

**Terms of Reference
Consultancy Firm
Japan–LAC Business Forum
November 1-2, 2016 – Tokyo, Japan**

I. Background

On November 1-2, 2016, Tokyo will host the 2016 Japan – LAC Business Forum. This event is organized by the Inter-American Development Bank together with Japan External Trade Organization – JETRO.

The event is geared towards showcasing the major trends of trade and investment in Japan and LAC, and to promote Japanese-LAC bilateral trade and investment through the generation of business contacts and the identification of concrete commercial opportunities. Additionally, the event will generate insitutional and technical capacity building in the areas of trade and investment in LAC countries, including Trade Promotion Organization and SMEs.

II. Objectives

The objective of the consultancy is to provide logistical and technical assistance for the organization of the business forum that will be executed in Tokyo, Japan.

III. Main Activities

The hired firm will have to perform the following activities:

1. Submit quotes of all services to be acquired during the course of the event and coordinate with the representatives of the IDB in Japan and Washington D.C.
2. Arrange the general logistic for the production of the one-day event.
3. Coordinate and hire the event's venue.
4. Hire the staff required for the development of the event, including a producer, event coordinator, staff assembly, hostesses, waiters and others.
5. Prepare and organize the equipment needed for the day of the event, including materials for participant's registration.
6. Coordinate meals and beverages for 300 participants.
7. Design, print and set up of the decoration of the venue including the hall and banners.
8. Hire and train the Master of Ceremony.
9. Other specific services that the supervisor deems necessary to carry out the event.

IV. Coordination

Team Leader: Fabrizio Operti (INT/TIN)

Coordinator: Lucas Barreiros (INT/TIN)

V. Characteristics of the Consultancy

Consultancy Category & Modality: National Consultancy

Contract Duration: 6 months

Place(s) of work: External Consultancy in Tokyo, Japan

VI. Qualifications

A company that provides logistics services for events, with extensive and proven experience in Asia. Preferably with proven experience in working with international organization and developing high-standard events. Proven experience in coordinating the security measures required by the profile of the guests at the events (high government officials and CEOs). Ability to perform the services in English and Japanese.