

ANNEX II: TERMS OF REFERENCE

EU-Brazil Sectoral Dialogues Support Facility

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1. BACKGROUND INFORMATION

This tender is launched under suspensive clause.

1.1 Partner country

Brazil

1.2 Contracting authority

The European Union, represented by the European Commission

1.3 Country background

As the largest South American economy Brazil is the EU's **strategic partner** since 2007, with over 30 sectoral dialogues established. The country is also the EU's most important trade and investment partner in Latin America.

On 1st December 2023 Brazil assumed the G20 presidency (until November 2024), with an agenda focused on sustainability, climate change and the fight against inequalities. In 2025, Brazil will host the COP-30 in Belém symbolically confirming sustainability as a country priority. Confirming its commitment to the human rights agenda, Brazil has presented its candidacy to Human Right Council for the years 2024-2026. Brazil will also chair the BRICS group of major emerging economies in 2025. So far, it has aspired to be a representative voice of the Global South, vindicating for an effective and more representative global governance. Brazil is one of the world's biggest democracies. The Brazilian government is actively pursuing sound environmental and human rights policies and the modernization of its economy. It is open to cooperate with the EU in order to achieve its goals and sustainable development aspirations. Brazil is a key-country in final negotiations of the EU-Mercosur Association Agreement.

In the broader context of the relaunch of the EU-Brazil Strategic Partnership, since 1st January 2023, a positive agenda in common areas of interest such as sustainability and climate change, digital transformation and human rights is possible and desirable. The sectoral dialogues are now being revised to update and adjust them to the needs and priorities. As an upper middle income country, the EU's traditional international cooperation with Brazil may be limited in terms of funding available, but covers a wide array of areas of mutual interest. Among others, the EU is supporting Brazil's work on traceability systems.

The EU is Brazil's second-biggest **trading partner**, accounting for 16% of its total trade (2022), and by far the largest market for the EU amongst the Mercosur countries (78% of EU-Mercosur trade). Bilateral trade between Brazil and the EU hit a record of 93 billion euros for 2022, representing a 40% increase in comparison to 2021. The EU trade relationship with Brazil proved to be resilient to price shocks produced by the war in Ukraine and lingering effects of the pandemic, maintaining its share in Brazil's total trade with the world. EU imports from Brazil increased by 52% and exports to Brazil by 27%. The EU remains the leading foreign investor in Brazil with a stock of EUR 319 billion (2020), generating quality jobs in high value-added sectors such as digital, telecommunications, energy, health and infrastructure. Brazil overall reached a record trade volume in 2022 (US\$500 billion). This entailed an increase of 19.3% in comparison to 2021, explained by the increase of global prices. Prices of Brazil's exported goods increased by 13.6%, whilst volumes only increased 5.5%. The situation of imports was even clearer. Import prices increased by 23.4% whilst volumes only 2.6%. EU-Brazil trade value increased by 40%, trade volumes only by 12%.

The **economy** registered an annual growth of 2.9%, inflation of 9.3% and official unemployment of 9.5% in 2022. Priorities of President Lula's government include tax reform and a proposed new fiscal framework, which will limit annual spending growth in real terms to 70% of the annual revenue increase. It shall also set expenditure increases to 0.6% to 2.5% per year.

1.4 Current situation in the sector

Brazil and the EU established a Strategic Partnership during the First EU-Brazil Summit held in July 2007 in Portugal, as the culmination of a long and fruitful working relationships based on shared fundamental values such as democracy, respect for human rights, basic freedoms, social justice, governance and the rule of law. A diplomatic process around a High Level Political Dialogue associated with more than thirty sectoral dialogues in areas of common interest provides a structure for this strategic partnership. Bilateral relations have intensified and diversified since the establishment of the partnership and gained significant momentum due to their institutionalization.

Pre-2023 dialogues included the 6th EU-Brazil Energy Policy Dialogue (August 2017); the 11th EU-Brazil Dialogue on Information Society and Digital Economy (November 2019); the 10th Joint Steering Committee Meeting under the ‘Agreement on Scientific and Technological Cooperation between the European Community and the Federative Republic of Brazil’ (March 2021); the 10th Macroeconomic Dialogue EU-Brazil (May 2022) and the 11th EU-Brazil High Level Dialogue on Human Rights (June 2022).

Since 1st January 2023, the EU and Brazil have been making efforts to relaunch the partnership, giving it new impetus and dynamics. This process includes a revision of the sectoral dialogues structure and prioritization is ongoing, in order to adjust it to present needs and aspirations of both sides. The partners are also preparing the ground for the re-activation of the EU-Brazil summits mechanism, after an almost 10-year break (the VII and so far last EU-Brazil Summit took place in Brussels in February 2014).

The first High-Level Political Dialogue after the re-launch was held in May 2023 in Brasilia. The decision on the establishment of the EU-Brazil High Level Climate and Environment Dialogue reflects the mutual commitment of the EU and Brazil in this area. In addition, there is interest in launching an EU-Brazil Transport/Sustainable Mobility Dialogue.

In June 2023, Ursula von der Leyen, President of the European Commission paid an official visit to Brazil. President Lula participated in the III EU-CELAC Summit in July in Brussels. The highest-level visits were preceded by visits to Brazil of Commissioners F. Timmermans in January, M. Vestager in March, V. Sinkevicius in May, as well as four missions of the European Parliament (Delegation Brazil, Trade, AFET, ENVI) and several bilateral held on the margins of multilateral meetings.

The EU established the first EU-Brazil Sector Dialogues Support Facility (SDSF) in 2008 as a tool to support the implementation of the EU-Brazil Strategic Partnership and the EU-Brazil dialogues, varying their degrees of formalization. It has progressively evolved into a relevant political tool and become invaluable to foster the Partnership and to build solid bridges at political and technical level with Brazilian counterparts.

The SDSF Phase I, or pilot phase, started in August and ended May 2011. Phase II covered February 2011 to September 2013 and Phase III started in November 2013 and concluded in 2017. Phase IV concluded in mid-2020. Phase V started October 2020 and ended in December 2023.

1.5 Related programmes and other donor activities

There is substantial EU-Brazil international cooperation, mostly in the frame of the Global Europe / NDICI- Neighbourhood, Development and International Cooperation Instrument. In the absence of a specific bilateral EU country programme for EU-Brazil international cooperation under the EU’s current Multi-annual Financial Framework (MFF) 2021-2027, EU-Brazil bilateral international cooperation is covered by a country window under “The Americas and the Caribbean Regional Multiannual Indicative Programme 2021-2027”.

Sources of cooperation funding both under NDICI and beyond include:

- NDICI “The Americas and the Caribbean Regional Multiannual Indicative Programme 2021-2027” Brazil window
- NDICI “The Americas and the Caribbean Regional Multiannual Indicative Programme 2021-2027”, under which Brazil is also benefitting from regional programmes as AL-Invest,

- Euroclima, Digital Alliance, Amazon Basin, EL PACCTO 2.0, COPOLAD, EUROFRONT, the Latin American and Caribbean Investment Facility (LAIF-LACIF), etc.
- NDICI thematic budget lines as for Human Rights and Democracy-HRD, Civil Society Organisations-CSO, Local Authorities-LA, Global Challenges.
 - NDICI Erasmus
 - EFSD+
 - Foreign Policy Instrument (FPI), promoting both bilateral and regional programmes benefitting Brazil, e.g. the Global Illicit Flows Programme.
 - Horizon Europe, the EU's key funding programme for research and innovation.

The European Investment Bank (EIB) opened an office in Brasilia in 2023, to further increment economic cooperation.

EU international cooperation is aligned with the political and policy priorities of EU-Brazil relations. Most of the resources of EU institutions and EU Member States go into initiatives promoting a sustainable and just transition, with a focus on the areas identified in the EU Global Gateway strategy.

Brazil and the government of President Lula provide vast opportunities for EU-Brazil cooperation and investment in environment, forest protection and climate change; sustainable economic development, bioeconomy and infrastructures, always with emphasis on social inclusion.

In addition to dialogues with the executive branch, dialogues with the Legislative and Judiciary powers have become increasingly relevant. The Supremo Tribunal Federal (STF), Superior Tribunal de Justiça (STJ) and the Tribunal Superior Eleitoral (TSE) are privileged partners.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall objective / Impact

The overall objective (Impact) to which this action contributes is:

To develop the EU-Brazil bilateral relations in line with the EU Strategic Partnership with Brazil, the EU Global Gateway Strategy, the Americas and the Caribbean Regional Multiannual Indicative Programme 2021-2027 and other.

2.2 Specific objective(s) / Outcome(s) to be achieved by the contractor

The specific objective / outcome, which this action shall achieve is:

Dialogues between the EU and Brazil and other cooperation initiatives on priority sectors and themes of mutual interest, and particularly in priority areas defined in the regional Multiannual Indicative Programme such as (1) Green transition, (2) Digital transformation, (3) Sustainable and inclusive economic recovery, (4) Democratic governance, security and migration, (5) Social cohesion and addressing inequalities, are fostered.

2.3 – Expected outputs to be achieved by the contractor

The Outputs to be delivered by this action inter alia include:

Output 1.1: Public policies in areas of mutual interest in priority sectors contributing to mutual understanding between EU and Brazilian institutions are promoted.

Output 1.2: New areas of joint interest for Brazil and the EU within an existing dialogue are identified and promoted.

Output 1.3: Actions of mutual interest for the Brazil and the EU identified by sector dialogues are supported.

Output 1.4: EU values and interests in sectors such as human rights, green transition, market access, digital cooperation, regulatory standards, are promoted in Brazil.

Output 1.5: Awareness and understanding of the EU-Brazil Strategic Partnership and the EU-Brazil Sector Dialogues are increased.

3. ASSUMPTIONS & RISKS

Assumptions underlying the project

Main assumptions are:

a) That the Brazilian (Ministries, State agencies, etc.) and European authorities (EC, EEAS, member states, etc.) are committed to further strengthening the EU-Brazil Strategic Partnership on the political and technical level.

b) That the Brazilian and European authorities (political and technical) have political will to continue and develop structured sectoral dialogues.

c) That the Brazilian and European stakeholders and beneficiaries continue to consider the SDSF useful and valuable to their policy objectives.

Risks

Risk	Risk level (H/M/L)	Mitigating measure
Lack of interest from Brazilian Ministries and Agencies	M	Engage with the relevant Brazilian Ministries and Agencies in "dissemination" exercise to explain the importance of the project for the implementation of the Strategic Partnership. Show concrete examples of successful activities of the previous phase.
Insufficient involvement of EU Member States in the activities	L	Dissemination of information through the different coordination groups (HoMs, DHoD trade counsellors etc.), on possible activities and involvement of EUMS in concrete activities. Show concrete examples of successful activities of the previous phase and give high visibility to MMSS.
Irritants coming from political developments, trade-related disputes or others, negatively affecting bilateral relations	M	Careful monitoring of the bilateral agenda and continuous engagement with Brazilian counterparts by the EU Delegation and EEAS HQ. The project will be informed by the EU Delegation of relevant political developments so as to adapt to evolving circumstances.

Overlaps with activities from other DGs or EU Member States	L	Internal monitoring and informal coordination with MS through the EU Delegation in Brasilia and through the EEAS in Brussels; ensure enough flexibility to avoid overlaps.
Frustration in counterparts when specific proposals are rejected	L	Extensive coordination, dissemination and preparatory work with relevant counterparts, linked to the bilateral policy dialogues.
Scattered activities can dilute the impact of the facility	M	Constant control to monitor that activities are focusing on main EU BRA agreed political priorities. Control by INTPA to discard irrelevant proposals.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Project description

The EU-Brazil SDSF was created in 2008, one year after the establishment of the Strategic Partnership, with the mandate to support the implementation of actions agreed in the framework of the sector dialogues. Such actions have enhanced cooperation and facilitated exchanges between relevant EU and Brazilian stakeholders involved in specific sector dialogues.

The sector dialogues at political and technical level are usually conducted jointly by on the one hand line ministries, agencies of the Brazilian Federal Government and on the other, the corresponding EU institutions, Directorates General of the European Commission (DGs) and EU agencies.

The specific topics covered in each of the dialogues, as well as the activities to be developed in scope and pace of its evolution, are agreed at political level. In order to have an impact, the choice of priority areas shall be strategic. All actions to be financed under the proposed project must have a direct link to the formal and informal arrangements reached in the different dialogues. This shall ensure that on both sides there is an interest and commitment to follow-up on these conclusions, and that the different sector dialogues result in concrete actions that contribute to the alignment of positions, regulatory convergence, improving reciprocal understanding, progress in consultation mechanisms, and exchange of information and establishment of new mechanisms. In specific cases, actions could be selected and implemented outside this conceptual framework, after formal approval by the EU Delegation in Brazil.

The process of activity identification and approval includes:

- Identification of priorities and action plans in the various EU-Brazil Sectoral Dialogues
- Selection of concrete actions between the EU Delegation in Brazil and Brazilian partners (Federal authorities, State authorities, Municipal authorities, Agencies, private sector, civil society, etc.),
- Drafting of a concept note, terms of reference, etc. including a tentative budget for the activity by the technical assistance,
- Approval by the EU Delegation in Brazil and initiation of implementation by the contractor.

4.1.2. Geographical area to be covered

Project activities will be implemented in Brazil and to a lesser extent the European Union. Exceptionally, activities in other countries may be undertaken, whether duly justified and after formal

authorization of the EU Delegation in Brazil. It is expected that a number of activities will take place in Brasilia-DF.

4.1.3. Target groups

Partners in the sector dialogues include state, regional and local governments, academic communities, science and technology, private sector and trade unions, professional organizations, other civil society organizations, EU Member States and others.

4.2. Specific work

According to the expected outputs/results defined in 2.3 and in 4.1.1 (description of the project), the specific services to be provided can be divided as follows:

(I) Identification, definition, strategic planning and programming of priorities and dialogues, in collaboration with the EU Delegation

The contractor will engage with the EU Delegation for the identification of priorities for specific sector dialogues, the definition of activities and the drafting of a work plan for the implementation.

(II) Mobilization of non-key experts, including for the provision of specialised technical assistance

Upon request from the Delegation, the contractor shall mobilize high-level experts to develop specific tasks in different areas of the policy dialogues. These may include the drafting of analyses and opinions on particularly sensitive issues or of a high technical complexity, support to partners during discussion of these issues, development of strategies, action plans to implement recommendations, the training of personnel for the execution of these plans, the evaluation of its results, participation in high-level events, etc.

For the mobilization of non-key experts, the contractor shall present, within a maximum period of 15 days, 1-3 CVs for each profile requested. The EU Delegation will assess and authorize the contractor to hire the selected experts. At the end of the mission, the experts shall prepare a final report summarizing the objectives of the assignment, activities, achievements (output/outcome/impact), difficulties encountered, and recommendations for improving the quality of results and ensuring sustainability. A copy of each mission report should be attached to the semi-annual progress reports referred to in 7.1.

The tasks can be performed in Brazil, the EU and / or other countries and regions, depending on the nature and issues to be addressed.

The EU Delegation and the involved stakeholders will supervise the implementation of the activities. The contractor shall prepare a report summarizing the mission objectives, the activities, achievements and any difficulties encountered, and the recommendations deemed appropriate to improve the quality of results and ensure sustainability.

(III) Preparation of thematic studies

Upon request from the EU Delegation, the contractor shall prepare specific studies (e.g. sector and thematic studies, comparative studies and "benchmarking" EU-Brazil), generally targeting topics covered in the respective policy dialogues.

The studies will be implemented by non-key experts recruited on the basis of specific terms of reference (ToR) which will be prepared by the institutional partners involved, including (a) by Brazilian stakeholders, (b) by the key experts, (c) by the EU Delegation or services, (d) by a combination of the previous. Depending on their nature, the studies may be performed in Brazil, the EU and/or in other countries or regions.

The Team Leader reviews the ToR before forwarding them to the EU Delegation for approval. The contractor shall submit to the EU Delegation, a detailed technical and financial proposal for the implementation of each study, including a description of the activities to be performed, proposed

team of consultants, as well as a breakdown of costs. When the technical specificity of the topics or the geographical location of activities so requires, the contractor may propose to subcontract the whole or parts of studies in accordance with the terms and conditions set out in Article 4 of the General Conditions of the contract.

The relevant stakeholders (EU Delegation, EU and Brazilian Institutions / Agencies, EEAS, Commission DGs, etc.) will evaluate the proposal and once agreed, the EU Delegation will authorize the contractor to conduct the study. The experts will work under the coordination of the EU Delegation and in close collaboration with other institutional partners who have requested the studies. The institutional partners may also contribute to the studies helping with the logistic (premises and equipment, facilitating contacts, mobilization of information networks and media), facilitating the work of the experts and with the dissemination of research results. The contributions of the partners will be specified in the terms of reference. Studies should be submitted to the person responsible for the action (as indicated in the ToR) and in accordance with the requirements of the ToR (language, format, number of copies).

The contractor may also be requested to provide services related translation, editing, publication, distribution, etc.

(IV) Provision of logistics services for the organization of events.

The contractor shall provide technical and logistical support for planning, production and implementation of digital, in person or hybrid events such as conferences, seminars, meetings, workshops, missions, technical visits and other exchange actions, with gender and human rights sensitive approach,

The services will be provided on the basis of specific ToR and shall include a technical and financial proposal for each event, including a description of the activities to be performed, the products to be delivered and proposed team of experts (1-3 CVs for each profile), as well as the breakdown of the costs (including logistics services). The contractor may subcontract the whole or parts of logistical support services for events, the terms and conditions set out in Article 4 of the General Conditions of the contract. After evaluation, the EU Delegation will authorize the contractor to deliver the requested services based on the approved ToR.

At the end of each event the contractor will send a detailed report on the implementation of the activities (including visibility and communication, pictures and/or videos – if available) to the EU Delegation. A copy of each such report must be attached to the semi-annual progress reports of service referred to in paragraph 7.1.

Events under this facility may involve the provision of two main types of services:

- a) Provision of specialized technical assistance (lectures, panellists, moderators, organizers etc.).
- b) Logistics services, including i.a.:
 - promoting events through the media or others means;
 - production and distribution of invitations to participants by mail and / or electronic registration and maintaining updated lists of participants¹;
 - reservation, purchasing and delivery to participants of tickets (air, train or bus) as well as the change and cancellation, in case of need;
 - travel insurance (health, accident and repatriation, if that is the case) to the participants;
 - hotel reservations for participants as well as the change and cancellation, in case of need;
 - payment per diem (in accordance with the EU rules and as specified in the ToR of the action);
 - local transportation for participants, which may include transfers between airports, hotels and places of events;

¹ Requested to the contractor if feasible and compatible to the current EU DGPRs regulation.

- preparation and distribution to participants of information kits and supporting documents of the events;
- rental and preparation of conference room including equipment needed for the holding of events, (preparation and installation of panels, banners and other elements of visibility to be used during events);
- hiring the necessary support for the holding of events (hostess, note takers, presenters, secretarial services, interpretation, photography, recording and / or filming of the event etc.) personnel;
- coffee breaks and / or other catering services;
- any other service that might be needed to achieve the objectives of the project.

Supported by the guidance of the EU Delegation, throughout the implementation of above activities, the contractor shall guarantee the meaningful participation of women, men and youth, and vulnerable groups to ensure efficiency of the action. Gender equality shall be a standard aspect to be mainstreamed (e.g. in participation to event, in speakers to event, in the drafting of reports, gender should be mentioned).

The contractor shall promote environmentally friendly solutions (e.g. use of recyclable material, limited printing - if not deemed indispensable, use of recycled paper, avoid use of single-use plastics in events, etc.). Measures should be also implemented to avoid food waste.

When possible and relevant, the contractor should seek complementarity and create synergies with other EU international cooperation actions in Brazil.

Back-up functions

This specific project requires regular back up support from the contractor's headquarter

Communication

Communication and visibility are an essential part of the work of the facility.

The Contractor must comply with the latest Communication and Visibility Manual for EU External Action (see https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en).

Communicating and raising visibility plays a key role in strengthening the EU's role in the world, fostering democratic debate and demonstrating the EU's positive contribution to people's lives.

The services provider has to ensure the visibility of any EU funding received. The visibility obligations apply equally, regardless of whether the actions concerned are implemented by the European Commission, through grants and procurement contracts, or partners through indirect management.

The EU emblem is the single most important visual brand used to acknowledge the origin and ensure the visibility of EU funding. Apart from the emblem, no other visual identity or logo may be created or used to highlight EU support, unless previously agreed with the European Commission. Partners implementing Global Gateway projects/programmes should also include the Global Gateway logo in addition to the EU emblem.

The EU emblem should be accompanied by a funding statement ('Funded by the European Union' or 'Co-funded by the European Union') mentioning the EU's support. Both the EU emblem and the funding statement are essential to acknowledge EU support. As a rule, they always go hand in hand and must not be separated.

Strategic communication and public diplomacy to corresponding activities will be designed and implemented, promoting gender equality and an human rights sensitive approach.

The contractor will have the task to manage the communication channels of the project, either directly through the Key Experts or by contracting a company or an individual expert for such tasks, under the supervision of the key experts and the EU Delegation.

The Contractor will produce contents for the web page of the facility, in line with the existing website. The domain of the web page should be kept as it was in the previous phase (<https://eubrdialogues.com/>), except if the Delegation decides differently after the signature of the contract. Costs for the domain shall be included.

4.3. Project management

4.3.1. Responsible body

The project will be implemented by the European Union, through the Cooperation Section of the Delegation of the European Union to Brazil.

4.3.2. Management structure

While the contractual responsibility lies with the Delegation's cooperation section, the Deputy Head of Delegation shall ensure a coordinating role in the definition of the policy dialogue priorities.

The management structure will be composed of a **Management Committee** and a **Steering Committee**.

The **Management Committee** will provide operational guidance and select project activities proposals, in compliance with the decisions taken and agreements made at high political level (EU Brazil Sectoral Dialogues). It will also ensure the regular monitoring of the project and results achieved.

The Management Committee is composed of representatives from Commission and EEAS services. The Management Committee shall meet at least every three months, in Brasilia.

The **Steering Committee** will provide guidance to the project detailing and contextualizing (political, commercial, technical circumstances) the agreements made at high political level in the EU Brazil Sectoral Dialogues.

It will be composed by the European Commission and EEAS services and Brazilian authorities. EU Member States could be invited to participate as Observers.

The Steering Committee shall meet at least once a year, in Brasilia.

4.3.3. Facilities to be provided by the contracting authority and/or other parties

Not applicable.

5. LOGISTICS AND TIMING

5.1 Location

The operational base for the project (project office) will be Brasilia. The place of implementation for each individual activity will be defined in the specific Terms of Reference of the approved actions.

It is foreseen that the activities will be carried out in Brazil and in the Member States of the European Union. Exceptionally, activities in other countries may be undertaken, when duly justified and approved by the EU Delegation.

Consultants and experts recruited shall conduct their activities mainly in Brasilia, although with the possibility to travel to other regions of Brazil. Some tasks may have to be performed in the premises of Brazilian institutions and /or in the EU.

The operational base of the missions of consultants and experts recruited under this project shall be clearly identified in the terms of reference of each task or activity.

5.2 Start date & period of implementation

The tentative starting date is **01 September 2024** and the period of implementation of the contract will be **36 months** from this date. Please see Articles 19.1 and 19.2 of the Special Conditions for the actual start date and period of implementation.

There is a possibility to award a contract for additional services (point 10 of the Contract Notice) depending on the outcome of the current contract; such extension could be of a maximum not exceeding the length and value of the current contract. The contract for additional services will be procured by negotiated procedure.

6. REQUIREMENTS

6.1 Personnel

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.1.1. Key experts

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The tenderer shall submit CVs and statements of exclusivity and availability for the following key experts:

Key expert 1: Team Leader

The EU is looking for a Team Leader (TL) with solid experience in the fields of policy dialogue, design and implementation, having worked in either relevant governmental, private sector or consultancy positions, at Brazilian or EU level. Largely having a facilitation or coordination role, the TL shall have excellent organisation, communication and social skills, and experience

Main tasks assigned to the team leader are include inter alia:

- Overall management of the project with the support of the junior expert.
- Identification, definition, strategic planning and programming of priorities and dialogues, in collaboration with the EU Delegation (work plans or chronogram).
- Organization and Secretariat of the Steering Committee and Management Committee meetings under 4.3.2 Management Structure.
- monitor the implementation of the various activities, including drafting of project documents;

Qualifications and skills

Required:

- University degree in International Relations, Political Sciences, Economics, Public Administration or equivalent.
- Fluency in Portuguese (C1 level) and English (C1 level).

Desirably A postgraduate degree in relevant areas (i.e. International Relations, Political Sciences, Economics, Law, or equivalent) constitutes an asset;

- Knowledge of the EU.
- Excellent communication, networking, organizational, people and drafting skills.

General professional experience

Required:

- Minimum 10 years of professional experience in the public or private sector

Specific professional experience

Required:

- Minimum 3 years of experience in public policy dialogue (design, implementation or support), as a national or international civil servant or consultant or equivalent.
- Minimum 3 years of work experience in Brazil

Desirably

- Work experience in or with government or state institutions in Brasilia.

A total of **660 workdays for the Team Leader** are foreseen in this contract (**5 workdays per week**).

Key expert 2: Junior Expert

The Junior Expert supports the Team Leader in the implementation of the project including preparation of Terms of Reference for assignments, project logistics and communication, monitoring of the operational, administrative and financial execution, among others.

Qualifications and skills

Required:

- University degree in International Relations, Political Sciences, Economics, Public Administration or equivalent.
- Fluency in Portuguese (C1 level) and English (C1 level).

Desirably Knowledge of the EU.

- Excellent communication, networking, organizational, people and drafting skills.

General professional experience

Required:

- Minimum 3 years of professional experience in the public or private sector.

Specific professional experience

Required:

- Minimum 3 years of experience in public policy dialogue (design, implementation or support), as a national or international civil servant or consultant or equivalent.
- Minimum 3 years of work experience in Brazil.

Desirably:

- Experience in the organization of public diplomacy initiatives, seminars, events or similar.

A total of **600 workdays for the Junior expert** are foreseen in this contract (**5 workdays per week, starting indicatively 3 months after the deployment of the team Leader**).

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

6.1.2. Non-key experts

The nature of the project will require a wide range of specialist experts, in line with the topics of the sector dialogues to be supported.

The Contractor must select and hire other experts as required according to the profiles identified in the Organisation & Methodology and/or these Terms of Reference. It must clearly indicate the

experts' profile so that the applicable daily fee rate in the budget breakdown is clear. All experts must be independent and free from conflicts of interest in the responsibilities they take on. CVs for non-key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles.

The contractor must select and hire other experts as required according to the profiles identified in the organisation & methodology. It must clearly indicate the experts' profile so that the applicable daily fee rate in the budget breakdown is clear. All experts must be independent and free from conflicts of interest in the responsibilities they take on.

The selection procedures used by the contractor to select these other experts must be transparent, and must be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection panel must be recorded. The selected experts must be subject to approval by the contracting authority before the start of their implementation of tasks.

A total of 1084 days for Senior non-key experts are foreseen in this contract.

6.1.3. Support staff & backstopping

The contractor will provide support facilities to their team of experts (back-stopping) during the implementation of the contract.

Backstopping and support staff costs must be included in the fee rates.

The Contractor shall appoint a contract manager or coordinator, who will be the main contact for the EU Delegation. The Contractor should also ensure an appropriate mechanism for contract management and quality control of interventions, including secretarial and other support staff as deemed necessary for the proper execution of the contract.

6.1.4 Office accommodation

Office accommodation of a reasonable standard and of approximately 10 square metres for each expert working on the contract is to be provided by the Contractor.

The costs of the office accommodation are to be covered by the fee rates.

6.1.5 Facilities to be provided by the contractor

The contractor must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.1.6 Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

6.1.7 Incidental expenditure

The provision for incidental expenditure covers ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs that should be covered by the contractor as part of its fee rates, as defined above. Its use is governed by the provisions in the general conditions and the notes in Annex V to the contract. It covers:

- Travel costs and subsistence allowances, including CO₂ offsetting, for missions of key experts outside Brasilia, undertaken as part of this contract.
- Travel costs and subsistence allowances, including CO₂ offsetting, for missions of non-key experts, linked to specific (II) Technical studies, (III) Policy dialogues work and (IV) Organisation of events, undertaken as part of this contract.
- Costs linked to specific work (IV) Organisation of events.
- Costs linked to communication and visibility.

The provision for incidental expenditure for this contract is EUR 466.200. This amount must be included unchanged in the budget breakdown.

Per diem are daily subsistence allowances that may be reimbursed for missions foreseen in these terms of reference or approved by the Contracting Authority, carried out by the contractor's authorised experts outside the expert's normal place of posting. The per diem is a maximum fixed flat-rate covering daily subsistence costs. These include accommodation, meals, tips and local travel, including travel to and from the airport. Taxi fares are therefore covered by the per diem. Per diem are payable on the basis of the number of hours spent on the mission. Per diem may only be paid in full or in half (no other fractions are possible). A full per diem shall be paid for each 24-hour period spent on mission. Half of a per diem shall be paid in case of a period of at least 12 hours but less than 24 hours spent on mission. No per diem should be paid for missions of less than 12 hours. Travelling time is to be regarded as part of the mission. Any subsistence allowances to be paid for missions undertaken as part of this contract must not exceed the per diem rates published on the website - http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems_en - in force at the time of contract signature.

The contracting authority reserves the right to reject payment of per diem for time spent travelling if the most direct route and the most economical fare criteria have not been applied.

Prior authorisation by the Contracting Authority for the use of the incidental expenditure is not needed with the exception of:

Travel costs outside the EU and Brazil.

6.1.8 Lump sums

No lump sums are foreseen in this contract.

6.1.9 Expenditure verification

The provision for expenditure verification covers the fees of the auditor in charge of verifying the expenditure of this contract in order for the contracting authority to check that the invoices submitted are due. **The provision for expenditure verification for this contract is EUR 33.000**. This amount must be included unchanged in the budget breakdown.

This provision cannot be decreased but can be increased during execution of the contract.

7. REPORTS

7.1 Reporting requirements

Please see Article 26 of the General Conditions. Interim reports must be prepared every six months during the period of implementation of the tasks. They must be provided along with the corresponding invoice, the financial report and an expenditure verification report defined in Article 28 of the General Conditions. There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the

tasks. The draft final report must be submitted at least one month before the end of the period of implementation of the tasks. Note that these interim and final reports are additional to any required in Section 4.2 of these Terms of Reference.

Each report must consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts, incidental expenditure and expenditure verification.

NB. As gender should be mainstreamed throughout the implementation of the project, data in reports should also be sex-disaggregated.

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above, the Contractor shall provide the following reports:

Name of report	Content	Time of submission
Inception Report	Analysis of existing situation and work plan for the project	No later than 1 month after the start of implementation
6-month Progress Report	Short description of progress (technical and financial) including problems encountered; planned work for the next 6 months accompanied by an invoice and the expenditure verification report.	No later than 1 month after the end of each 6-month implementation period.
Draft Final Report	Short description of achievements including problems encountered and recommendations.	No later than 1 month before the end of the implementation period.
Final Report	Short description of achievements including problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report.	Within 1 month of receiving comments on the draft final report from the Project Manager identified in the contract.

7.2 Submission & approval of reports

One hard copy and an electronic copy of the reports referred to above must be submitted to the Project Manager identified in the contract. The reports must be written in English. The Project Manager is responsible for approving the reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The contractor will propose indicators for approval of the EU Delegation during the inception phase.

8.2. Special requirements

Not applicable

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