



Financial Cooperation between Germany and ACTO through the German Development Bank - KfW

**PROJECT FOR THE MANAGEMENT, MONITORING AND CONTROL OF WILD FAUNA AND FLORA SPECIES THREATENED BY TRADE**

**Terms of Reference**

**for hiring a consultancy to:**

**Prepare the Strategic Plan and Action Plan of the Amazon Regional Observatory (ARO), which will be linked to the implementation of the Network of Amazonian Research Centers (RedCIA).**

**Under Component 1 of the Project:**

National and Regional Information and Knowledge Management Systems

**Position/function:** Advisor for the *Regional project for the management, monitoring and control of wild fauna and flora species threatened by trade.*

**Financing agency:** German Development Bank - KfW German Financial Cooperation

**Executing Agency:** Amazon Cooperation Treaty Organization.



- Bolivia, Brazil, Colombia, Ecuador, Guyana, Peru, Suriname, Venezuela-

Brasilia, DF– June 2022

## **Terms of Reference for the preparation of the Strategic and Action Plan for the Amazon Regional Observatory (ARO) to be linked to the implementation of the Network of Amazonian Research Centers (RedCIA).**

### **1. BACKGROUND AND RATIONALE**

The Amazon Cooperation Treaty Organization (ACTO), through its Permanent Secretariat (PS), has been executing the Regional Project for the Management, monitoring and control of wildlife species threatened by trade (Bioamazon Project), which is part of a commitment between the ACTO and the German Government, with non-reimbursable financial cooperation funds channeled by the German Development Bank (KfW).

The Bioamazon Project aims to contribute to the conservation of Amazonian Biodiversity and especially of the species included in the Appendices of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), by increasing efficiency and effectiveness of the management, monitoring, and control of species of wild fauna and flora threatened by trade in ACTO Member Countries.

The project is implemented through three components: 1) National and regional information and knowledge management systems; 2) Strengthening and regional harmonization of national electronic permits mechanisms/systems/processes; and 3) Strengthening sustainable management initiatives and traceability mechanisms for Amazonian species.

Based on the mandates of the Amazon Cooperation Treaty (ACT), the decisions of the XII and XIII Meetings of Ministers of Foreign Affairs<sup>1</sup>, and the preliminary actions of the different Technical Working Groups, the PS/ACTO has been working closely with different institutions and government agencies of ACTO Member Countries (MC), in the development of the conceptual bases of the ARO and its management instruments. This work was crystallized in 2019 through the consultancy hired for the “conceptual configuration of ACTO’s Information and Knowledge Management System (SIGC) and the Amazon Regional Observatory (ARO)” and, subsequently, based on the results of the consultancy, at the end of 2020, the development of the computer platform and the construction of the physical facilities of the ARO began.

Despite the substantial progress achieved in the implementation of the first phase of the ARO, there are no concrete actions for the implementation of the initiative RedCIA, which is a complementary to the ARO. RedCia’s objective is to strengthen national scientific and technical capacity around themes and lines of research and action that affect the Amazon Basin, through interconnection among the research centers of the eight ACTO Member Countries and the government institutions responsible for the theme at the national level.

The PS/OTCA, on the one hand, is aware of the need of a guiding document for the ARO’s work after the completion of the Bioamazon Project, to define the actions that the PS/ACTO should implement at a strategic level to keep the ARO functioning, in coordination with the RedCIA, and that considers both the objectives of creating the ARO, the national circumstances of the MC in relation to the availability and capacities to generate information, as well as the essential technical, technological and financial resources for the operation of the ARO in a time horizon of five years. On the other hand, the PS/ACTO is aware of the urgency to resume the implementation of the RedCIA, since the ARO’s sustainability, to a large extent, is linked to the operation of the network.

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<sup>1</sup>At the XIII Meeting of Foreign Ministers of ACTO Member Countries, the ministers entrusted the Amazon Cooperation Council (CCA) to take the necessary measures to approve the functioning mechanism of the ARO and the establishment of the Amazon Research Centers Network, as well as other operational documents. Subsequently, at the IV Regional Meeting on Science, Technology and Education, held on November 15 and 16, 2016, in La Paz, Bolivia, the foundations were laid for the Steering Committee of the ARO and the Amazon Research Centers Network, and it was agreed on the formation of Working Groups for the implementation of both initiatives. Likewise, an Implementation Plan for the ARO and the formation of the Network were agreed upon.

However, the sustainability of the ARO not only depends on the establishment of political-institutional agreements among the MC, but also on other aspects that will guarantee its long-term operation, such as technological, organizational, financial and communication aspects; An interaction with the sociocultural dimension is also crucial, which is related to meeting the demands of ARO's users in different sociocultural contexts.

Therefore, the PS considered it important to hire the consulting service to prepare a Strategic Plan and Action Plan, with the participation of the 8 MC. The plans include the diagnosis of all these dimensions, in addition to considering the institutions and government agencies, Universities, Research Centers and Civil Society Organizations of the MC as well as potential collaborators of the ARO and the RedCIA, who act from outside the region, developing research and knowledge that are relevant to the Amazon. The objective of the consultancy is to provide inputs for decision-making to guarantee the ARO's sustainability, and resume the actions conducted by the different Working Groups for the establishment of the RedCIA, within a temporary vision of evaluation and fortnightly renewal of activities, and to consolidate the ARO as an Information Center of Reference on the Amazon.

## **2. OBJECTIVES OF THE CONSULTANCY**

### **2.1. Overall objective**

To consolidate the Amazon Regional Observatory as a Regional Information Reference Center for the Amazon, through strategic planning and implementation with a 10-year horizon, allowing its growth, sustainability, technological updating and innovation, as a tool for public management of the MC, through concrete operational actions in the immediate, short, medium and long-term.

#### **Specific objectives**

- To conduct a comprehensive analysis of the state of the ARO, taking into account the conceptual, organizational, functional, financial, communicational, institutional, and inter-institutional aspects, including a comparative analysis with other observatories, as well as other aspects deemed relevant of the same or similar nature.
- Establish the baseline of ARO's applicability conditions and potential as a public management tool, as an information system, an information repository, a hub to attract and implement new and innovative technologies.
- Propose at least three management scenarios that will be developed identifying, under a participatory approach, the scope, products, services, and impact tools for the ARO, including elements of technological innovation, and the financing for each scenario.
- Develop a multi-criteria methodology to be proposed to the Permanent Secretariat (PS) to identify the most appropriate scenario for the political, institutional, legal, financial, technological, etc., context of ACTO.
- Design the strategic plan and the operational action plan based on the scenario selected to project ARO's growth and sustainability in the institutional, organizational, technological, financial and communication dimensions.
- In coordination with the PS, validate the proposal and provide feedback involving the representatives of the MC (Focal Points, members of the ARO Steering Committee, ARO team, other projects' teams, Technical Support Unit (TSU), PS/ACTO Board, among other strategic participants).

## **3. ACTIVITIES**

The activities planned for this consultancy, which are articulated to the specific objectives, are the following:

3.1 To conduct a comprehensive analysis of the state of the ARO, taking into account the conceptual, organizational, functional, financial, communicational, institutional, and inter-institutional aspects, including a comparative analysis with other observatories, as well as other aspects deemed relevant of the same or similar nature.

- Preparation of the Work Plan.
- Review of documented information related to the institutional context of ACTO, and the development and implementation process of the ARO.
- Interviews with the main actors and users of the ARO in the MC, as well as experts appointed by PS/ACTO and jointly with PS/ACTO and Bioamazon Project staff.
- Coordination with the officials responsible for the ongoing projects of the SP/OTCA, who are working with the ARO through its thematic modules.
- Review of the ARO Portal (e.g., integrating modules, thematic modules, intranet) and the multimedia material developed to date).
- Coordination with the officials responsible for the ongoing projects of the PS/ACTO, who are developing the modules for the ARO for first-hand experience.
- Interviews with the main actors and users of the ARO in the MC, in coordination with the PS and the Bioamazon Project.
- Comparative analysis of good practices of other existing observatories, inside and outside the region, under the model of the benchmarking methodology.
- Analysis of all the information gathered in the previous activities for the establishment of the baseline of ARO's applicability conditions and potential as a public management tool, as an information system, an information repository, a hub to attract and implement new and innovative technologies.
- Interviews with experts nominated by PS/ACTO.

3.2 Propose at least three management scenarios identifying, under a participatory approach, the scope, products, services, and impact tools for the ARO, including elements of technological innovation, and the financing for each scenario.

- Propose a methodology for establishing management scenarios, based on the state of the art of the most used tools or methodologies to support institutional strategic planning such as BSC (Balance Scorecard), OKR (Objectives and Key Results), among others. Within the scenario analysis should be included the variable "Implementation of the RedCIA".
- A Survey with key actors, from inside and outside the region, on future perceptions, applying a methodology that favors collective construction and that engages all participants in the content debate, including the PS/ACTO technical team.
- Definition and preparation of three management scenarios through participation in virtual workshops with representatives of the MC (Focal Points and ARO Steering Committee) and PS/ACTO Board of Directors, ARO team, Projects, Technical Support Unit). The EU team of the Bioamazon project will define the number of workshops required to obtain the desired outputs.
- Preparation and definition of a methodology to ensure ARO's constant technological updating and innovation, considering, among others, the establishment of a permanent network for management tools updating specific for this type of platform (or reference information centers) devoted to providing management tool services.

- 3.3 Develop a multi-criteria methodology to be submitted to the Permanent Secretariat (PS) to identify the most appropriate scenario for the political, institutional, legal, financial, technological, etc., context of ACTO.
- Propose a methodology that includes the political, institutional, legal, technological, financial aspects, etc., so PS/ACTO decision-makers are able to select the appropriate managing scenario for the ARO.
  - Together with the technical team of the PS/ACTO, select the criteria for the analysis of each aspect proposed in the methodology.
  - Analyze and prepare the report with the final results of the participatory scenario building process.
- 3.4 Design the strategic plan and the operational action plan based on the scenario that has been selected to project ARO's growth and sustainability in the institutional, organizational, technological, financial and communication dimensions.
- Virtual participatory workshops with representatives of the MC (Focal Points), and the PS/ACTO technical team (Board of directors, ARO team, projects, Technical Support Unit), for the definition of products, goals, deadlines, resources, responsible parties, etc.
  - Systematization of the results in a proposal for a "Strategic Plan<sup>2</sup> and Action Plan". The latter should be an operational<sup>3</sup> document to become a roadmap for ACTO's institutional work in the management of the ARO.
- 3.5 Validate the proposal and provide feed-back with the participation of representatives from the MC (Focal Points), ARO Steering Committee and PS/ACTO (Board of Directors, ARO team, Projects, Technical Support Unit).
- Present the proposals of the "Strategic Plan and Action Plan" in a regional meeting to receive feedback on the different contents and raise inputs for its enrichment and refinement.
  - Introduction of the final version of the Plan proposal that includes the inputs raised at the regional meeting, in addition to a presentation in \*ppt file in Spanish, English and Portuguese.

#### 4. EXPECTED OUTCOMES AND PAYMENT PERCENTAGES

The awarded applicant will present the following products:

- **Outcome 1 (10%) – Work Plan:** Until 10 days of the signing of the contract, through prior analysis and approval of the outcome, which should include the methodological approach, with a clear definition of the stages or phases to be developed, the activities and the respective schedule, with definition of delivery milestones for each outcome.
- **Outcome 2 (30%) - Initial Report** Until 70 days of the signing of the contract, through prior analysis and approval of the Report containing:
  - Result of the comprehensive diagnosis of the ARO situation that includes the definition of an ARO baseline in terms of its applicability conditions and potential as

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<sup>2</sup>The Strategic Plan should contain the proposed communication plan with user expansion strategies.

<sup>3</sup> The proposal should become an institutional roadmap for the establishment of political-institutional agreements required among MC; to form alliances for interoperability with other institutional partners from outside the region; for organizational improvement and sustainability, etc. In addition, it should offer an estimate of costs/financial needs for each action formulated in order to facilitate the quest for resources (jointly or separately).

a public management tool, as an information system, an information repository, a hub to attract and implement new and innovative technologies.

- **Outcome 3 (30%) - Mid-term Report** Until 100 days of the signing the contract, through prior analysis and approval of the Report containing:
  - The description of the methodological process, and respective result, for the definition and participatory elaboration of the three management scenarios.
  - The description of the methodology for ARO's constant technological update and innovation.
  - Methodology description and implementation results to identify the most appropriate scenario for the political, institutional, legal, financial, technological, etc., context of ACTO.
- **Outcome 4 (30%) - Final Report** Until 145 days after signing the contract, through prior analysis and approval of the Report (whose structure is agreed with SP/OTCA) containing:
  - Strategic planning (in 3 languages: Spanish, English and Portuguese), containing at least:
    - i. Mission, vision, and values to adapt to the current scenario;
    - ii. Strategic Map according to the planning methodology/tool used;
    - iii. Each dimension/perspective of planning should encompass a set of Strategic Objectives, which describe ARO's main challenges towards achieving its vision of the future in compliance with its institutional mission, and whose scope will be measured by the respective Indicators;
    - iv. Definition of the Strategic Initiatives, which are actions devoted to contributing to achieve the Strategic Objectives; and
    - v. Analysis of scenarios with the proposal of the Action Plan that should include the reactivation of RedCIA implementation.
  - This report should also contain the systematization of the participatory validation process of the Strategic Plan and Operational Actions and should include the \*ppt presentation of the final document (in Spanish, English and Portuguese).

Each report/outcome should contain the detailed and systematized information of each of the general and specific activities requested (the findings/analysis/characterizations), and should be presented in Spanish, in hand and in digital format, accompanied by relevant supporting documentation (annexes, appendices, tables, photos, maps, interviews, contact lists, databases in Excel or others, etc.) of each product (previously approved).

Each report/outcome should contain at least the following structure: 1. Background/rationale; 2- Objectives; 3- Methodology; 4- Results; 5- Conclusions/Recommendations/Proposals and 6) relevant supporting documentation (as described before in these ToR).

## **5. DEADLINES FOR REVIEW, ADJUSTMENTS, AND APPROVAL**

Comments and review should be received from the EU of the Bioamazon Project within 5 (five) working days

The adjustments will be made within 07 calendar days, to new version with the modifications, and 03 more business days for review, 05 calendar days for final adjustments, if required, and 03 business days for approval.

The General Coordination of the Bioamazon Project will be responsible for approving the reports and, when required in the terms of approval of the product, the PS/ACTO Technical Support Unit may also participate.

## 6. APPLICATION REQUIREMENTS

The consulting company should present the documents, in accordance with the provisions of ANNEX 1 of these Terms of Reference, and comply at least with the following training and professional experience:

### 6.1. Required profile of the Consulting Company.

The company should present a document proving its constitution/performance of at least 4 (four) years in the market and having at least 3 (three) similar jobs conducted by the company.

The company team should be available to start work immediately.

For the execution of this consultancy, the company should present at least the following professionals:

Specialist	Profile
Coordinator or team leader, expert in strategic planning	Specialist with studies in economics, administration, or related areas.
	The professional should have postgraduate studies (MBA or equivalent) with a focus on strategic planning, process engineering, etc.
	Experience of at least four (4) years in the development of institutional strategic plans or equivalent.
Expert in development of computer systems and web platforms	Having conducted consultancies on similar topics (observatories) for regional or international organizations will be an asset.
	Specialist with training in systems engineering, computer science, networks, or related branches.
	Experience of at least three (3) years in the development of information systems for web platforms with GIS applications.
A former Expert in Geographic Information Systems	Having developed web systems/platforms on topics in the environmental sector: biodiversity, water resources, forests, CITES, etc., will be an asset
	Experience of at least three (3) years in GIS applied to the sustainable management of natural resources, in geoprocessing activities, development/application of monitoring systems, spatial modeling (e.g., modeling of deforestation, species populations, etc.), production of thematic cartography, among others.
	Having developed GIS applications for use on web platforms will be an asset.
Participatory processes facilitator	Expert in communication, journalism and related areas.
	Experience of at least 2 years in facilitating participatory processes (face-to-face and/or virtual) for the construction of strategic institutional documents.

## **7. CONDITIONS AND WORKPLACE**

All works will be carried out at the consulting firm's facilities; therefore, the presence at the PS/ACTO facilities will not be required.

## **8. SUPERVISION AND COORDINATION**

The consulting company will be supervised by the General Coordination of the Bioamazon Project, and the Technical Advisory Team appointed by the PS/ACTO, who will have access to all the documentation used and/or produced in any stage of execution of this consultancy and will be able stipulate the necessary technical observations for its optimal execution.

Due to the global health emergency of the COVID-19 pandemic, the work of the consulting company may be carried out remotely in the different stages; Therefore, continuous virtual meetings will be held to coordinate and monitor the execution of activities, using virtual means (Skype, zoom, Google meet, and others) with the technical staff of the Executing Unit (UE) of the Bioamazon Project.

## **9. DURATION OF CONSULTANCY**

The stipulated term for conducting the work is **145 calendar days**, which includes the time to incorporate the inputs/recommendations of the PS/ACTO to the different products in the scope of the follow-up meetings.

The consultancy should start work immediately after the contract is signed.

## **10. PRICE AND METHOD OF PAYMENT**

The consultancy is for the entire value, and it includes all direct and indirect costs related to fees, mobilization, tickets, travel expenses, as well as those supplies, equipment, and all that is necessary for its successful completion.

The delivery and approval of reports and products (according to numeral 4) is a requirement for the corresponding payment, prior issuance of invoices by the consulting enterprise.

The reference value of the contract is USD \$ 35,000.00 (thirty-five thousand US dollars).

Payments will be made upon presentation of the outcomes and the corresponding approval of the supervisor.

## **11. PRESENTATION OF THE PROPOSAL**

All documentation should be submitted in A4 format, with index, numbered sheets, presenting at the end a final statement indicating the number of sheets.

The proposal to be presented should follow the guidelines in accordance with ANNEX 1.

## **12. ASSESSMENT OF PROPOSAL**

The criteria and scores that will be considered in the assessment of proposals are described in ANNEX 2.

## ANNEX 1 - MODEL FOR THE DRAFTING OF THE TECHNICAL PROPOSAL

Article		Detail
1. Title		Name of the technical proposal
2. Consulting Company Qualification		Name of Consulting company Correspondence address Webpage RUC (or equivalent document– status or tax entity) Cellphone/WhatsApp e-mail:
3. Experience of consulting company		Present the professional experience of the consulting company, detailing its experience in matters related to the Terms of Reference Term (maximum 5 pages). A current summary of works performed according to <b>Table 01</b> .
4. Introduction		Identify the problem to be faced/mitigated and the context in which this project will be inserted.
5. Technical team		Present the Experts Curriculum Vitae, according to <b>Table 02</b> , who are part of the team.
6. Technical proposal	6.1. Execution methodology and description of activities	Describe the methodological line, informing the tools and/or methods that will be applied. Also, include activity's structure.
	6.2. Execution schedule	Organize the stages of execution of the activities foreseen. Associate the planned activities at each stage of execution with an outcome to be delivered. Present the summary according to <b>Table 03</b> .
	6.3. Expected results	Predict the results to be obtained after conducting the activities foreseen.
	6.4. Bibliographic references	List the bibliographic references cited in the text.
7. Annexes		In addition to the documents listed, the proposal of costs along with calculation memory must be added. It should be presented according to <b>Table 04</b> . The proposal of costs should be fixed and non-adjustable, expressed in US dollars (USD), in Arabic numbers, and for the total value, duly signed by those who have powers of representation.

## ANNEX 2 - CRITERIA FOR EVALUATING AND RANK PROPOSALS.

### 1. DOCUMENTS ANALYSIS

In the analysis of the qualification documentation, the consultant's documents, their experience, and knowledge of the subject and the target region will be evaluated.

### 2. QUALIFICATION

The consultant's documents will be evaluated according to the following criteria:

### 3. FINAL SCORE

The Final Score (NF) will be obtained by means of the formula below, using two decimal places:

$$NF = N1 + N2 + N3$$

Where:

- **NF** = Final score
- **N1** = Score of Required Experience and Equipment
- **N2** = Score of Technical Proposal

The technical documents of each proponent will be evaluated and will be assigned an "evaluation score", ranging from 0 (zero) to 100 (one hundred) points.

The proponent who obtains a zero score in any article (criterion), or even a score of less than 70 (seventy) points in the sum of the articles, will be ineligible.

#### 3.1. Evaluation on the presentation of documents (N1) - TOP SCORE = 50 points.

Table 1 Evaluation criteria for the presentation of the Required Experience and Team - **N1**.

DESCRIPTION		TOP SCORE
<b>CRITERIA EXPERIENCE OF CONSULTING COMPANY</b>		
<b>N1-A</b>	<ul style="list-style-type: none"> <li>• Experience in the execution of services compatible with the object of the ToR</li> </ul>	10
	<ul style="list-style-type: none"> <li>• Have at least 5 (five) years of experience as a company in the market. (2.0 points per year)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Having performed at least four (4) similar jobs in the last five years. (2.5 point for experience)</li> </ul>	10
<b>TOP SCORE</b>		<b>20</b>
<b>CRITERIA TEAM/PROFESSIONAL EXPERIENCE</b>		
<b>N1-B</b>	<b>Coordinator or team leader</b>	<b>10</b>
	<ul style="list-style-type: none"> <li>• Specialist with studies in administration, economics, or systems engineering (4 points)</li> <li>• Postgraduate MBA degree (or equivalent) with an emphasis or focus on process engineering, strategic planning, etc. (2 points)</li> </ul>	06
	<ul style="list-style-type: none"> <li>• Experience of at least four (4) years in the development of institutional strategic plans or equivalent. (2 points)</li> <li>• Experience in at least two consultancies on similar issues for international organizations. (1 point for experience)).</li> </ul>	04
	<b>Specialist in development of computer systems and web platforms</b>	<b>08</b>
	<ul style="list-style-type: none"> <li>• Specialist with training in systems engineering, computer science, networks, or related branches.</li> </ul>	05

	<ul style="list-style-type: none"> <li>• Experience of at least three (3) years in the development of information systems for web platforms with GIS applications (3 points)</li> <li>• Experience in the development web platforms with GIS applications (1 point)</li> <li>• Experience developing web systems/platforms on topics in the environmental sector (biodiversity, water resources, forests, CITES, etc.) (1 point)</li> </ul>	05
	<b>Expert in Geographic Information Systems (GIS)</b>	<b>08</b>
	<ul style="list-style-type: none"> <li>• Specialist with studies in geographic engineering, geographic information systems or related branches.</li> </ul>	03
	<ul style="list-style-type: none"> <li>• Experience of at least three (3) years with GIS applied to the sustainable management of natural resources, in geoprocessing activities, development/application of monitoring systems, spatial modeling, etc. (3 points)</li> <li>• Having developed GIS applications for use on web platforms will be an asset. (1 point per application, 2 maximum)</li> </ul>	05
	<b>Participatory processes facilitator</b>	<b>04</b>
	<ul style="list-style-type: none"> <li>• Professional with training in communication, journalism, and related areas. (3 points)</li> </ul>	03
	<ul style="list-style-type: none"> <li>• Experience of at least two years in facilitation activities for participatory processes (face-to-face and/or virtual) related to the construction of institutional strategic documents. (1 point)</li> </ul>	01
	<b>TOP SCORE</b>	<b>30</b>
	<b>TOTAL TOP SCORE N1</b>	<b>50</b>

### 3.2. Evaluation of documents (N2) - TOP SCORE = 30 points.

Table 2 Evaluation criteria of the Technical Proposal - N2.

Nbr.	DESCRIPTION	CRITERIA	TOP SCORE
N2	Description of work performance: conceptual and methodological framework.	Excellent: 10 Good 8 Regular: 4 Not provided 0	10
	Description of the methodologies to carry out the activities and data analysis.	Excellent: 10 Good 8 Regular: 4 Not provided 0	10
	Consistency between activities and proposed deadlines to meet specific objectives.	Excellent: 10 Good 8 Regular: 4 Not provided 0	10
<b>N2-C – MAXIMUM</b>			<b>30</b>

i) Regular: when the content meets the minimum specified in the ToR; ii) Good: when the content of the proposal meets a quality higher than that required in the ToR; and iii) Excellent: when the proposal exceeded requirements in the Terms of Reference, presenting new ideas and concepts.

### 3.3. Evaluation of the Financial Proposal (L3) - MAXIMUM 20 points

The Financial Proposal, with the lowest, will receive the maximum possible score of 20 points. Scores for other financial offers will be calculated as follows:

$$\mathbf{N3 = PPF * Co / C}$$

Where:

- N3 = Financial Proposal Note
- PPF = Weight of the Financial Proposal (20%)
- C = Price of Financial Proposal
- Co = Lowest price of all financial proposals

CHART 01		LIST OF SERVICES IN PROGRESS OR PERFORMED BY THE COMPANY			
Nbr of order(1)	IDENTIFICATION OF SERVICES EXECUTED OR IN PROGRESS COMPATIBLE WITH THE PURPOSE OF THE TENDER	EXECUTION PERIOD		CONTRACTING PARTY (Name and Address)	CERTIFICATE (2)
		START (Month/Year)	END (Month/Year)		
DATE:	NAME OF APPLICANT:	IDENTIFICATION, QUALIFICATION, AND SIGNATURE OF THE RESPONSIBLE FOR PROVIDING INFORMATION			

(1) In chronological order of starting dates

(2) Attach copies of the certifications by legal entities of public or private law, duly certified, indicating in the column the serial number of the corresponding certification.

CHART 02		RELATIONSHIP AND LINKAGE OF THE HIGH-LEVEL TECHNICAL TEAM				
Nbr of order	NAME	Proposed Technical Area		Bonding (III)	Regimen (IV)	Ind. (V)
		Functions (I)	Level (II)			
DATE:	NAME OF APPLICANT:		IDENTIFICATION, QUALIFICATION, AND SIGNATURE OF THE RESPONSIBLE FOR PROVIDING INFORMATION			

**OBSERVATION**

PROPOSED TECHNICAL AREA - (I) / (II) Consultant/CM  
 Functions / Level:

Coordinators/P0 Professional Senior/P1 Professional Complete/P2 Junior Professional/P3  
 Special Technician/T0 Special Technician/T1 Complete Technician/T2 Junior Technician/T3

CODES: Bonding (III)

- 1 - Shareholder
- 2 - Partner
- 3 - Employee
- 4 - Service provider

Regimen (IV)

- 1 - Full-time with exclusive dedication
- 2 - Integral Time
- 3 - Part-time
- 4 - Others (specify)

(V)  
 INDICATE WITH ASTERISK THE PROFESSIONALS WHO WILL BE SCORED

CHART 03		PROFESSIONAL IDENTIFICATION, TRAINING AND EXPERIENCE				
Name of the company:		Name of technical officer::		Identity number;		
Specialization		Date of birth:		Nationality:	Address:	
EDUCATION (ONLY HIGHER LEVEL), COURSES, IMPROVEMENT, POST-GRADUATION, ETC.						
Nbr.	Discrimination	Educational institution or entity		Duration	Ending year: Completion	
PROFESSIONAL EXPERIENCE						
Identification of the services provided (Object / Nature; Location; Extension; Quantitative)		Functions performed	Execution period		Contractor	Final client
			Month/Year	Month/Year		
Suitable for conducting the tasks:			Signature of technician			
(I) THE TECHNICIAN'S SIGNATURE MEANS 1 - his/her knowledge and consent for the data provided 2 - his/her agreement to be included in the team, in the activities and levels defined 3 - his/her commitment to be available in the proposed period			(II) ACTO reserves the right to require, for verification purposes, original documents that support the information provided.			

CHART 04	GENERAL SERVICES CALENDAR																												
	NAME OF APPLICANT:																												
SCOPE OF APPLICATION	SERVICE	CALENDAR																											
		Month 1				Month 2				Month 3				Month 4				Month 5				Month 6							
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				

CHART 05		FINANTIAL PROPOSAL			
		NAME OF APPLICANT:			
Nbr of Order	DESCRIPTION OF ACTIVITY	UNIT	UNIT VALUE (USD)	TOTAL VAUE (USD)	
1.	REMUNARATION				
1.1.	Technical Team - Salary or hourly rate				
1.1.1.	Coordinator				
1.1.2.	Computer Technician				
2.	TRAVEL EXPENSES				
2.1.	Air tickets - stretch				
2.2.	Travel allowances				
3.	OTHER EXPENSES				
3.1.	Consumption material				
3.2.	Operational expenses				
3.3.	Administrative expenses				
4.	EVENTUAL EXPENSES				
4.1.	Photocopies				
			TOTAL		
DATE:		NAME OF APPLICANT:		IDENTIFICATION, QUALIFICATION, AND SIGNATURE OF THE RESPONSIBLE FOR PROVIDING INFORMATION	