

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**CONSULTING SERVICES FOR BANK-EXECUTED OPERATIONS**  
***SIMPLIFIED COMPETITIVE SELECTION PROCESS***

**PROJECT NAME:** Promoting Dialogue among Amazonian Parliamentarians

**Selection Process #:** RG-T4627-P001

**SELECTION METHOD:** Simplified Competitive

**COUNTRY:** Regional

**SECTOR OR DEPARTMENT:** CSC/ACU

**TC NAME:** Support for the strengthening of regional networks in Amazonia in preparation for COP30

**FUNDING – TC #:** ATN/OC-21242-RG

**LINK TO TC DOCUMENT:** <https://www.iadb.org/en/project/RG-T4627>

**Attention Consulting Firms: Important Update Regarding BEO Bidder Portal Registration**

Effective July 1, all consulting firms, both new and previously registered in the [BEO Portal](#), **must add their Business Partner Number (BP Number)** to their organization's profiles to participate or continue participating in a BEO procurement process.

Please refer to the [FAQs](#) in the Portal for more details on **"How to Find or Obtain Your BP Number"**.

**Avoid delays** by not waiting until the last moment to complete this update. This process may take up to **48 hours** to complete and could prevent your organization from participating in a BEO Process.

For further questions or assistance, use the [live chat](#) on the BEO Bidder Portal page or email us at [ocs.procurement@iadb.org](mailto:ocs.procurement@iadb.org)

The Inter-American Development Bank (the Bank) was established in December of 1959 to help accelerate economic and social development in Latin America and the Caribbean. Today, the Bank is a major catalyst in mobilizing resources for the region (For more information about the Bank, please refer to the Bank's website at [www.iadb.org](http://www.iadb.org).)

**Section 1. Purpose of this Request for Expression of Interest**

**1.1** The Bank is executing the above-mentioned project. The Bank intends to contract consulting services described in this Request for Expressions of Interest (REOI). The purpose of this REOI is to obtain sufficient information to enable the Bank to evaluate if the eligible consulting firms (CF) have the experience and qualifications relevant to provide the consulting services requested by the Bank.

**1.2** As defined in the Corporate Procurement Policy ([GN-2303-33](#)), participating CF must be from a Bank's Member Country<sup>1</sup> or Territory<sup>2</sup> to be eligible to submit an Expression of Interest (EOI). CF with the required experience relevant to the assignment shall be assessed. The Bank will conduct the assessment and ranking of the EOI submitted by the CF that expressed interest. The Bank will invite CF to submit a proposal in the order in which the ranking is established. If the proposal of the first-ranked CF is acceptable, the CF will be invited to negotiate a Contract. If the negotiations with the first-ranked CF fail, the next-ranked CF may be invited to submit a proposal and negotiate.

**1.3** This REOI is not to be construed as either an RFP or an offer to contract and in no way obligates the Bank to contract anyone. The Bank reserves the right to reject any and all participating CF for any or no reason without having to provide an explanation. The Bank does not bind itself in any way to select any participating consulting firm. No debrief will be provided as to why CF have or have not been shortlisted.

## Section 2. Instructions to the eligible consulting firms

**2.1** Expressions of interest must be delivered using the *Bidder Portal for the Selection and Contracting of Consulting Firms for Bank-Executed Operations* (the Portal) (<http://beo-procurement.iadb.org>) by: [\[01/21/2025, 5:00 P.M. \(Washington, D.C., Time\)\]](#) in PDF format only (Max. 45MB).

**2.2** To access the Portal, the CF must generate a registration account, including **all** the data requested by the Portal. If any of the information requested is not included, the consulting firm will not be able to participate in this or any other Bank-executed selection process for operational work. If the consulting firm has been previously registered, please validate that you have **all** the consulting firm's information updated and complete before submitting an EOI.

**2.3** Eligible CF may partner in the form of a Consortium/joint venture (JV) to enhance their qualifications. Such Consortium/JV shall appoint one of the CF as the representative responsible for the communications, the registration in the Portal, and the submission of the corresponding documents.

**2.4** Interested CF may obtain further information during office hours, 09:00 AM to 05:00

<sup>1</sup> **Member Countries:** Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People's Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, United States, Uruguay and Venezuela.

<sup>2</sup> **Eligible Territories:** a) Guadeloupe, French Guiana, Martinique, Reunion – as Departments of France; b) U.S. Virgin Islands, Puerto Rico, Guam – as Territories of the USA; c) Aruba – as a constituent country of the Netherlands; and Bonaire, Curacao, Saint Marten, Saba, St Eustatius – as Departments of the Netherlands; d) Hong Kong – as a Special Administrative Region of the People's Republic of China.

PM (**Washington, D.C. Time**), by sending an email to: [veronicagal@iadb.org](mailto:veronicagal@iadb.org) and [aconde@iadb.org](mailto:aconde@iadb.org)

## Inter-American Development Bank

Division: *CSC/ACU*

Attn: *Verónica Galmez, Program Team Leader*

1300 New York Ave, NW

Washington DC, 20577

Tel: *+12025237603*

E-mail: [veronicagal@iadb.org](mailto:veronicagal@iadb.org)

Web site: [www.iadb.org](http://www.iadb.org)

**2.5** The Bank hereby invites eligible CF to indicate their interest in providing the services described below in the draft Terms of Reference for the consulting services. Interested CF must provide information establishing that they have the necessary experience and are qualified to perform the services. So that all responses may be properly evaluated, eligible CF must include in their submissions the information requested in the following section, with full and clear explanations.

### Section 3. Consulting Services

**3.1** The consulting services include : *The main expected outcome is to provide expert advice to parliamentarians and opportunities for multi-country dialogue towards conservation and sustainable development related policies. The consultancy firm is requested to deliver activities targeted to a broader set of Amazon countries and legislative priorities.*

**3.2** Although there is no standard format for presenting an Expression of Interest, eligible CF must submit an EOI containing the following information:

- 1) Basic Information—Provide the official name of CF, the contact's name, email address, phone numbers, and office address (es) of the key contact (s) responsible for the EOI.
- 2) Background—Provide a description of the CF. The CF may include brochures or documents that provide information about its organization, history, mission, structure, and number of staff.
- 3) Experience related to the requested consulting services—Provide all kinds of evidence the CF considers appropriate to show its experience and expertise in delivering services similar to those described in Annex A, Terms of Reference (e.g., brochures, reports, studies, description of similar assignments, references to cases in which it has provided similar services, experience in similar conditions, availability of appropriate skills among staff, etc.)

**3.3** Estimated budget: **USD 150.000,00**

## Annex A. Draft Terms of Reference

Please note that the attached Terms of Reference may be subject to changes by the Bank. The CF that have been shortlisted will be notified of these changes.

### *ANNEX A – Terms of reference*

#### **Promoting Dialogue among Amazonian Parliamentarians**

Regional

RG-T4627

ATN/OC-21242-RG

<https://www.iadb.org/en/project/RG-T4627>

TECHNICAL COOPERATION NAME: Support for the strengthening of regional networks in Amazonia in preparation for COP30

#### **I. Background and Justification**

- 1.1 The Amazon, which spans nine countries and covers approximately 40% of South America's territory, is home to the world's largest rainforest, accounting for 35% of total primary forest land. Not only does it stand out for its great biodiversity, but it also influences regional and global climates. It is home to 47 million people and extends over 6.7 million km<sup>2</sup> divided between Brazil (62%), Peru (11%), Bolivia (8%), Colombia (6%), Venezuela (6%), Guyana (2%), Suriname (2%), Ecuador (2%) and French Guiana (1%). The Amazon includes the vast lowland rainforest region of the Amazon River basin and several subregions, such as the Guiana Shield to the north and a portion of the Andes to the west. This vast territory, and its socio-cultural heterogeneity, complicates the adequate planning of its sustainable management, conservation and restoration interventions. Although often reduced to a single entity, the Amazon is home to immense environmental and socio-cultural diversity.
- 1.2 The Amazon Cooperation Treaty Organization (ACTO) created the Amazon Parliament (PARLAMAZ)<sup>3</sup>, which is a regional parliamentary body that aims to establish integrated policies and strengthen relations between member countries in the discussion of Amazonian issues, promoting cooperation and sustainable development. Within this framework, there is the need to support PARLAMAZ in the strengthening of regional coordination and integration to effectively contribute to promoting strategic, technical and political dialogue on issues of common interest

---

<sup>3</sup> [Amazon countries support the Parlamaz reactivation - OTCA](#).

among Amazonian parliamentarians and guiding the identification of regional common agendas for knowledge and learning exchange. These efforts are expected to specifically target dialogue, and to find common ground around strategic common interests for a resilient and sustainable development of the Amazon region.

- 1.3 The IDB launched the Amazonia Forever regional program in June 2023, a holistic umbrella program that aims to increase financing, share strategic knowledge for decision-makers, and improve regional coordination to accelerate the sustainable, inclusive, and resilient development of the Amazon region. The program is based on five pillars: (i) combating deforestation and strengthening environmental control and security in the context of national governments; ii) the bioeconomy, promoting alternative and sustainable economic activities; (iii) people, with the aim of having adequate access to quality education, health and employment; (iv) cities and sustainable infrastructure and connectivity; and (v) sustainable and low-carbon agriculture, livestock and forestry. In addition, it focuses on promoting the inclusion of women, indigenous peoples, Afro-descendants, and local communities; climate and forest conservation; and strengthening institutional capacities and the rule of law.
- 1.4 Amazonia Forever is solidly grounded in technical and scientific information related to territorial development, not affiliated or directly supportive with political parties but aiming to provide technical inputs to support a wide range of stakeholders and decision makers, including members of the legislative branch from each participant country. Legislative decision-makers are often unaware of strategic environmental, and socioeconomic aspects that relate to the Amazon, the ecosystem services the biome provides, the interlinkages between the countries' interventions, and the legislative gaps and capacities preventing implementation of policies at different jurisdictions (from subnational, national and regional jurisdictions). Providing technically sound information to policy makers involved with environmental and sustainable development issues (within formal/informal relevant cross-party caucus<sup>4</sup>) and promoting exchange of information and good practices, is therefore important towards supporting sound policymaking.
- 1.5 In August 2023, the IDB and the World Bank (WB) signed a Memorandum of Understanding (MoU) that marks the start of a four-year partnership to drive stronger results for people in LAC. One of the three priority areas of this partnership is the Amazon region. This partnership aims to boost support for net-zero deforestation efforts and transform the nature/forest/climate agenda in the Amazonia. The IDB and WB will leverage their programs to support Amazon countries to deliver joint interventions and collaborate towards the conservation and sustainable development of the Amazon. Therefore, this consultancy will be delivered in coordination with the Amazon Sustainable Landscape (ASL) of the World Bank.
- 1.6 In response to the interest of Amazonian policy makers, this consultancy seeks a consultancy firm to undertake a series of activities to raise awareness, share knowledge and facilitate regional dialogue among Amazon region parliamentarians. The consultancy is expected to be delivered through a series of briefings and field visits on conservation and sustainable development for the Amazon focusing on issues of regional interest and scope. This engagement is also expected to be closely coordinated PARLAMAZ. Within the scope of this consultancy, PARLAMAZ leaders are to be consulted to find areas where it could add value by organizing Pan-Amazon parliamentary dialogues on legislative priorities. These will need to be informed by expert presentations on issues that spark the greatest interest among Parliamentarians across the region.

## **II. Scope and Objectives**

- 2.1. The main expected outcome is to provide expert advice to parliamentarians and opportunities for multi-country dialogue towards conservation and sustainable development related policies. The consultancy firm is requested to deliver activities targeted to a broader set of Amazon countries and legislative priorities.
- 2.2. The consultancy will set in place a participatory process by which, building on a set of prioritized themes to be agreed upon, legislators participating in the relevant caucus will agree on the agenda of issues that are believed to represent common ground that may gain support across party lines and will fill knowledge gaps towards policy actions. The selection and prioritization of themes should also focus on issues that have a regional reach, in line

---

<sup>4</sup> Caucuses are widely believed to be important forums for bringing parliamentarians together across political party lines – so that they may share information, discuss policy issues, channel common interests and concerns, and engage civil society (<http://gsdrc.org/docs/open/hd593.pdf>). The consultancy will directly engage with the caucus in Brazil, Colombia, Ecuador, Peru and Suriname and with parliamentarians from the remaining eligible Amazon countries.

with the goals of IDB's Amazonia Forever Program. It will also contribute to the fulfillment of the resolutions from the 2023 Belem Declaration, signed by the eight countries that signed the Amazon Cooperation Treaty (ACT) and particularly those that strengthen the institutional link between the PARLAMAZ and ACTO.

- 2.3. Activities of the consultancy will remain focused on the technical level, providing balanced and technically-sound information that is relevant for informed policy making towards conservation and sustainable development in the Amazon regions of each country. The consultancy will not be directly involved with writing, endorsement or application of legislative proposals/bills, but providing the technical assistance required to inform policy makers, in close coordination with the ACTO. Information sharing and dialogue will be set in place via the design of technical brief notes, and regional virtual and in person events where experts on the themes to be prioritized shall prepare such notes.
- 2.4. While the thematic priorities for expert engagement will be discussed and agreed upon by parliamentarians; themes that could be of particular interest could include: (i) bioeconomy, (ii) integrated Forest fire management and (iii) forest community concessions, among others to be defined. Within the topics prioritized, the briefing notes will highlight legislative context from each country conducive to or impeding sustainable development, biodiversity and climate goals, as well as identification of opportunities for harmonization of practices around issues of common concern. The consultancy will support strengthening of a network or caucus of parliamentarians with a dialogue, information sharing and exchange system in place, and considering future changes in governments in the participant countries. The results of the consultancy may inform dialogue of parliamentarians and ACTO promoting regional collaboration and in preparation and during the 30th United Nations Climate Change Conference (COP30) which will be held in Belém, Brazil from November 10 to 21, 2025.

### **III. Key Activities**

- Design of a detailed work plan and methodology. The methodology shall include the process to prioritize topics with Parliamentarians (within a draft list of potential topics), develop technical brief notes and organize events and field visits.
- Engage with the new leaders from ACTO and PARLAMAZ to set up an action plan for the delivery of activities within the consultancy.
- Deliver the participatory process to identify the key themes of parliamentary regional interest linked with legislative and regulatory efforts (in collaboration with executive branch policy selected leaders from the countries)
- Develop, with support from experts, at least 3 technical briefs on the themes of discussion (highlighting legislative context from each country conducive to or impeding sustainable development, biodiversity and climate goals, and identification of opportunities for harmonization of practices around issues of common concern). These briefs shall be done via literature review from secondary sources and with support of reputable members of the scientific community
- Plan and deliver virtual presentations of the technical briefs promoting dialogue among parliamentarians from multiple countries, followed by in person country level dialogue
- Foster and inform dialogue towards common positions to present collectively within PARLAMAZ and in international relevant forum (e.g. COP30)
- Facilitate the organization of events between OTCA and PARLAMAZ to advance in the discussion on governance issues towards institutionalization of the PARLAMAZ
- Plan and deliver a two-day in-person conference in Brasilia with participation from Parliamentarians from each of the Amazon basin countries for further analysis and dialogue on selected themes

### **IV. Expected Outcome and Deliverables**

- 4.1. The following deliverables will be submitted by the consultancy firm to the IDB for review and approval.
  - Deliverable 1: Work Plan with the methodology and timetable for the activities to be delivered and agreed with ACTO's general secretariat and PARLAMAZ (English or Spanish).



- Deliverable 2: Report indicating the themes prioritized, describing the process and rationale for the selection
- Deliverable 3: At least three technical briefings to be prepared by thematic experts on topics prioritized
- Deliverable 4: Virtual presentations of the briefings and subsequent discussions, with report indicating participants, agenda and main results and takeaways.
- Deliverable 5: Policy recommendations validated by parliamentarians on common positions towards the prioritized topics.
- Deliverable 6: In person event with participant parliamentarians, with report indicating participants, agenda and main results and takeaways.
- Deliverable 7: Prepare a consolidated report (with executive summary and brief note), including details on the activities organized, lessons learned and recommendations for sustainability of the parliamentary dialogue, information and exchange initiative.

4.2. Products to be presented to parliamentarians will be prepared in all three relevant languages: Spanish, English and Portuguese as needed to ensure it reaches all needed audiences, and using online tools. Deliverables for the IDB shall be prepared in English. Each deliverable will be presented to the IDB Amazon Coordination Unit (ACU) team in a draft form, for comments and suggestions.

## **V. Project Schedule and Milestones**

5.1. The tasks and related outputs of the contract are expected to be completed in 15 months. The exact dates will be fine-tuned in consultation with the consultancy firm. Congressional calendars of the different countries will be considered when organizing the schedule of engagements.

5.2. Below is a reference schedule:

- Deliverable 1: 5 days after signing the contract.
- Deliverable 2: 15 days after signing the contract
- Deliverable 3: 45 days after signing the contract
- Deliverable 4: 8 months after signing the contract
- Deliverable 5: 10 months after signing the contract
- Deliverable 6: 12 months after signing the contract
- Deliverable 7: 15 months after signing the contract

## **VI. Reporting Requirements**

6.1. All reports and deliverables must be sent to the Bank in an electronic file, in Word, Excel or Power Point, or other format subsequently agreed between the parties.

## **VII. Consulting Firm and Team Requirements**

7.1. Overall qualification expected from the firm are:

- Expertise in political advocacy with legislative government branch
- Technical expertise in integrated conservation and sustainable development
- Experience in the Amazon region
- Demonstrated ability to work with multi sectoral and multi-party stakeholders from government (with demonstrated non-partisan affiliations)
- Strong experience in establishing partnerships and networks
- Together the team shall be fluent in Spanish, Portuguese and English

7.2. The required team should include at least the following:

- Project Coordinator. In charge of overall operational and administrative management and coordination of the consultancy, main point of contact with IDB
  - Experience as program/project coordinator or manager

- Sectoral experience working on conservation and sustainable development at country and regional level
  - Experience in political science, public relations and/or advocacy
  - Preferred experience in the Amazon region
  - Experience in public policies and engagement with legislative branches of government
  - Demonstrated ability to independently lead activities under limited supervision and guidance.
  - Strong written and oral communication skills and ability to make effective presentations to diverse audiences.
- Legislative experts
    - Experience in legislation related to the Amazon countries
    - Demonstrated experience being a liaison with parliamentarians
    - Technical knowledge of conservation and sustainable development
  - Thematic experts
    - Technical demonstrated experience in the topic of choice
    - Demonstrated ability to independently lead activities under limited supervision and guidance.
    - Strong written and oral communication skills and ability to make effective presentations to diverse audiences.

7.3. An administrator with experience in grant management, procurement and financial management and a person with expertise in event logistics shall also be included in the team

## VIII. Supervision and Reporting

8.1. The consultant firm will be reporting to the Amazon Coordination Unit (ACU) at IDB. Particularly, the firm will report to Ms. Verónica Gálmez, Sector Lead Specialist, ACU.

## IX. Schedule of Payments

9.1. Payment on this contract should be made per the following details, based upon the vendor's submission of outputs satisfactory to the IDB team.

Payment Schedule	
<b><i>Deliverable</i></b>	<b>%</b>
Deliverable 1	10%
Deliverable 2	10%
Deliverable 3	20%
Deliverable 4	10%
Deliverable 5	20%
Deliverable 6	10%
Deliverable 7	20 %
<b>TOTAL</b>	<b>100%</b>