INTER-AMERICAN DEVELOPMENT BANK

INSTITUTIONS FOR DEVELOPMENT

FISCAL AND MUNICIPAL MANAGEMENT DIVISION

Terms of reference

Technical Cooperation

Asia - Latin-America e-Government Procurement Initiative RG-T2412

Firm

Event planning coordination for the consensus building meetings

Background

* 1. There is a growing demand in Latin America and the Caribbean for strengthening and advancing the use of Country Systems, especially in the area of public procurement. As approximately 10 to 15 percent of Gross Domestic Product (GDP) on a global average is processed through these systems, their efficiency and effectiveness can play a critical role in the development process. This is the case as procurement is a central function of public financial management and service delivery systems, determining how public money is spent through the purchase of goods, works, and services.
     + 1. **Higher transparency in government management**, reducing the opportunities for corruption and providing public access to information related to the different stages of the procurement process.
       2. **Greater efficiency in the procurement process** and better use of the government resources.
       3. **Significant savings in government purchases** due to greater competition between suppliers, better comparison of prices and reductions in transaction costs. Systems implemented have showed reductions from 10% to 30% in the costs of governmental procurement.
       4. **Higher level of integration and development of regional and local economies** while stimulating the competitiveness and productivity of small and medium sized enterprises (SMEs) through greater access to national and international markets.
  2. While state-of-the-art technology is available to develop almost fully automated procurement systems, there are other critical components in the process of designing and implementing an e-GP system. Governments have to take the lead in adopting the appropriate legal environment, changing the institutional processes, and build capacity among parties involved in the e-GP program.
  3. The use of e-GP catalyzes the economic development process by stimulating markets, modernizing the public sector, and improving government performance. The huge potential of efficiency gains can considerably contribute to reducing/redistributing fiscal expenditures. The use of e-GP in an increasing number of countries clearly has shown major efficiency gains. The simplification and/or elimination of repetitive tasks in the procurement process by automation results in time and cost savings.
  4. In 2014, the Bank approved the technical cooperation entitled “Asia - Latin-America e-Government Procurement Initiative.” (RG-T2412) that will assist the support the strengthening of e government procurement (e-GP) management in the region through a better leveraging of the knowledge assets that the international community has in the area and by promoting the use of international better practices, innovative solutions in the design and implementation of countries’ e-GP modernization.

Objectives

The main objective of the consultancy is to plan, manage and coordinate all the logistics for the workshops/meeting to be carried-out in order to share experiences and promote regional integration on the regional e-GP agenda.

Activities and Deliverables

The coordinator/event planner firm will plan, coordinate and implement all activities and events of the international conference/training, including but not limited to the following functions:

1. Participants

• Centralize and manage participant registration pre-event and on-site at the workshop;

• Maintain a list of inbound and out bound flights for all participants and buy them if necessary;

• Manage hotel reservations for participants;

• Establish a secretariat on site of the event to provide conference services to participants;

• Distribute documents, publications and other materials of the event;

1. Hotel and other venues

• Identify and confirm the local provider for, technical equipment, informatics and technical support services;

• Liaise with hotel and sponsoring organizations to assess the conference room requirements and match them with availability at the conference site;

• Coordinate transportation to and from the hotel for participants, speakers and organizers of the event;

• Coordinate provision of equipment and technological requirements with local providers and venues (computers, sound equipment, software, communication services, etc);

• Provide protocol and hospitality services at airport, hotel, conference rooms and other venues of the event;

• Track status of reservations of rooms to ensure cancellation without penalty if necessary.

1. Meetings and Workshop

• Co-ordinates all logistics on the day it pertains to conference and subsequent workshops

1. Speakers

• Coordinate the agenda with steering committee;

• Ensure proper implementation of the agenda, taking into account efficient use of time and last minute adjustments;

• Track confirmation status of speakers the coordinator will receive the details from the sponsor agencies that have been making arrangements with speakers;

• Ensure that each session of the agenda has the equipment, materials and proper setting required;

• Coordinate and guide speakers before and after presentations; with tasks such as uploading, printing and distribution of presentations; and seating and protocol;

• Provide constant presence, support and vigilance for unforeseen events during the sessions, equipment malfunction will be dealt with by the AV provider who will be on site for the period.

1. Steering Committee

• Participate in all meetings and conference calls, providing relevant inputs for decision making;

• Provide expert advice to identify suppliers and solve logistical problems on site at the conference;

• Support negotiations with hotel, venues and other service providers;

• Provide information and support for the website of the event.

1. Materials

• Produce branding and logo for materials of the event

• Coordinate quotes and production of materials for the conference, with local suppliers. Banners, posters, badges, flags, office supplies, promotional items, etc;

• Coordinate production of printed materials for the conference such as the agenda, presentations, documents, logistical information, etc.

Coordination

* Supervision: Leslie Harper, Modernization of the State Specialist, Fiscal and Municipal Management Division (IFD/FMM)

Characteristics of the Consultancy

**Type of Consultancy**: Services provided by an international consulting firm

**Starting date and duration**: Depending on dates (2-3 months) during June 2015- June 2017

**Place of work**: country where the meeting will be held.

**Schedule of payment**:

Payments for this consultancy will be carried out in the following manner:

20% at the signing of the contract

30% a week before the event

50% at the satisfactory completion of the event

Qualifications

* Extensive knowledge and experience regarding the design of public procurement events.
* Knowledge of the Latin America and Caribbean context and policies.