



RIGHTS AND RESOURCES INITIATIVE

Request for Proposals

Summit Rapporteur - Brazil

The Rights and Resources Initiative is requesting proposals for consulting services beginning MAY 4, 2026.

If interested in providing services to our organization, please review this request and submit a proposal by APRIL 30, 2026.

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

RRI, together with Indigenous and Afro-descendant network partners and relevant government counterparts in Brazil, is organizing a Global Summit on Indigenous, Local, and Afro-Descendant Livelihoods and Conservation, to be held in Brasília from May 26–29, 2026.

The Summit will convene government representatives, Indigenous and Afro-descendant organizations, civil society actors, donors, and technical experts to advance coordination and alignment around rights-based livelihoods and land tenure reform implementation.

To support the documentation, synthesis, and communication of key discussions and outcomes, RRI seeks a Summit Rapporteur to capture key moments, discussions, and decisions throughout the Summit and produce a strategically positioned report that not only documents discussions but also contributes to shaping global discourse, informing policy processes, and influencing sector-wide priorities.

Terms of Reference

The core objective of this assignment is to produce a hybrid “Summit Declaration and Proceedings Report” that combines:

- A high-level narrative capturing the purpose, strategic positioning, and key messages of the Summit;
- A structured synthesis of meeting proceedings; and
- A set of forward-looking, high-level recommendations for the sector derived from participant inputs.

The final output is intended to function as both a credible record of proceedings and a strategic document that communicates the Summit’s relevance and influence within global agendas.

A key aspect of this assignment is that the Rapporteur (or team) will work closely with RRI and Summit co-organizers to jointly define and agree upon the structure, tone, and positioning of the final output, ensuring that it reflects the priorities and perspectives of multiple stakeholders.

Consultant Activities

- I. Pre-Summit Preparation
 - a. Review Summit agenda, session designs, and all relevant background materials to develop a strong understanding of the Summit’s objectives, structure, and intended outcomes;
 - b. Engage closely with RRI and Summit co-organizers to jointly define and agree on the structure, tone, and intended use of the final output, including:
 - i. Clarifying documentation priorities and key audiences;
 - ii. Establishing the balance between a traditional high-level meeting summary and a forward-looking declaration-style narrative;
 - iii. Aligning on expectations for incorporating strategic positioning, key messages, and sector-level recommendations;
 - c. Identify priority themes, political sensitivities, and cross-cutting issues to be tracked throughout the Summit (e.g., tenure rights, livelihoods, financing, governance, conservation linkages);
 - d. Develop a documentation and synthesis framework tailored to the hybrid nature of the output, ensuring it captures:
 - i. Core proceedings and key moments of the Summit;
 - ii. Emerging narratives and strategic positioning;

- iii. Inputs that can be translated into high-level recommendations for the sector;
 - e. Establish a structured and iterative feedback process with RRI and co-organizers prior to the Summit, including:
 - i. Agreement on outline and sectioning of the final output;
 - ii. Validation of key framing elements and narrative direction;
 - iii. Incorporation of early feedback to ensure alignment before on-site documentation begins;
 - f. Coordinate with facilitators, session leads, and content designers to:
 - i. Understand session objectives and expected outputs;
 - ii. Align notetaking and synthesis approaches with session design;
- II. On-Site Summit Support
 - a. Attend and document all relevant plenary, technical, and political sessions throughout the Summit;
 - b. Capture and synthesize content in a manner that supports the development of a hybrid “Summit Declaration and Proceedings Report,” including:
 - i. Key messages, insights, and overarching narratives;
 - ii. Main discussion points, debates, and areas of emphasis;
 - iii. Areas of agreement and divergence across meetings;
 - iv. Critical moments and decisions emerging during the Summit;
 - v. Emerging priorities and inputs that inform sector-level recommendations and action pathways;
 - c. Track cross-cutting themes across sessions (e.g., tenure, livelihoods, financing, governance, conservation), ensuring coherence and linkage between discussions;
 - d. Identify and document strategic positioning elements, including:
 - i. How the Summit frames its contribution to global agendas;
 - ii. Key narratives that may inform external communications or policy engagement;
 - e. Coordinate closely with facilitators, moderators, and interpretation teams to ensure accuracy, clarity, and completeness of captured content;
 - f. Engage in ongoing, real-time alignment with RRI and co-organizers to:
 - i. Validate emerging key messages and narratives;
 - ii. Adjust focus areas as needed based on evolving discussions;
 - g. Provide real-time synthesis inputs (as required) to support:
 - i. Daily internal debriefs;
 - ii. Refinement of Summit messaging;
 - iii. Early shaping of the declaration-style narrative and recommendations.
- III. Post-Summit Synthesis and Drafting
 - a. Consolidate notes and materials from all sessions into a coherent and structured body of content;
 - b. Draft the Summit Declaration and Proceedings Report, ensuring it reflects a balanced integration of:
 - i. A high-level summary of proceedings, including key discussions, moments, and decisions;
 - ii. A declaration-style narrative that captures the Summit’s purpose, strategic positioning, and collective voice;

- iii. A thematic synthesis of discussions across sessions;
- iv. A clearly articulated set of high-level recommendations and action pathways for the sector, grounded in participant inputs;
- c. Ensure the final output functions as both:
 - i. A credible and accurate record of the Summit, and
 - ii. A forward-looking, strategically positioned document that can inform policy, partnerships, and sector engagement;
- d. Facilitate a structured and iterative review process with RRI and co-organizers, including:
 - i. Circulation of draft outlines and narrative framing;
 - ii. Incorporation of feedback on content, tone, and positioning;
 - iii. Refinement of recommendations and key messages to ensure alignment and clarity;
- e. Revise and finalize the report based on consolidated feedback, ensuring clarity, coherence, and readiness for external dissemination.

Consultant Deliverables

The Consultant will produce the following deliverables (which will form part of the contract):

Deliverable 1: Documentation and Synthesis Framework

- The Consultant will develop a structured and comprehensive framework to guide the documentation and synthesis of Summit content. This framework will be specifically designed to support the development of a “Summit Declaration and Proceedings Report” and will include:
 - A clear methodology for capturing and organizing content across plenary, technical, and political sessions;
 - A proposed outline and structure for the final output, reflecting the integration of:
 - A high-level summary of proceedings;
 - A declaration-style narrative capturing strategic positioning and key messages;
 - A section dedicated to high-level recommendations and action pathways for the sector;
- Thematic tagging and categorization systems to track cross-cutting issues (e.g., tenure, livelihoods, financing, governance);
- Templates and tools for notetaking, synthesis, and real-time documentation;
- This deliverable will be developed in close consultation with RRI and Summit co-organizers and will undergo iterative review and refinement prior to the Summit to ensure alignment on structure, tone, and intended use of the final output.

Deliverable 2: Consolidated Session Notes

- The Consultant will produce a complete and organized set of notes covering all relevant Summit sessions. These notes will serve as the foundational input for the final report and will include:
 - Detailed and structured summaries of plenary, thematic, and technical sessions;
 - Documentation of:
 - Key messages, insights, and narratives;
 - Main discussion points and debates;
 - Areas of agreement and divergence;

- Key moments, announcements, and decisions;
 - Identification and tracking of cross-cutting themes across sessions;
 - Preliminary capture of emerging priorities and inputs that will inform high-level sector recommendations;
- Notes will be organized in a clear and accessible format, using thematic structuring to enable efficient synthesis and analysis during the drafting phase.

Deliverable 3: Draft Summit Declaration and Proceedings Report

- The Consultant will produce a first full draft of the Summit Declaration and Proceedings Report, reflecting the hybrid nature of the final output.
- The draft will integrate:
 - Strategic framing and positioning, including the purpose and relevance of the Summit within broader global agendas;
 - A declaration-style narrative section capturing:
 - Shared vision, priorities, and key messages emerging from participants;
 - Forward-looking positioning and calls to action;
 - A structured summary of proceedings, including:
 - Key discussions, debates, and thematic insights;
 - Notable moments and decisions;
 - A set of high-level recommendations and action pathways for the sector, grounded in participant inputs and discussions;
 - Cross-cutting analysis highlighting areas of convergence, divergence, and strategic implications;
- The draft will be submitted to RRI and co-organizers for review and will serve as the basis for a collaborative and iterative refinement process.

Deliverable 4: Final Summit Declaration and Proceedings Report

- The Consultant will submit a finalized version of the Summit Declaration and Proceedings Report, incorporating feedback from RRI and Summit co-organizers.
- The final deliverable will:
 - Present a coherent and well-structured hybrid output that balances:
 - Accurate documentation of Summit proceedings;
 - A compelling declaration-style narrative;
 - Clearly articulated, high-level recommendations for the sector;
 - Reflect inputs and perspectives from multiple stakeholders, as validated through the review process;
 - Be written in a clear, concise, and accessible style suitable for external dissemination to diverse audiences (e.g., policymakers, donors, practitioners, and partners);
 - Serve as both:
 - A record of the Summit, and
 - A strategic document to inform future engagement, partnerships, and sector-wide action.

Proposed Timeline

April – May 2026: Preparation and alignment

May 25–30, 2026: On-site Summit support (Brasília, Brazil)

June 2026: Drafting, review, and finalization of report

Eligibility Criteria

Minimum Qualifications

- Proven experience serving as a rapporteur, lead writer, or analyst for high-level, multi-stakeholder convenings, including international conferences, summits, or policy dialogues;
- Demonstrated ability to produce high-quality written outputs that go beyond traditional meeting summaries, including:
 - Synthesizing complex discussions into clear, structured narratives;
 - Translating diverse stakeholder inputs into coherent, forward-looking outputs;
- Strong analytical and synthesis skills, with the ability to:
 - Identify key themes, patterns, and insights across multiple parallel sessions;
 - Distill large volumes of information into concise and actionable content;
 - Capture both technical content and political/strategic positioning;
- Excellent writing and communication skills in English, including the ability to tailor tone and style for different audiences (e.g., policymakers, donors, civil society, and technical experts);
- Demonstrated experience working in international development, conservation, livelihoods, land tenure, or closely related sectors, with sufficient subject-matter familiarity to accurately interpret discussions and implications;
- Ability to work effectively in fast-paced, high-pressure environments, including:
 - Managing multiple concurrent sessions;
 - Producing timely and high-quality outputs;
 - Adapting to evolving priorities during live events;
- Strong interpersonal and coordination skills, including the ability to:
 - Engage constructively with diverse stakeholders;
 - Work collaboratively with RRI, co-organizers, facilitators, and technical teams;

Preferred Qualifications

- Prior experience drafting or contributing to declarations, outcome statements, communiqués, or other consensus-oriented documents, especially in multi-stakeholder or politically sensitive contexts;
- Familiarity with Indigenous Peoples' rights, Afro-descendant rights, land tenure, and rights-based approaches to development, including an understanding of the political and social dynamics shaping these issues;
- Experience working in multilingual environments, including collaboration with interpretation teams and the ability to synthesize content across languages;
- Proficiency in additional languages relevant to the Summit context (e.g., Spanish, Portuguese, French), particularly for reviewing or interpreting source inputs.

Key Contract Terms

Contract Type

This will be a deliverable-based, plus approved expenses, contract.

Expenses

RRI will directly pay for expenses, including:

- Hotel/Accommodations during the Summit in Brasilia, Brazil.
- Per diem during the Consultant's stay in Brasilia, Brazil.

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

- Transportation costs between the Summit in Brasilia, Brazil and the Consultant home of record

The cost of round trip travel to Brasilia (if applicable) and all other projected costs/expenses must be included in the consultant's proposal. 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 in the proposal, the consultant is responsible for providing all equipment, software, and/or supplies required to perform the services.

Budget

The anticipated budget for this project is up to US\$5,000.00

Cost reasonableness and comparison will be used to evaluate proposals. We encourage submissions to reflect value for money.

Submission Requirements

Proposal must include:

Workplan/Proposal

- Written proposal (maximum 5 pages) explaining Consultant's specific process for completion of activities and deliverables listed in this RFP.

CV/Consultant Info

- CV/Resume of lead consultant(s) and relevant team members (each no longer than 2 pages)

Samples of prior work/references

- One or more samples of prior similar work (e.g., project reports, consultancy reports, or other relevant reports)
- Current phone and email contact information for three (3) professional references from similar past projects.

Timeline

- Timeline: Detail your proposed activity and deliverable schedule. Consultants are encouraged to prepare a deliverable-based work plan, as the selected proposal will be translated into a deliverable-based payment schedule.

Budget/Costs

- Financial proposal/budget detailing the Consultant's *total fixed price* in U.S. dollars for all activities and cost of travel to Brasilia (if applicable).

Please submit your proposal and required documents by email to: ysiagian@rightsandresources.org with the subject line "Summit Rapporteur - Brazil RFP Proposal."

The deadline for submission is 5:00pm ET on April 30, 2026

Evaluation Criteria

Proposals will be scored based on the following parameters:

- Proposed approach (35%)
- Quality of Writing Sample(s) (20%)
- Consultant work history and experience (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.