**TERMS OF REFERENCE**

**AND TECHNICAL SPECIFICATIONS**

**1. General Information**

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| --- | --- |
| Task Name | Hiring of consulting services to provide technical assistance to 27 organizations benefiting from bioeconomy projects in 5 states of the Brazilian Legal Amazon. |
| Beneficiaries | Expertise France |
| Country | Brazil |
| Estimated total number of months | 13 (12 for technical assistance and 1 for contract termination) |

**2. Context and Justification**

The Amabio project, funded by the Agence Française de Développement (AFD), aims to support the development of the bioeconomy and innovative sustainable financing practices in the countries of the Amazon basin, initially in Brazil, but also in Colombia, Bolivia, Ecuador, and Peru in a second phase. By supporting credit lines granted by the AFD to public banks in Brazil and other countries in the region, the project will leverage this financing through a technical cooperation program that aims to promote sustainable economic alternatives for the inhabitants of the Amazon.

This program has three components:

* Component 1: Creation of a center for innovation, investment, and technology sharing for the Amazonian bioeconomy.
* Component 2: Support for partner public banks to finance the bioeconomy and the preservation of natural heritage in the Amazon.
* Component 3: Development of innovative initiatives to combat deforestation and restore natural heritage in vulnerable biomes.

In June 2025, in partnership with Banco da Amazônia (BASA), the AMABIO 001/2025 Call for Proposals was launched, with a budget of R$ 4 million. The Call for Proposals received more than 500 proposals from entrepreneurs, cooperatives, and associations from the states of Amazonas, Pará, Amapá, Maranhão, and Acre. After a selection process, 27 projects were selected, representing the social, productive, and territorial diversity of the Legal Amazon.

Of the total approved projects, Amazonas (AM) leads with 9 projects, representing 33% of the total. Pará (PA) follows, with 8 projects and 29%. Amapá (AP) has 6 initiatives, corresponding to 22%. Maranhão (MA) has 3 projects (12%), while Acre (AC) participates with 1 project, equivalent to 4% of the total.

All supported initiatives have a strong presence in traditional and protected territorial units, with projects to be implemented in Indigenous Lands, Extractive Reserves (Resex) and Sustainable Development Reserves (RDS), or in territories used by family farming, reinforcing governance and income generation in these territories.

The first call for proposals will strengthen organizations working with bioeconomy value chains in the Amazon, with a focus on the sustainable management of pirarucu fish, agroforestry systems (SAFs) with cocoa and fruits, the production of vegetable oils, the processing of pulps and bioactives, handicrafts, and community-based tourism. These chains are driven by process innovations – such as the implementation of agro-industries, community bio-factories, solar energy, waste reuse, and digital inclusion. Projects focused on social innovation and governance are also included, such as collective organization, professional training, women's empowerment, and the creation of new commercial arrangements and territorial surveillance.

In this way, the call for proposals demonstrates a commitment to sociocultural equity, with a significant number of projects being led by women – who are at the forefront of initiatives in agro-industry, handicrafts, and community management – and others specifically aimed at indigenous peoples and traditional communities, strengthening their organizations, knowledge, and traditional production systems.

**3.1. Subject of the Contract**

Hiring a specialized organization - NGO, OSCIP, social enterprise or research/technical assistance institution with a consolidated presence in the Amazon - to **develop, coordinate and implement an institutional strengthening plan** for the 27 community-based organizations selected by the 1st AMABIO Call for Proposals.

The contracted organization will be responsible for providing **primarily remote technical assistance,** and may coordinate and engage **local partners** (universities, networks, associations, public and private institutions) for eventual on-site support, especially at the beginning of the support process.

**The contracted consultancy will not provide technical or financial supervision of the supported projects, nor will it verify the eligibility of expenses, contractual compliance, or mandatory on-site execution of activities.** Its role will be limited to strengthening the institutional and organizational structure of the beneficiaries, respecting their territorial specificities and different levels of organizational maturity.

**3.2. General Objective**

To strengthen the institutional and organizational capacities of the 27 organizations supported by the 1st AMABIO Call for Proposals, through a structured process that combines shared planning, individualized diagnosis, territorial articulation of partnerships for technical support and remote training, contributing to the successful implementation of projects and the sustainability of results in their territories.

**4. Specific Objectives**

**4.1. Conduct an initial planning process with 27 organizations.**

Initiate work with the 27 beneficiary organizations through a structured process that includes preliminary consultations, alignment of expectations, and the presentation of a proposal for pedagogical support to strengthen institutional capacity. This process should:

* to establish a common ground of understanding regarding objectives, steps, and responsibilities;
* To present the operational instruments and requirements of Banco da Amazônia related to the execution of the projects (which will be provided by the Bank).

**4.2. Conduct an institutional maturity assessment.**

Based on the application of an organizational maturity assessment tool and, if necessary, supplementary interviews, identify:

* institutional strengths and weaknesses;
* management and governance gaps;
* Key risks and emerging needs for strengthening;
* Types of institutional maturity (segmentation of beneficiaries).

**4.3. Map, mobilize and engage territorial partners**

Implement efforts to connect and activate local networks—universities, cooperatives, associations, networks, public bodies—to provide complementary support to beneficiaries in the process of institutional strengthening and in the technical implementation of their projects.

The contracted organization must, in its technical proposal and work plan, differentiate the responsibilities that will fall under its purview and those that can be supplemented by local networks **through voluntary partnerships** between the parties.

**4.4. Develop and deliver Individualized Action Plans (“tailor-made”)**

For each beneficiary, provide a plan containing:

* priorities for institutional strengthening;
* Practical guidelines for governance, management, communication, finance, and technical execution;
* Specific recommendations tailored to your level of maturity;
* proposals for remote support and territorial coordination.

**4.5. Execute the institutional strengthening process on two complementary levels.**

1. **Macro level (general):**
   * Conduct remote training cycles for all organizations with a minimum workload of 40 hours distributed across the following themes: project management, financial management, monitoring, evaluation , and institutional communication. Additional themes may be incorporated based on diagnosis and initial dialogue with the beneficiaries.
   * To produce and apply tools, teaching materials, and content adapted to rural and forestry realities, with an appropriate and feasible workload .
2. **Micro level (individualized):**
   * Provide remote technical support, according to individualized action plans;
   * Maintain a remote channel for direct communication with the 27 organizations to address any questions regarding the monitoring process of individual action plans throughout the contract;
   * articulate the eventual on-site support to be provided by local partners.

**5. Implementation schedule**

All products must be delivered in Portuguese, following Expertise France templates, where applicable*.*

1. **Initial Work Plan**

**Deadline:** up to 30 days after signing.

It should include:

* Consolidation of the institutional maturity analysis with segmentation (considering aspects such as governance, financial management, legal compliance, etc.) and a risk matrix accompanied by practical recommendations.
* Proposal for an 11-month institutional strengthening plan, including:
  + general methodology;
  + Training model (remote and in-person via partners);
  + minimum workload;
  + Menus and contents;
  + Formats adapted to the rural-forest reality (which may include online platforms, visual cards, *WhatsApp groups* , etc.);
* Initial strategy for mobilizing territorial partners;
* Internal communication plan with beneficiaries;
* Detailed schedule for the 11 months of work.

1. **Start of Training Cycle**

**Deadline:** after submission of the Institutional Strengthening Plan (Product 01) – up to 30 days after signing , with continuous implementation throughout the execution period.

Include:

* Content covering technical execution, financial management, M&A, and institutional communication.
* teaching materials ( *slides* , guides, instructions);
* recordings of remote sessions;
* attendance lists;
* Consolidated FAQ.

1. **Individualized Action Plans (27 plans)**

**Deadline:** up to 60 days after signing.

Each plan should detail:

* individual diagnosis;
* priorities and strategies for strengthening;
* practical recommendations;
* planned territorial organization;
* Simple indicators for monitoring.

1. **Submission of Quarterly Consolidated Reports (3 reports)**

**Timeline:** months 4, 7 and 10 (first report after 90 days from the start of the training cycle)

Each report will include:

* activities performed;
* *Status* of project execution by organizations (without technical/financial supervision);
* Partners mobilized and visits made by them;
* Challenges, risks and opportunities identified;
* recommendations;
* documentary evidence.

1. **Submission of Consolidated Final Report + Systematization of Best Practices**

**Deadline:** up to 15 days after closing (month 12)

It should contain:

* A comprehensive summary of the results achieved;
* methodologies developed;
* tools produced;
* Types of beneficiaries and their challenges;
* Lessons learned;
* 27 individualized fact sheets (1–2 pages) with institutional progress, challenges, and post-project recommendations;
* Proposals for future AMABIO calls.

**6. Deliverables and Deadlines**

| **Step** | **Activities** | **Estimated schedule** |
| --- | --- | --- |
| **1** | **Initial Work Plan** , including initial planning, consolidated rapid assessment tool, segmentation strategy, remote training methodology, and partner mobilization plan. | Month 1 (up to 30 days after signing) |
| **2** | **Start of the Training Cycle** , according to the schedule approved in Product 1. | Throughout the execution, starting in month 2 |
| **3** | **Individualized Action Plans** for the 27 beneficiary organizations, with tailored recommendations and territorial coordination. | Month 3 (up to 60 days after signing) |
| **4** | **Submission of Quarterly Consolidated Reports** (macro activity, without technical-financial supervision) | Months 04, 07 and 10 |
| **5** | **Submission of Final Consolidated Report and Systematization of Best Practices** | up to 15 days after closing (month 12) |

**7. Work Methodology**

The methodology should prioritize:

* Remote institutional strengthening, with in-person activities preferably carried out by territorial partners, when possible and relevant, on a voluntary basis and without additional cost to the contract.
* Two-level approach:
  1. Macro (remote training and cross-cutting materials);
  2. Micro (individualized follow-ups and coordination with local partners).
* Structured initial consultation with all beneficiaries for leveling, rapid maturity assessment, and mapping of partnerships.
* Participatory and intercultural approaches, sensitive to the socio-territorial reality of the Amazon.
* Production of simple, applicable methodologies, content, and tools adapted to rural and forestry organizations, with a realistic workload.
* Cross-sectoral integration of gender, youth, and diversity.
* Clarity regarding responsibilities: the contracted organization will not provide technical or financial supervision of the beneficiaries, limiting itself to institutional strengthening.

**8. Duration and Location of Performance**

The contract will have a total duration of **13 months (12 for technical assistance and 1 for contract termination)** , with a start date scheduled for **March 2026** .

The scope of the consultancy work includes the states of **Amazonas, Pará, Amapá, Maranhão, and Acre** .

**9. Profile of the Contracted Institution**

**Institutional Experience**

* Minimum of 5 years of experience working in the Legal Amazon region with community organizations, socio-bioeconomy ventures, or territorially based initiatives.
* Proven experience in institutional strengthening, organizational management, governance, and remote or hybrid technical assistance.
* Proven track record working with traditional communities, indigenous peoples, family farmers, riverside dwellers, or extractivists.
* Prior experience with international cooperation projects, whether bilateral or multilateral.
* Experience in the development, technical and financial management of projects in the Amazon.

**Technical Capacity**

Multidisciplinary team with experience in:

* Institutional strengthening and organizational development;
* Administrative and financial management of small projects (support, not supervision);
* Monitoring, evaluation and indicators;
* Institutional communication and visibility;
* Territorial coordination and partner mobilization;
* Design of remote teaching methodologies and training.

Proven ability to:

* Activate networks and mobilize local partners (cooperatives, associations, universities, public bodies, etc.);
* Coordinate hybrid actions with a focus on efficiency and territorial suitability.

**Operational Capacity**

* Aptitude for performing **online activities with quality** , including specialized platforms and team;
* Ability to coordinate, provide methodological guidance, and monitor the work of **local partners for on-site visits** ;
* Suitable digital tools for continuous monitoring.

**Valued Profile**

* Amazonian organization or one with strong territorial roots;
* Teams with ethnic, gender, and territorial diversity;
* Experience with projects funded by public banks, international organizations, and cooperation agencies.

**10. Supervision and Coordination**

The supervision will be carried out by the team from **Expertise France in Belém** , in coordination with **Banco da Amazônia (BASA)** , is responsible for the financial and contractual supervision of the beneficiary organizations.

The contracted organization must designate a person as the **focal point** for implementation.

The contractor must hold regular meetings , sharing:

* progress of activities;
* methodological adjustments;
* risks, challenges and emerging needs.

**Important:**   
EF supervision The Bank of Amazonia **does not delegate** technical or financial supervision activities to the contracted organization; such responsibilities remain entirely with the Bank of Amazonia, the contracting institution along with the 27 organizations selected in the 1st Amabio Call for Proposals.

**11. Budget and Payment Terms**

Payments will be made upon delivery and **approval of the deliverables** , according to the following schedule:

|  |  |
| --- | --- |
| **Deliverable** | **Payment** |
| Workplan | 20% |
| 1st Consolidated Quarterly Report | 20% |
| 2nd Quarterly Consolidated Report | 20% |
| 3rd Quarterly Consolidated Report | 20% |
| Final Consolidated Report and Systematization of Best Practices | 20% |

The supplier must issue an invoice detailing the services provided.

Payment will be made via international bank transfer. All payments may take up to 30 calendar days to arrive, starting from the date the invoice is issued and validated by Expertise France.

An advance payment of up to 10% of the contract value may be requested by the winning company at the time of contract signing.

**12. Selection Criterion**

**12.1 Price of the service - 30%**

**12.2. Technical Evaluation of the Methodological Proposal - 35%**

The proposal should include:

* A detailed description of the methodology, consistent with the focus on institutional strengthening and remote prioritization;
* strategy for mobilizing territorial partners;
* detailed schedule;

**12.3. Institutional Experience and Team Profile - 35%**

The submission must include:

* Complete resumes of the team;
* A brief portfolio of the institution containing:
* territorial experience in the Amazon region and/or with traditional communities, indigenous peoples, family farmers, extractivists etc. A reference contact that can validate the service should be provided; and
* experience in institutional strengthening, technical assistance, project management, and territorial coordination.

**APPENDIX - Location of beneficiary organizations (State/Municipality)**

|  |  |  |
| --- | --- | --- |
| **STATE** | **MUNICIPALITY** | **Number of beneficiaries** |
| Amazon | Boca do Acre | 01 |
| Canutama | 01 |
| Alvarães | 01 |
| Itacoatiara | 01 |
| Tefé | 02 |
| Maués | 01 |
| Silves | 01 |
| Fonte Boa | 01 |
| Carauari | 01 |
| Amapá | Itaubal | 01 |
| Mazagão | 02 |
| Oiapoque | 02 |
| To | Santarém | 02 |
| Santo Antônio de Tauá | 01 |
| Prainha | 01 |
| Altamira | 01 |
| Belém | 02 |
| Paragominas | 01 |
| Maranhão | São José do Ribamar | 01 |
| Timon | 01 |
| Cururupu | 01 |
| Acre | Cruzeiro do Sul | 01 |
| TOTAL | | 27 |