



RIGHTS AND RESOURCES INITIATIVE

Request for Proposals

Brazil Engagement Facilitator

The Rights and Resources Initiative is requesting proposals for consulting services beginning **May 1, 2025**.

If interested in providing services to our organization, please review this request and submit a proposal by **April 10 2025**.

Aquí puede encontrar una traducción al español de esta solicitud de propuestas: [Click Here](#)

Uma tradução em português desta solicitação de propostas está disponível aqui: [Click Here](#)

About RRI:

The Rights and Resources Initiative (RRI) is a global coalition of over 200 organizations dedicated to advancing the forest, land, and resource rights of Indigenous Peoples, Afro-descendant Peoples, local communities, and the women within these groups. RRI leverages the power of its global coalition to amplify the voices of local peoples and proactively engage governments, multilateral institutions, and private sector actors to adopt institutional and market reforms that support the realization of rights. Its members capitalize on each other's strengths, expertise, and geographic reach to achieve solutions more effectively and efficiently. By advancing a strategic understanding of the global threats and opportunities resulting from insecure land and resource rights, RRI develops and promotes rights-based approaches to business and development and catalyzes effective solutions to scale rural tenure reform and enhance sustainable resource governance.

Background

The Brazil Engagement Facilitator will work closely with the Latin America regional team, including the Program Director and the Regional Facilitator, as well as the members of the Regional Coalition, to position the common agenda at COP30 in articulation with key stakeholders.

The Facilitator will work independently and will not represent any RRI Partner or Collaborator during the activities' execution.

Terms of Reference

Consultant Activities

1. Coordination with Latin American regional coalition organizations on their COP30 agendas

- Implement the Latin America Regional Strategy 1, “Build a regional common tenure rights-based agenda for impactful advocacy in the UNFCCC COP 30” and work with Indigenous, Afro-descendant, and local community organizations to identify the priority issues to be addressed at COP30 and the connections between their agendas.
- Map actors in Brazil and COP30 Presidency and key civil society to RRI’s engagement.
- Organize meetings for key RRI personnel with government officers, participate as RRI delegate when the Regional Director requires this participation; and, attend meetings with government and CSOs.
- Participate in discussions with other institutions' agendas and their intersection with the Coalition's common agenda, keeping the Coalition and RRI informed of the meetings, both before and after such key meetings.
- Improve communication among regional Coalition members and RRI-related advocacy, helping to promote global/regional RRI strategies, relevant publications and tools, news, and data.
- Provide opportunities for cross-learning among regional Coalition organizations on forest land tenure reform, climate change, enterprise development, and other global RRI issues.
- Make engagement, presentation with organizations candidates to be part of the RRI Coalition.
- Collaborate on logistical arrangements for the COP30 in Brazil.

2. Regional Analysis and Documentation

- Develop a strategy of engagement in Brazil, leading up to, during, and post COP30.
- Develop a work plan strategy to implement the Latin America Regional Strategy 1 related to achieving common goals with Coalition members.
- Follow up on Brazilian government decisions and updates about the organization for the COP30.
- Contribute ongoing technical expertise to support regional analyses of forest tenure, rights and community forestry issues, as well as regional and global political, social and economic trends that affect or represent opportunities for the Rights and Resources Initiative in the countries of interest.
- Document and share important cases related to forest tenure models, the development of forest enterprises, the materialization of rights, and the enhancement and socialization of benefits in communities through tenure reforms.

3. Coordination with RRI’s team

- Coordinate with the Regional Director and RRI's communications team to develop a communication strategy for the COP30 based on the results of the dialogues about having a common goal for the Coalition members for the COP30.
- Coordinate with the Latin America Regional Director, and for specific coordination with Coalition and Strategic Networks Director, Communications Director, and Senior Director of Programs.

Consultant Deliverables

- Analytical monthly report on the socio-political and economic context of the target region and its implications for COP30.

Proposed Timeline

May to December 2025

Eligibility Criteria

Minimum Qualifications

- Must be based in Brazil and be a resident and/or have permission to work legally in the country.
- 8 years of experience in international dialogues and convening with the UN system and other international convenings.
- 5 years of relevant experience in program facilitation, project management or regional coordination in Latin America.
- Knowledge of public policies, international policies, climate change, forest land tenure, community rights and climate change issues in Latin America.
- Professional-level proficiency in Portuguese and Spanish.
- Ability to travel within the region to meet with partners and collaborators.
- Ability to communicate regularly with the RRI staff in the US/Canada Eastern Time zone.
- Ability to work independently and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to facilitate discussions and coordinate multiple stakeholders.
- Experience coordinating logistical arrangements of events and convenings.

Preferred Qualifications

- Degree in social sciences, law, international development, environmental studies, program management, or related field.
- Experience working with diverse stakeholders including NGOs, government agencies, and international donors.
- Proficiency in English or other languages used locally or regionally would be an asset.
- Technical proficiency in monitoring and evaluation, with experience in reporting to donors.
- Strong analytical skills to identify challenges and opportunities within the regional political landscape.
- Experience organizing logistical aspects of convenings and events.

Key Contract Terms

Contract Type

This will be a time-plus-materials contract for eight months. Consultant will be paid an hourly fee for all activities undertaken against the terms of reference, plus reimbursement of any approved expenses/materials. It is estimated that a contractor would need to plan for approximately 20 days of equivalent work per month.

Expenses

RRI will directly pay for expenses, including:

- International and domestic flights and lodging, when required for travel in the region.

The following expenses will be reimbursed at cost based on receipts/documentation of actual expenses:

- Other approved travel expenses for meals, ground transportation, and incidentals.

All other projected costs/expenses must be included in the consultant's proposed rate. The consultant is responsible for ensuring that they have all required insurance, certifications, and/or licenses, and that they meet all legal requirements to provide services in the location where the work is being performed.

Equipment and Supplies

Unless stated otherwise, including the proposal, the consultant is responsible for providing all equipment, software, and/or supplies required to perform the services.

Budget

The anticipated budget for consultant fees is up to \$2,500 per month for the eight-month contract period. Travel expenses will be approved and reimbursed separately.

Submission Requirements

1. CV/Resume of consultant
2. Cover letter presenting your background, relevant experience, and listing your hourly rate for services. The hourly rate should be all-inclusive, covering overhead and any other expenses required to operate as an independent consultant.
3. Brief writing samples (1-2 pages each) in Portuguese and Spanish.

Please submit your proposal and required documents by email to: Carla Cardenas ccardenas@rightsandresources.org and Francisco Perez fperez@rightsandresources.org.

The deadline for submission is 5:00pm ET on April 10, 2025.

Evaluation Criteria

Proposals will be scored based on the following parameters:

- Professional experience (35%)
- Knowledge of sector (20%)
- Quality of writing samples (20%)
- Costs (25%)

Ethical Behavior

RRI is committed to maintaining the highest standards of integrity, transparency, and ethical conduct in the procurement process. We expect all vendors and consultants to adhere to ethical business practices and comply with applicable laws and regulations. Any attempt to influence the procurement process through unethical means, including but not limited to fraud, bribery, or conflicts of interest, will result in immediate disqualification.

RRI's procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. If any individual or organization becomes aware of potential violations of ethical standards related to this procurement process, we encourage prompt reporting to our hotline at www.lighthouse-services.com/rightsandresources. By submitting a proposal, the bidder acknowledges this commitment and agrees to conduct all interactions with RRI in an ethical and transparent manner.