure and improve community resilience (DEPIN)

2.1 Sub-component 1: Development of studies for the benefit of BRDE's client municipalities that were affected by the Rio Grande do Sul floods of 2023/2024.

Objectives: Conduct a minimum of 5 personalized studies for municipalities that will include (i) a climate risk mapping and (ii) a master plan for the implementation of climate resilience plans and disaster mitigation. The studies will be directed to the BRDE client municipalities that were most affected (which had a public disaster decree), smaller and with low institutional capacity.

The studies should, as far as possible, start from existing diagnostics, public information and/or already developed on the site, in order to propose solutions at a high level and, if possible, at the level of a conceptual project for the more serious problems of this territory. It is also desirable to use technological solutions in preparing studies.

AFD and the BRDE will have to validate each study before its launch.

- **Expected deliverables:**
 - Preliminary studies (minimum 5)
 - Adaptation plan revised by the municipalities.

2.2 Sub-component 2: development of at least 5 customized pilot projects for the implementation of nature-based solutions, climate mitigation or sustainable infrastructure projects to reduce municipal vulnerabilities.

Objectives: Development of at least 5 pilot projects from existing catalogues of the most recurrent, adaptable and potentially extensible types (can be deployed elsewhere) of nature-based solutions projects (NBS), climate change mitigation or sustainable infrastructure with minor adaptations.

The consultant will work from public data, in collaboration with BRDE and AFD, identifying and choosing the types of projects that are most relevant for the South region, are the most urgent at the moment, are most likely to be implemented according to the pipeline of credits to the BRDE target municipalities and, again, they are scalable (can be deployed elsewhere).

This objective will translate into the following activities: identification of already existing conceptual projects in catalogues, promotion of adaptations for the region if necessary and preparation of terms of reference and a budget, to allow the BRDE to offer support to client municipalities that wish to finance their implementation with credit lines from the BRDE, AFD and third parties.

- **Expected deliverables:**
 - Minimum of 5 eligible NBS projects prepared, including terms of reference and work budget.

2.3 Sub-component 3: Preparation of projects for at least 5 municipalities for the development and implementation of works or measures resulting from climate adaptation plans.

Objectives: With or without a basis in previous studies, it must be offered by specialized advice or even through projects co-financed by the BRDE, foundations or civil society organization the technical support for the preparation of municipalities, for the purposes of developing and implementing Climate Adaptation Plans with the possibility of financing by BRDE with credit lines from AFD or third parties.

This objective will be translated by the following activities: will be supported min. 5 Municipalities in the region, through the detail of existing plans or Masterplan, development of complementary studies, provision of technical and institutional support for the structuring and development of projects that can be financed by the BRDE. In the case of simpler adaptations, the projects will already be detailed by specialized consultants. More complex works or infrastructures may see their basic projects developed after the funding is granted.

- **Delivery times:**
 - Minimum of 5 projects eligible for funding by the BRDE prepared.

3. Component n°3: Support the supply of credits for more sustainable rural production (SUCEC + AGENCES + CRESA)

3.1 Sub-component 1: monitoring, evaluation and alignment of the AFD credit line on SDG 2 food security, sustainable and resilient agriculture.

- **Objectives and deliverables:** Support and revise the typology of BRDE sustainable projects related to SDG 2 food security, sustainable and resilient agriculture, based on the ex-ante analysis of investments presented by BRDE.

This objective will result in the following activities and deliverables:

- According to the existing taxonomies (see also ABC+ program classification), evaluation and improvement of the taxonomy used by BRDE to evaluate if the investments presented by BRDE are the most climate-friendly, to biodiversity, water conservation or soil protection.
- Support to the BRDE to verify AFD's criteria for sustainable agriculture for a possible allocation of credits presented by the BRDE on the AFD credit line.
- Rating of investments presented by the BRDE based on the expected impact, for more accurate reporting.
- Assessment of the process and inventory of applicable and relevant tools, if necessary, in order to contribute to the analysis of the investments presented.

3.2 Sub-component 2: training on monitoring and evaluation of impact indicators for the agricultural sector

Objectives: Identification and evaluation of more sustainable production processes and technologies for rural production, with modeling of the impact analysis of projects funded by BRDE, orientation of best practices and the most sustainable technologies to be promoted in rural areas and their supporting activities such as storage and cooperative actions.

This objective will result in the following activities

- Analysis of existing tools within the BRDE to measure key performance indicators, such as carbon footprint, water use reduction, comprehensive soil protection (fully covered soils), water retention in landscapes, biodiversity preservation, etc.
 - Presentation of analysis and advice on best practices in the evaluation of agricultural projects.
 - Presentation and training for final beneficiaries, such as cooperatives
- **Expected deliverables:**
 - Tool analysis report, with suggestions for improvement and integration of relevant tools
 - Report on international best practices and regulatory trends in the field
 - Support for the construction of impact analysis methodologies from secondary data to strengthen impact reporting
 - Training of final beneficiaries on the BRDE evaluation process

Article 5. Terms of delivery and execution

The contract will be awarded to a single contractor. Consortia are allowed.

For carrying out all the actions defined in Article 3, the BRDE will provide on its premises rooms for conducting workshops, coffee breaks, invitations, fixed support equipment (computers, microphones, internet, projectors). A temporary room for the consultant on contract and, as regards expert assignments from outside the consultant, for interpreters and translation equipment.

The tenderer shall make available the remaining equipment necessary for the provision of technical assistance. AFD will not provide any logistical support to the Technical Cooperation structure.

Field TA will take the form of a decentralized structure. The proposer must propose a more efficient organization of the team and its movements. You can proceed as follows:

- **A local Project Manager**, Portuguese-speaking with an excellent command of English or French, directly responsible for the implementation of the components of the technical cooperation programme and for coordinating the technical experts involved in the execution of other activities. The project manager must allocate approximately 25% of his/her time to coordinating activities.
- A "group of technical specialists", available on request throughout the mission by the coordinating project manager.
- A project management unit, composed of at least one of the above-mentioned contacts, which will ensure the interface with AFD, BDRE and other local or international actors necessary for the implementation of the programme. As such, the BRDE will create an internal project monitoring committee on which the consultant can rely.

Required profiles

Project Manager: experienced international consultant, preferably based locally, with proven experience (i) in managing projects in the context of emerging countries or Brazil and more specifically (ii) Experience in implementing the 2030 Agenda by development banks (iii) experience related to investments that represent a co-investment in the field of climate change (adaptation and mitigation). Experience working with banks in developing/emerging countries, or in Brazil, and with international donors would be highly appreciated. The project manager must have skills in project management/coordination, communication and management and be a Portuguese speaker with an excellent command of English or French.

Short-term expert pool: short-term experts should have highly specialized and technical profiles in their fields:

- Financial E&S and climate risk management by banks. A senior expert with the support of less experienced consultants.
- Climate finance. A senior expert with support from less experienced consultants.
- Resilient infrastructure. A senior expert with support from less experienced consultants.
- Sustainable agriculture. A senior expert with the support of less experienced consultants.
- A pool of intermediate/junior qualified consultants in support.

Article 6. Monitoring reports

A kick-off meeting will take place at the beginning of the mission, in the presence of the consultant, BRDE and AFD.

In addition to the technical deliverables related to each activity, the Consultant must submit, for general service monitoring, the following reports.

A launch report:

No later than 20 working days after the start of the mission, the Consultant will present a start-up report, submitted for validation to AFD (in collaboration with BRDE) and including:

- The detailed plan of technical cooperation activities,
- The detailed methodology of the service,
- A detailed work program for the first two quarters included the proposed deliverables,
- A detailed planning of the mobilization of the different experts for the next two quarters.

Quarterly reports including at least the following:

- A report on the consultant's activity (progress of activities) for each component and sub-activities,
- Financial report of the Consultant contract
- Comparison of the actual compared to the planned and justifications for potential deviations;
- Identification of potential difficulties and proposals to address them
- The work programme for the past quarter and the provisional programme for the next two quarters,
- A detailed schedule for the mobilization of short-term experts for the next two quarters.

The reports of the steering committees organized at least every three months comprising:

- The presentation made to the steering committee including among others: the planning of activities for the coming months, the detail of the activities carried out
- A summary of the steering committee discussions

At the end of the contract, the Consultant will produce a final report comparing the activities carried out with the objectives set at the launch of the programme, describing the results of the programme and possible areas for improvement. A draft final report will be submitted to AFD one month before the end of the work. The final version of the final report, taking into account AFD's comments, must be sent to BRDE and AFD 30 days before the end of the mission.

Article 7. Main administrative features of the PO contract

a. General conditions

Since it is difficult to predict in advance the content, period and duration of each of the activities described above, the principle of a contract with orders (purchase orders) from an office (or group of services) for specialized studies has been adopted.

The list of unit prices resulting from the call for tenders will therefore be firm and not revisable during this period.

b. Triggering an intervention

Each intervention (or mission) must be the subject of a specific AFD purchase order with the selected design office. This purchase order details the terms of reference for the mission as well as an execution schedule and the nature of the desired knowledge.

In response to the purchase order transmitted by AFD, the design office will propose to AFD, within a maximum of one calendar week: (i) CVs of experts meeting the criteria and available during the considered period, (ii) a schedule for the execution of the service; and (iii) a detailed budget based on the application of the list of unit prices resulting from the call for tenders and including additional travel costs and any living expenses. The CVs presented by the design office will correspond to those proposed as part of the call for tenders. Understanding, however, the difficulty of mobilizing qualified experts within short deadlines, the design office will have the possibility, in case of unavailability of the initial expert, to submit to the AFD the CV of another expert with at least the same skills, and by applying the same service unit prices. AFD must give its prior consent to any curriculum presented to it by the design office as part of this contract.

The AFD agreement will be formalized by transmitting the accepted quote to the provider, to which the AFD will have added the mention "Agreement for the start of the service". The service provider must not exceed one calendar month between this agreement and the actual mobilization of the requested experts (start of the intervention).

Article 7. SCHEDULE AND SERVICE MANAGEMENT

The service is scheduled for a period of 24 months. The contract duration will be 36 months.

Indicative implementation schedule

[illegible]

The direction of the service will be provided by Laurent Mélére, Paulo Simplicio and Camila Leotti from the agency in Brasilia.

On the BRDE side, the interlocutors will be the following managers:

Component 1 - SURIS

Component 2 - SUPLA

Component 3 - SUPLA

To ensure the coherence of the programme and coordinate the mobilization of the departments concerned, the BRDE will have a coordinator for the technical cooperation programme.

Article 8. WORKING LANGUAGE

The language of the contractual documents is French.

The execution of the contract requires the use of the Portuguese language as well as English or French in relations with the contracting authority and the BRDE (documents, meetings, telephone calls, e-mail), notably for:

- Holding or participating in meetings,
- Drafting of the results, which must be submitted in Portuguese, with the exception of the semi-annual monitoring report, which will be submitted in English or French.
- The monitoring reports of the services executed.

The mastery of both languages (Portuguese and English or Portuguese and French) by the Project Manager and of Portuguese by the team of experts proposed by the Service Provider is imperative.