**Summary of Terms of Reference**

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|  |  | **Type of activity** | **Description** | **TOR IDBDOCS#** |
|  | **Component I: Strategic planning** | | | |
| **1** | TOR for the preparation of a broad action plan | Individual consultant | The purpose of this activity is to have a broad action plan that will provide a regional working plan and framework for the implementation of the e-GP topic in LAC | [IDBDocs#3](http://idbdocs.iadb.org/wsdocs/getDocument.aspx?DOCNUM=39049797)9049797 |
| **2** | TOR for the preparation of e-GP strategic/action plans (generic) | Individual consultant | This consultancy will support the preparation of strategic plans regarding the procurement operations and electronic procurement platforms at the national level. | [IDBDocs#3](http://idbdocs.iadb.org/wsdocs/getDocument.aspx?DOCNUM=39049805)9049805 |
| **3** | TOR for the event planner for the preparation of meetings | Firm | This consultancy will cover the logistics of the consensus building meetings for the states to share experiences and promote regional integration on the regional e-GP agenda. | [IDBDocs#3](http://idbdocs.iadb.org/wsdocs/getDocument.aspx?DOCNUM=39049829)9049829 |
|  | **Component II: Knowledge management, capacity building and dissemination** | | | |
| **4** | TOR for procurement indicators (generic) | Individual consultant | This consultancy will involve the review and preparation of a set of indicators in e-GP. | [IDBDocs#3](http://idbdocs.iadb.org/wsdocs/getDocument.aspx?DOCNUM=39050391)9050391 |
| **5** | TOR for the research and working papers | Individual consultant | This consultancy will support the research related to issues in e-GP | [IDBDocs#3](http://idbdocs.iadb.org/wsdocs/getDocument.aspx?DOCNUM=39050434)9050425 |
| **6** | TOR for the event planner for the preparation of INGP Meeting | Firm | This consultancy will cover the logistics of the INGP Meetings | [IDBDocs#3](http://idbdocs.iadb.org/wsdocs/getDocument.aspx?DOCNUM=39050434)9050434 |
| **7** | TOR for the preparation and dissemination of a certified training program | Firm | This consultancy will cover the preparation and implementation of the regional virtual and in-classroom training program about cutting edge trends in e- GP. | [IDBDocs#39050449](http://idbdocs.iadb.org/wsdocs/getDocument.aspx?DOCNUM=39050449) |
|  | **Component III: Asia Latin America e-GP conference** | | | |
| **8** | TOR for the event planner for the preparation of Fifth Global Conference on e-GP | Firm | This consultancy will cover the logistics of the Fifth Global Conference on e-GP | [IDBDocs#3](http://idbdocs.iadb.org/wsdocs/getDocument.aspx?DOCNUM=39050858)9050858 |
| **9** | TOR for the event travel agency | Firm | This consultancy will cover the travel arrangements for participants in the Fifth Global conference on e-GP | [IDBDocs#3](http://idbdocs.iadb.org/wsdocs/getDocument.aspx?DOCNUM=39050920)9050920 |
| **10** | TOR for editing of final publication | Firm | This consultancy will support the editing of a final publication | [IDBDocs#3](http://idbdocs.iadb.org/wsdocs/getDocument.aspx?DOCNUM=39050981)9050981 |