



CONSULATE GENERAL OF BRAZIL IN BOSTON  
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Boston, January 15, 2019

## INVITATION TO TENDER

The Consulate General of Brazil invites you to participate in a bidding process to provide consulting services on women entrepreneurship, prevention and combat to domestic violence in support of the Brazilian immigrant community. The Proposal must be received by mail to "SETOR DE ADMINISTRAÇÃO/PROPOSTA EMUB - 175 Purchase st, Boston, MA, 02110" until JANUARY 22<sup>st</sup>, 2019.

The proposal must include the professional experience on the aforementioned areas, price per hour and plan of action for six months.

The proposals will be opened by the bidding commission on Wednesday, January 23rd 2019.

### **1. Purpose of the bidding**

Selection of two professionals for a period of 6 months, renewable BY MUTUAL AGREEMENT, according to the specifications presented in the contract.

### **2. Pricing:**

**The price offered must include all of the following items:**

2.1. Position: women empowerment consultant.

2.2. Tasks: To develop joint actions of information, guidance, awareness, assistance, and support to Brazilian women in the jurisdiction of the Consulate General of Brazil in Boston. Such actions will be implemented with the support of studies, surveys, and assessment of the communities to be benefitted, through capacity building, empowerment, promotion of autonomy, and socioeconomic development. The priority thematic areas include prevention and support for victims of domestic violence, with a focus on the dissemination of "Ligue 180" program; custody and subtraction of minors; applicable legislation to the care and treatment of children and teenagers; actions to

promote vocational education and training; preparation and support for the strengthening and increasing professionalization of entrepreneurship; and promotion of financial education.

2.3. Working hours: The contract will establish a work program of 110 to 130 hours per month, depending on necessity and at the Consulate's discretion.

The Consultant may be requested to work during weekends or special hours during week-days.

2.4. Working place: General-Consulate of Brazil in Boston (175 Purchase St, Boston, MA, 02110) and in places outside the Consulate, in the jurisdiction of the Consulate-General in Boston, as per the program of work to be developed by the Consulate.

2.5. Skills: Be able to speak, understand and write in English and Portuguese; basic computer knowledge, including social media; team work skills; respectfulness; knowledge and experience in consular affairs, Brazilian national programs of support for women empowerment, notably the "Ligue 180" program, women entrepreneurship, prevention and support to victims of domestic violence.

## **2. Terms of Payment:**

Billing should be submitted monthly by the 10th day of the subsequent month after the service has been rendered. After review and approval the bill will be sent to the Ministry of Foreign Affairs in Brasilia. Payment will be made following the corresponding transfer of resources from Brazil.

## **3. Duration of Contract**

The contract will be signed for 6 (six) months.