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

Travel agency for the Fifth Global Conference on e-GP

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

* 1. The main objective of the consultancy is to support the travel arrangements for the Fifth Global Conference on e-GP that will be organized jointly with the Asian Development Bank (location to be determined) and other MDBs.

Activities and Deliverables

* 1. The coordinator/event planner firm will plan, coordinate and manage all travel arrangements related to the international conference, including but not limited to the following functions:
* Prepare a budget based on three (3) main airlines operating the route and prepare appropriate itineraries and formal quotations;
* For every duly approved Travel request, immediately make bookings on the lowest fare and the most direct and convenient routing;
* In the event that required travel arrangements cannot be confirmed, Travel Agent(s) shall notify the requesting party of the problem and present three (3) alternative routings/quotations for consideration:
* Advise the participants about ticketing deadlines and other relevant information every time reservations are made, in order to avoid cancellations of booking
* Ensure that all traveling staff has complete travel documents required for their journeys, sufficiently before departure;
* Provide an information service to notify IDB and the traveler of events such as airport closings, canceled or delayed flights, buses voyages and strike situations as well as of local political or safety conditions which may affect travel to any particular destination

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 during June 2017 – November 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

* Accredited travel agency
* Good track record in serving international organizations
* Financial stability
* Competent and experienced travel consultants
* Knowledge of the Latin American and the Caribbean context and policies.