INTER-AMERICAN DEVELOPMENT BANK

INSTITUTIONS FOR DEVELOPMENT

FISCAL AND MUNICIPAL MANAGEMENT DIVISION

Terms of reference

Regional Public Good (RPG)

Program for the strengthening of a regional public procurement marketplace in the Caribbean (RG-T2535).

Firm

Event planning coordination for the training events.

Background

* 1. In the Caribbean, the public sector plays a significant role as a consumer of goods, services and public works, representing between 10 and 30 percent of its GDP. Governments in the region provide goods and services to meet a variety of citizen-needs and but in most cases unfortunately, resources are not being properly managed in the countries. Public procurement is a major area in which governments are striving to improve effectiveness in their delivery of public services and at the same time to serve them efficiently according to their national budgets.
	2. In the case of the Caribbean, moving to a regional marketplace involves increasing selling to the governments of neighboring countries, which would seem a natural progression for suppliers and buyers given the small size of national markets. However, governments have not been able to maximize and leverage the benefits of regional competition and consolidated demand due to: (i) outdated and/or dispersed national legal and regulatory frameworks that handicap trade across borders; (ii) inefficiencies in procurement operations and insufficient technological infrastructure; (iii) weak institutional public procurement entities and deficiencies in developing and retaining human capital with professional background and skills in public procurement.
	3. On the *institutional public procurement framework, entities have deficiencies in developing and retaining human capital with professional background and skills in public procurement*, although significant improvements in the institutional setting have been carried out, especially with the creation of national central authorities for public procurement, there is still limited capability of these entities to perform functions such as monitor and assess compliance of procurement processes, provide advice on the application of the law and the creation of mechanisms to aggregate demand. In most of the cases, this problematic is a result of a lack of human resources well-trained to perform the procurement function, lack of professional requirements for procurement personnel, no minimum civil service rank for procurement personnel, or procurement conducted by clerical staff.
	4. In 2014, the Bank approved the regional public good entitled “Program for the strengthening of a regional public procurement marketplace in the Caribbean” (RG-T2535) that will assist the IDB Caribbean member States to continue their national public procurement reform and at the same time to strengthen their current regional market place, through the introduction of legislation, the development and implementation of practices and e-tools that promotes fair and transparent public markets and the design of training dissemination and awareness programs.

Objectives

The main objective of the consultancy is to plan, manage and coordinate all the logistics for the workshops/ trainings to be carried-out in order to implement the regional sustainable and certified training program in public procurement.

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

• Coordinate the agenda;

• 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.

• 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 (if necessary)

• 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: Caribbean committee / country where the meeting will take place
* Team Leaders: 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 Caribbean context and policies.