

TERMS OF REFERENCE

TRADE AND INVESTMENT DIVISION (INT/TIN)

Individual Consultant to provide Technical assistance for the preparation, coordination and execution of the Korea-LAC Business Summit

1. Background Information

- 1.1. The dynamic growth of trade, investment, and cooperation between Korea-LAC has laid the groundwork for a sustainable, diversified, and mutually beneficial relationship. The trade between Korea-LAC experienced a fast and sustained growth, increasing 17% per year on average since 1990, while Korean investment in the region has expanded tenfold in the last decade alone. This investment provides a solid basis for diversifying the bilateral economic relationship, as over 80% of Korea's FDI in LAC goes to manufacturing sectors. Moreover, Korea was the first East Asian country to seek Free Trade Agreements (FTAs) with LAC partners in the early 2000s, signing its first bilateral FTA with Chile in 2004, and later with Peru (2011) and Colombia (2016). In 2018, a multilateral FTA with five countries from Central America (Nicaragua, El Salvador, Honduras, Costa Rica and Panama) was signed and is expected to be ratified in 2019. Additionally, Korea is finalizing its negotiation on a Strategic Economic Cooperation Agreement with Ecuador and, in 2018, it began Trade Agreement negotiations with Mercosur.
- 1.2. Under these circumstances, the technical cooperation RG-T3485 will aim to increase trade and investment opportunities between Korea and Latin America and the Caribbean (LAC). In order to achieve this goal, it will support organizing the 5th Korea-LAC Business Summit during October 7~8, 2019 in Seoul. This event will provide entrepreneurs and government officials from both regions to seek new business partnerships for the future and to strengthen the traditional business partnerships.

2. Consultancy Objective

The main objective of this consultancy is to engage a professional who will support this operation throughout the preparation, coordination and execution stages.

3. Services to be Performed

3.1. Purpose

This consultant will provide technical assistance for the execution of the 5th Korea-LAC Business Summit and follow up activities.

3.2. Key Activities

The consultant will be responsible of the following activities:

- Help in the design, coordination and execution of action plans for all components and activities related to the operation (RG-T3485)
- Act as a liaison between Korean and LAC organizing committees for the overall coordination of the summit

- Assist in preparing event invitations and confirming the participation of panelists and moderators for the forum
- Help in the coordination of one on one business meetings for LAC participants
- Contact Investment Promotion Agencies (IPAs) of the region to confirm their participation in the summit
- Provide technical inputs on activities to be carried out by the Bank which aim at strengthening the overall trade and investment relationship between Korea-LAC
- Assist in the coordination of travel arrangements for speakers and moderators
- Identify and document the lessons learned during the preparation and execution of the summit

3.3. Expected Reporting and Deliverables

The consultant will prepare a final report based on activities mentioned on clause 3.2.

4. Characteristics of the consultancy

4.1. **Type of consultancy:** Individual Consultant

4.2. **Starting date and duration:** 3rd quarter of 2019, 6 months

4.3. Qualifications

- Academic Degree / Level & Years of Professional Work Experience: graduate degree, preferably in an area that involves knowledge of budget, logistics and project management.
- Languages: fluent in Spanish and English.
- Areas of Expertise: Previous knowledge of Bank's policies for the procurement of works and goods financed by the Bank is preferred.

4.4. Payment and Conditions

Remuneration will be determined in accordance with Bank regulations and criteria.

5. Coordination and Supervision

The consultant will be reporting to the following contact, in order to receive comments, approval or any other instructions:

- Principal Contact: Seongjun Yoo, seongjuny@iadb.org

RG-T3485 TERMS OF REFERENCE

TRADE AND INVESTMENT DIVISION (INT/TIN)

Consulting Firm to provide Local Logistics Support for the 5th Korea-LAC Business Summit

1. Background Information

- 1.1. The dynamic growth of trade, investment, and cooperation between Korea-LAC has laid the groundwork for a sustainable, diversified, and mutually beneficial relationship. The trade between Korea-LAC experienced a fast and sustained growth, increasing 17% per year on average since 1990, while Korean investment in the region has expanded ten-fold in the last decade alone. This investment provides a solid basis for diversifying the bilateral economic relationship, as over 80% of Korea's FDI in LAC goes to manufacturing sectors. Moreover, Korea was the first East Asian country to seek Free Trade Agreements (FTAs) with LAC partners in the early 2000s, signing its first bilateral FTA with Chile in 2004, and later with Peru (2011) and Colombia (2016). In 2018, a multilateral FTA with five countries from Central America (Nicaragua, El Salvador, Honduras, Costa Rica and Panama) was signed and is expected to be ratified in 2019. Additionally, Korea is finalizing its negotiation on a Strategic Economic Cooperation Agreement with Ecuador and, in 2018, it began Trade Agreement negotiations with Mercosur.
- 1.2. Under these circumstances, the technical cooperation RG-T3485 will aim to increase trade and investment opportunities between Korea and Latin American and Caribbean (LAC). In order to achieve this goal, it will support organizing the 5th Korea-LAC Business Summit during October 7~8, 2019 in Seoul, Republic of Korea. This event will provide entrepreneurs and government officials from both regions to seek new business partnerships for the future and to strengthen the traditional business partnerships.

2. Consultancy Objective

The main objective of this consultancy is to hire a firm to provide integrated logistic support for the design, preparation, organization and execution of the 5th Korea-LAC Business Summit 2019 which will be held on October 7~8, 2019, in Seoul, Republic of Korea.

3. Services to be Performed

3.1. Purpose

This consultancy will provide logistic support for the overall coordination of the Korea-LAC Business Summit.

3.2. Scope

The firm will be responsible for the local logistic implications of the summit in Korea.

The firm will maintain close communication with the Korean organizing committee and the Bank for all logistic matters.

3.3. Key Activities

This consultancy is expected to perform the following tasks:

- Event planning: concept design, master plan, quote submission and estimate etc.

- Coordination with the venue: Conference rooms selection and set up, catering arrangements, participants accommodation, among other activities.
- Integrated logistic support during the forum and business matchmaking sessions.
- On-site personal management: Producer, event coordinator, field staff, interpreters etc.
- Equipment rental: broadcasting, sound & lighting, media expenses, etc.
- Preparation of promotional materials: banners, print-outs, participants' kit, etc.
- Preparation of summit report in coordination with local counterparts.
- Other relevant tasks required during the preparation, execution and follow-up of the event.

3.4. Project Schedule and Timeline

The summit will be held on October 7-8; therefore, the consultancy will begin soon after the Bank's approval is received.

3.5. Expected Reporting and Deliverables

- The firm will submit a master logistic plan for the overall summit within 2 weeks of contract.
- The firm will submit a final report within 4 weeks after the execution of the summit.

4. Characteristics of the consultancy

4.1. **Type of consultancy:** International Firm

4.2. **Starting date and duration:** 2nd quarter of 2019, 6 months

4.3. Qualifications

At least 10 years' experience in organizing and hosting international conventions, exhibitions and large events. Previous work experience with international organizations is preferred.

4.4. **Language:** Korean and English

4.5. Payment and Conditions

- 1st payment: 70% upon contract signing
- 2nd payment: 30% upon the Bank's approval of all deliverables
- Payment will be made in US dollars (USD)

5. Coordination and Supervision

The firm will report to the following contact to receive comments, approval or any other instructions:

- Principal Contact: Seongjun Yoo, Seconded, seongjuny@iadb.org
- Additional Contacts: Itzel Barron, Integration and Trade Consultant, itzelb@iadb.org

**Regional
TRADE AND INVESTMENT DIVISION (INT/TIN)**

Service Provider for the Travel Arrangements of LAC Participants

TERMS OF REFERENCE

1. Background Information

- 1.1. The dynamic growth of trade, investment, and cooperation between Korea-LAC has laid the groundwork for a sustainable, diversified, and mutually beneficial relationship. The trade between Korea-LAC experienced a fast and sustained growth, increasing 17% per year on average since 1990, while Korean investment in the region has expanded ten-fold in the last decade alone. This investment provides a solid basis for diversifying the bilateral economic relationship, as over 80% of Korea's FDI in LAC goes to manufacturing sectors. Moreover, Korea was the first East Asian country to seek Free Trade Agreements (FTAs) with LAC partners in the early 2000s, signing its first bilateral FTA with Chile in 2004, and later with Peru (2011) and Colombia (2016). In 2018, a multilateral FTA with five countries from Central America (Nicaragua, El Salvador, Honduras, Costa Rica and Panama) was signed and is expected to be ratified in 2019. Additionally, Korea is finalizing its negotiation on a Strategic Economic Cooperation Agreement with Ecuador and, in 2018, it began Trade Agreement negotiations with Mercosur.
- 1.2. Under these circumstances, the technical cooperation RG-T3485 will aim to increase trade and investment opportunities between Korea and Latin American and Caribbean (LAC). In order to achieve this goal, it will support organizing the 5th Korea-LAC Business Summit during October 7~8, 2019 in Seoul, Republic of Korea. This event will provide entrepreneurs and government officials from both regions to seek new business partnerships for the future and to strengthen the traditional business partnerships.

2. Services to be Performed

2.1. Purpose

The service provider will be responsible for the reservation and emission of flight tickets for the following LAC participant groups:

- Representatives of the Investment Promotion Agencies (IPAs) of the Bank's 26 borrowing member countries
- Panelists and moderators invited from LAC to participate at the Korea-LAC Business Summit

2.2. Scope

The provider will be responsible to execute the following activities:

- Suggest competitive airfares in the market
- Make flight reservations in the two most modern aeronautical systems: SABRE and AMADEUS

- Issue International Air Tickets on a 30-day credit basis, for selected participants previously authorized by the Bank.

2.3. Key Activities

- Prepare airfare costs simulation, considering the dates of the event, taking as reference the capital cities of the 26 member countries of the IDB Group in LAC, to Seoul, Republic of Korea.
- The supplier will maintain constant communication with the Bank's main contact for the authorization of the fare and reservations prior to the issuance of air tickets.
- The reservation details will be sent to the traveler, and with his/her authorization the provider will proceed with the issuance of the ticket.
- The provider will offer personalized and timely attention to the beneficiaries who may require some adaptation in their reservation such as change of dates, airport of departure/arrival, ticket class, application of frequent flyer programs, among other situations.
- The provider will be responsible for the billing process of air tickets. Only "official" part of the tickets will be charged to the Bank and any surplus charges that are considered "personal" should be charged to the participant directly.
- Execute the complete procedure for reimbursement of airfares, in case of cancellation or no-shows (when applicable).
- Offer 24-hour service in case of emergency.
- Submit bi-weekly reports with the status of the tickets issued (document that includes the passenger's name, flight details, invoice number, total cost and status).

2.4. Project Schedule and Timeline

- The Bank and the provider will try to sign an agreement by June.
- Once the Bank has the final confirmation of participants for the summit, the provider should send suggested itineraries for the Bank's pre-approval and then to the traveler.
- Once the provider initiates the reservation process, the details of the flight should be sent to the Bank and the traveler to receive validation of both parties.
- When the provider receives the authorization, they shall issue the ticket and send it to the traveler (with a copy for the Bank).

2.5. Expected Reporting and Deliverables

- Bi-weekly reports of tickets issued (Excel document that disclose the passenger's name, flight details, invoice number, total cost and status).
- Invoices that reflect the tickets issued within a two weeks' timeframe.

3. Characteristics of the consultancy

3.1. Type of consultancy: International Firm

3.2. Starting date and duration: 2nd quarter of 2019, 6 months

3.3. Qualifications

- Company with more than 10 years of experience, providing international touristic services to companies or multilateral organizations.
- Bilingual staff, able to deal with emergencies that arise during the contract's duration
- Use of modern systems in compliance of international standards for the airfares booking process
- Provide competitive fares
- Provide personalized attention to the participants
- Flexible hours of attention, since the participants are from different parts of Latin America and the Caribbean. 24-hour service, including Saturdays and Sundays when needed,
- Assignment of a special executive to work exclusively on the object of this contract
- Excellent customer service.

3.4. Language: English, Spanish and Portuguese

3.5. Payment and Conditions

The first payment will be made within the five business days after the signing of the contract and subsequent payments will be made bi-weekly against the blocks of invoices sent. Payment will be made in US dollars (USD).

4. Coordination and Supervision

The firm will be reporting to the following contacts to receive comments, approval or any other instructions:

- Principal Contact: Claudia Valderrama-Celaya, Contracts & Bgt Sr Analyst, CLAUDIAV@iadb.org
- Additional Contact: Itzel Barron, Integration and Trade Consultant, itzelb@IADB.ORG