

Logistic Preparation, Coordination, and Execution of the Korea-LAC**Trade and Innovation Forum Consultant****Integration and Trade Sector - Trade and Investment Division****Post of Duty: Remote**

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this position

Since 1990, global bilateral trade has witnessed a remarkable expansion, growing at an average annual rate of 4.9% and reaching a peak of \$43 trillion in 2021. Within this global context, trade between Korea and Latin America and the Caribbean (LAC) has shown a notable increase, particularly in sectors such as information and communications technology (ICT), which grew by 12.6% in 2021, totaling \$5.2 billion. Despite a temporary setback in 2020 due to the COVID-19 pandemic, trade between Korea and LAC is on a path to recovery. Korea's focused investment in LAC, particularly in the manufacturing sector which reached \$7.5 billion, is fostering local job creation and the development of high-quality human resources through engagement in high-tech industries.

Korea has established itself as the Asian economy with the most comprehensive network of Free Trade Agreements (FTAs) with LAC partners. Beginning with its first bilateral FTA with Chile in 2004, Korea has since expanded its FTA network to include Peru, Colombia, and a multilateral FTA with five Central American countries. These agreements underscore Korea's commitment to strengthening economic ties with the LAC region. Further efforts to deepen these connections include ongoing FTA negotiations with MERCOSUR and Mexico, as well as Korea's ambition to join the Pacific Alliance as an associate member.

Over the last 60 years, Korea and LAC have developed a robust partnership aimed at mutual prosperity, a relationship that has proven resilient even in the face of challenges like the COVID-19 pandemic. Recognizing the importance of preparing for the post-COVID era, both regions have engaged in continuous dialogue and collaboration through platforms such as the Korea-LAC series that was initiated by the IDB and the Government of Korea in 2007. The successful organization of these events, including the inaugural Korea-LAC Innovation & Trade Forum held in the LAC region in Mexico City in 2023 reflects the dynamic and evolving partnership between Korea and LAC.

In this context, the technical cooperation initiative RG-T4464 is set to strengthen private sector exchanges between Korea and LAC. Recognizing the critical role of the private sector in

sustainable development and the keen interest in Korea's digital transformation leadership, this initiative aims to facilitate the Korea-LAC Trade and Innovation Forum. This event, scheduled for July 25-26, 2024, in Rio de Janeiro, Brazil, will serve as a platform for collaboration and learning between the regions.

To ensure the forum's success, a dedicated individual consultant will be engaged for technical assistance in its preparation, coordination, and execution. This strategic approach aims to foster a renewed and dynamic partnership between Korea and LAC, leveraging innovation and digital transformation as key drivers of sustainable development.

The team: Within the Inter-American Development Bank (IDB), the Integration and Trade Sector's (INT) Korea-LAC Trade and Innovation Forum team is responsible for:

- Designing and executing, in cooperation with the relevant stakeholder, including Korea's Ministry of Economy and Finance (MOEF), the Export-Import Bank of Korea (KEXIM), and the Korea Trade-Investment Promotion Agency (KOTRA), Bank's units, face-to-face, online and blended activities to take place in the context of the Korea-LAC Trade and Innovation Forum.
- Facilitating the dissemination of the Forum's activities with partners in the region, including trade and investment promotion agencies, to ensure a robust participation in the event.
- Promoting knowledge alliances and exchanges within the Bank and Korean counterparts to share best practices on strengthening trade and investment ties between LAC and Korea.

Within INT, the Korea-LAC Trade and Innovation Forum team is made up by a team of consultants that work in close collaboration with business partners and logistic providers to provide a seamless and comprehensive level of service to successfully execute the event.

What you'll do:

The candidate is expected to support the Integration and Trade Sector, in the following work areas:

1. Provide technical support in the logistic preparation and delivery of a hybrid (virtual and in-person) business Forum, contributing with technical expertise to provide a high level of service to fulfill the strategic objectives of the Korea-LAC Trade and Innovation Forum. The activities to be performed may include the following:
 - Event requirements identification.
 - Negotiation with external providers.
 - Scheduling and dissemination activities.
 - Preparation of event budget estimation and execution monitoring.
 - Coordination of logistic services (audiovisual support, catering services, interpretation services, room setup and assembly, among others).
 - Participant attendance monitoring and registration.
 - Producing communications (internal and external).
 - Verification of services invoiced.
 - Onsite and virtual support.

2. Coordinate internal resources and third parties/vendors for the flawless execution of the Korea-LAC Trade and Innovation Forum.
3. Ensure that all Forum activities are delivered on-time, within scope and within budget.
4. Anticipate and mitigate risks associated to the planning and delivery of the Forum.
5. Manage changes to the event scope, schedule, and costs.
6. Establish and maintain relationships with third parties/vendors.
7. Distribution and analysis of event survey to the Forum participants.
8. Perform other duties as assigned.

Deliverables and Payments Timeline:

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
1. Event Planning and Coordination Roadmap	40%	May 15, 2024
2. Stakeholder Engagement and Communication Strategy	30%	May 31, 2024
3. Post-Event Report and Analysis	30%	August 31, 2024

What you'll need

- **Education:** Bachelor’s degree in areas related to Business Administration, Hospitality Management, Project Management, or related areas. Master’s degree in any of those areas is a plus.
- **Experience:** A minimum of five years of professional experience in event management or project management.
- **Languages:** Fluency in English and Spanish, command of Korean is a plus.
- **Core and Technical Competencies:** Advanced proficiency in the use of Microsoft Office suite (Outlook, Word, Excel, etc.).

Key skills:

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

Requirements:

- **Citizenship:** You are a citizen of one of our 48-member countries.

- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 6 months
- **Work Location:** Remote.

What we offer

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

- A **competitive compensation** package.
- A flexible way of working. You will be evaluated by deliverable.

Our culture

At the IDB Group we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions.

Diversity, Equity, Inclusion and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at diversity@iadb.org to request reasonable accommodation to complete this application.

Our Human Resources Team reviews carefully every application.

About the IDB Group

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

About IDB

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

Follow us:

<https://www.linkedin.com/company/inter-american-development-bank/>

<https://www.facebook.com/IADB.org>

https://twitter.com/the_IDB

About IDB Lab

Is the innovation laboratory of the IDB Group. We mobilize financing, knowledge, and connections to drive innovation for inclusion in Latin America and the Caribbean. We believe innovation is a powerful tool that can transform our region, providing today unprecedented opportunities to populations that are vulnerable due to economic, social, or environmental factors. IDB Lab has a commitment to gender quality and diversity as part of its development mandate. The Strategy and Impact unit supports IDB Lab in the development of strategy, connections and knowledge, and impact measurement and reporting.

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https://twitter.com/IDB_Lab

About IDB Invest

IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region. With a portfolio of \$14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

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<https://twitter.com/BIDInvest>

TERMS OF REFERENCE

TRADE AND INVESTMENT DIVISION (INT/TIN)

Local Firm to Provide Logistics Support for the Korea-LAC Trade and Innovation Forum

1. Background and Justification

- 1.1. Since 1990, global bilateral trade has witnessed a remarkable expansion, growing at an average annual rate of 4.9% and reaching a peak of \$43 trillion in 2021. Within this global context, trade between Korea and Latin America and the Caribbean (LAC) has shown a notable increase, particularly in sectors such as information and communications technology (ICT), which grew by 12.6% in 2021, totaling \$5.2 billion. Despite a temporary setback in 2020 due to the COVID-19 pandemic, trade between Korea and LAC is on a path to recovery. Korea's focused investment in LAC, particularly in the manufacturing sector which reached \$7.5 billion, is fostering local job creation and the development of high-quality human resources through engagement in high-tech industries.
- 1.2. Korea has established itself as the Asian economy with the most comprehensive network of Free Trade Agreements (FTAs) with LAC partners. Beginning with its first bilateral FTA with Chile in 2004, Korea has since expanded its FTA network to include Peru, Colombia, and a multilateral FTA with five Central American countries. These agreements underscore Korea's commitment to strengthening economic ties with the LAC region. Further efforts to deepen these connections include ongoing FTA negotiations with MERCOSUR and Mexico, as well as Korea's ambition to join the Pacific Alliance as an associate member.
- 1.3. Over the last 60 years, Korea and LAC have developed a robust partnership aimed at mutual prosperity, a relationship that has proven resilient even in the face of challenges like the COVID-19 pandemic. Recognizing the importance of preparing for the post-COVID era, both regions have engaged in continuous dialogue and collaboration through platforms such as the Korea-LAC series that was initiated by the IDB and the Government of Korea in 2007. The successful organization of these events, including the inaugural Korea-LAC Innovation & Trade Forum held in the LAC region in Mexico City in 2023 reflects the dynamic and evolving partnership between Korea and LAC.
- 1.4. In this context, the technical cooperation initiative RG-T4464 is set to strengthen private sector exchanges between Korea and LAC. Recognizing the critical role of the private sector in sustainable development and the keen interest in Korea's digital transformation leadership, this initiative aims to facilitate the Korea-LAC Trade and Innovation Forum. This event, scheduled for July 25-26, 2024, in Rio de Janeiro, Brazil, will provide a platform for entrepreneurs and government officials from both regions to seek new business partnerships for the future and to strengthen the traditional business partnerships.
- 1.5. In order to ensure a successful execution of this event, the bank will engage a firm to provide technical support for the provision of local logistics and execution of the Korea-LAC Trade and Innovation Forum.

2. Objectives

- 2.1. The main objective of these non-consultancy services is to provide the necessary integrated logistic support and technology for the design, preparation, organization and

execution of the Korea-LAC Trade and Innovation Forum which will be held in a hybrid format (in-person and virtual), tentatively on July 25-26, 2024, in Rio de Janeiro, Brazil.

3. Scope of Services

- 3.1. This selected firm will provide logistic support for the overall coordination and execution of the Korea-LAC Trade and Innovation Forum.
- 3.2. The firm will be responsible for the local logistic implications to ensure the successful execution of the event.
- 3.3. The firm will maintain close communication with the organizing committee and the Bank for all logistic matters.

4. Key Activities

- 4.1. The selected provider is expected to perform the following tasks:
 - a. Event planning: concept design, master plan, quote submission and estimate etc.
 - b. Coordination with the venue: Conference rooms selection and set up, catering arrangements, participants accommodation, among other activities.
 - c. Integrated logistic support during the forum and business matchmaking sessions.
 - d. On-site personal management: Producer, event coordinator, field staff, interpreters etc.
 - e. Equipment rental: broadcasting, sound & lighting, media expenses, etc.
 - f. Preparation of promotional materials: digital identity, banners, print-outs, participants' kit, etc.
 - g. Preparation of final report in coordination with local counterparts.
 - h. Other relevant tasks required during the preparation, execution, and follow-up of the event.

5. Expected Outcome and Deliverables

- 5.1. The expected outcome is to have representatives from the public and the private sectors from Korea and LAC engage in a productive and seamless manner, under an in-person and virtual hybrid format, to analyze how to strengthen and expand trade and cooperation ties between Asia, particularly Korea, and LAC.
- 5.2. The provider is expected to produce the following deliverables.
 - a. A master logistic work plan with a detailed schedule for the execution of the overall forum.
 - b. Final report with the attained results, including the number of participants that attended each session, the number of potential business deals and corresponding monetary amount reported by participants, and the percent of participants satisfied with the overall event.

6. Project Schedule and Milestones

- 6.1. The Bank and the provider will seek to sign an agreement by May 2024.
- 6.2. Provider to submit a master logistic work plan with a detailed schedule, no later than two (2) weeks after signing the contract.
- 6.3. A final report with the achieved results is to be submitted by provide no later than four (4) weeks after the conclusion of the event.

7. Reporting Requirements

7.1. The firm is to provide a detailed logistic workplan and final report in English.

8. Acceptance Criteria

- 8.1. Specialized logistic firm with at least 10 years' experience in organizing and hosting large international conventions, exhibitions, and high visibility events.
- 8.2. Demonstrable experience working with government officials, private sector executives, and international organizations or similar in the last three years.
- 8.3. Demonstrable experience providing similar services for at least two (2) events of the same scale in the last five (5) years.
- 8.4. Available to render services during the stipulated dates of the event.

9. Other Requirements

9.1. Ability to communicate fluently in English and Spanish with relevant stakeholders

10. Payment Schedule

- 10.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 10.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
Deliverable	%
1. Master logistic work plan, within two weeks after signing the contract.	50%
2. Final summary report with achieved results, within four weeks after the execution.	50%
TOTAL	100%

11. Supervision

- 11.1. The firm will report to the following points of contact to receive feedback, approvals, or any other instructions:
 - a. Principal Contact: Pablo Steneri, Consultant, psteneri@iadb.org, (202) 623-2103 (Integration and Trade Sector)
 - b. Additional Contacts: Claudia Valderrama-Celaya, Resource Planning & Admin Sr. Associate, claudiav@iadb.org, (202) 623-1670 (Integration and Trade Sector)

TERMS OF REFERENCE

TRADE AND INVESTMENT DIVISION (INT/TIN)

Logistics Support for Korean Buyers for 1-on-1 Business Matchmaking Activity

1. Background and Justification

- 1.1. Since 1990, global bilateral trade has witnessed a remarkable expansion, growing at an average annual rate of 4.9% and reaching a peak of \$43 trillion in 2021. Within this global context, trade between Korea and Latin America and the Caribbean (LAC) has shown a notable increase, particularly in sectors such as information and communications technology (ICT), which grew by 12.6% in 2021, totaling \$5.2 billion. Despite a temporary setback in 2020 due to the COVID-19 pandemic, trade between Korea and LAC is on a path to recovery. Korea's focused investment in LAC, particularly in the manufacturing sector which reached \$7.5 billion, is fostering local job creation and the development of high-quality human resources through engagement in high-tech industries.
- 1.2. Korea has established itself as the Asian economy with the most comprehensive network of Free Trade Agreements (FTAs) with LAC partners. Beginning with its first bilateral FTA with Chile in 2004, Korea has since expanded its FTA network to include Peru, Colombia, and a multilateral FTA with five Central American countries. These agreements underscore Korea's commitment to strengthening economic ties with the LAC region. Further efforts to deepen these connections include ongoing FTA negotiations with MERCOSUR and Mexico, as well as Korea's ambition to join the Pacific Alliance as an associate member.
- 1.3. Over the last 60 years, Korea and LAC have developed a robust partnership aimed at mutual prosperity, a relationship that has proven resilient even in the face of challenges like the COVID-19 pandemic. Recognizing the importance of preparing for the post-COVID era, both regions have engaged in continuous dialogue and collaboration through platforms such as the Korea-LAC series that was initiated by the IDB and the Government of Korea in 2007. The successful organization of these events, including the inaugural Korea-LAC Innovation & Trade Forum held in the LAC region in Mexico City in 2023 reflects the dynamic and evolving partnership between Korea and LAC.
- 1.4. In this context, the technical cooperation initiative RG-T4464 is set to strengthen private sector exchanges between Korea and LAC. Recognizing the critical role of the private sector in sustainable development and the keen interest in Korea's digital transformation leadership, this initiative aims to facilitate the Korea-LAC Trade and Innovation Forum. This event, scheduled for July 25-26, 2024, in Rio de Janeiro, Brazil, will provide a platform for entrepreneurs and government officials from both regions to seek new business partnerships for the future and to strengthen the traditional business partnerships.
- 1.5. In order to ensure a successful execution of this event, the bank will engage a firm to provide technical support for the provision of logistics of the Korean Buyers participating in the 1-on-1 Business Matchmaking Activity of the Korea -LAC Trade and Innovation Forum.

2. Objectives

2.1. The selected provider will provide logistical support for the 1-on-1 business matchmaking program between exporters from Latin America and the Caribbean (LAC) and Korean industry buyers in the context of the Korea-LAC Trade and Innovation Forum.

3. Scope of Services

3.1. The firm will be responsible for supporting the coordination and execution of logistics for the 1-on-1 business matchmaking activity, specifically to seek and recruit relevant Korean industry buyers participate in the 1-on-1 business matchmaking program with LAC exporters, in the context of the Korea-LAC Trade and Innovation Forum. The firm will closely communicate with the organizing team, providing regular updates regarding the planning and execution process and all related matters. The firm is to be responsible for the coordination of at least four online meetings prior to the Forum per LAC exporter, in addition to 1 meeting at the Forum that is to participate in the activity.

4. Key Activities

This selected provider is expected to perform the following tasks:

4.1. Provide logistical support for between 10 to 20 major Korean buyers to participate in the 1-to-1 matchmaking event with LAC exporters, in the context of the Korea-LAC Trade and Innovation Forum.

- a) Promote the event to targeted buyers in Korea.
- b) Target: Convenience Stores, Department Stores, Retailers, Supermarket, Hotel Chain, Catering Companies, Food Material Importers, Food Delivery Services.
- c) Distribute product specifications of LAC exporters to Korean buyers.
- d) Register buyers in the 1-to-1 matchmaking system utilized for the Korea-LAC Trade and Innovation Forum (My Business Matches).

4.2. Business Matchmaking Event Operation

- a) Verify buyer needs and adjust business matching schedule.
- b) Allocate an average of 4 or meetings per LAC exporters.
- c) Confirm and announce meeting schedule to participants.
- d) Operate business matching program in the lead up and during event (July 25-26, 2024)
- e) Execute satisfaction survey.

5. Expected Outcome and Deliverables

5.1. The firm will submit an event operation performance report during the last week of

October, with the result of each 1-on-1 business meeting that took place between Korean buyers and LAC exporters, including the potential expected contract amount that is to arise from the meeting.

6. Project Schedule and Milestones

6.1. Start on the date of contract signature. The contracted work is to be finished by the fourth week of July 2024.

7. Reporting Requirements

7.1. The provider is to deliver a detailed workplan within two weeks of signing the contract.

7.2. The provider is to deliver a detailed final report within two weeks of signing the contract.

8. Acceptance Criteria

8.1. The written deliverables should be clearly written (precise and concise) in English with excellent quality pictures and diagrams and with a clear structure.

9. Other Requirements

9.1. Ability to communicate fluently in English and Korean with relevant stakeholders.

10. Payment Schedule

10.1 For lump-sum contracts:

- 1st payment: 30% upon submission of workplan
- 2nd payment: 70% upon the submission of the final report

11. Supervision

The firm will report to the following contact to receive comments, approval or any other instructions:

11.1. Main Contact: Claudia Valderrama-Celaya, Resource Planning & Admin Sr. Associate, claudiav@iadb.org, (202) 623-1670 (Integration and Trade Sector)

11.2. Additional Contact: Pablo Steneri, Consultant, psteneri@iadb.org, (202) 623-2103 (Integration and Trade Sector)

TERMS OF REFERENCE

Travel Logistics Provider for Korean and LAC Participants at the Korea-LAC Trade and Innovation Forum

1. Background and Justification

- 1.1. Since 1990, global bilateral trade has witnessed a remarkable expansion, growing at an average annual rate of 4.9% and reaching a peak of \$43 trillion in 2021. Within this global context, trade between Korea and Latin America and the Caribbean (LAC) has shown a notable increase, particularly in sectors such as information and communications technology (ICT), which grew by 12.6% in 2021, totaling \$5.2 billion. Despite a temporary setback in 2020 due to the COVID-19 pandemic, trade between Korea and LAC is on a path to recovery. Korea's focused investment in LAC, particularly in the manufacturing sector which reached \$7.5 billion, is fostering local job creation and the development of high-quality human resources through engagement in high-tech industries.
- 1.2. Korea has established itself as the Asian economy with the most comprehensive network of Free Trade Agreements (FTAs) with LAC partners. Beginning with its first bilateral FTA with Chile in 2004, Korea has since expanded its FTA network to include Peru, Colombia, and a multilateral FTA with five Central American countries. These agreements underscore Korea's commitment to strengthening economic ties with the LAC region. Further efforts to deepen these connections include ongoing FTA negotiations with MERCOSUR and Mexico, as well as Korea's ambition to join the Pacific Alliance as an associate member.
- 1.3. Over the last 60 years, Korea and LAC have developed a robust partnership aimed at mutual prosperity, a relationship that has proven resilient even in the face of challenges like the COVID-19 pandemic. Recognizing the importance of preparing for the post-COVID era, both regions have engaged in continuous dialogue and collaboration through platforms such as the Korea-LAC series that was initiated by the IDB and the Government of Korea in 2007. The successful organization of these events, including the inaugural Korea-LAC Innovation & Trade Forum held in the LAC region in Mexico City in 2023 and the upcoming edition in Rio de Janeiro in 2024, reflects the dynamic and evolving partnership between Korea and LAC.
- 1.4. To ensure the successful execution of this event, the IDB will engage a firm to provide logistical support, including the reservation and purchase of airfare tickets for representatives from the Trade and Investment Promotion Agencies of the IDB's 26 borrowing member countries, as well as for panelists and moderators invited to participate in the Korea-LAC Trade and Innovation Forum.

2. Objectives

- 2.1. The main objective of these non-consultancy services is to provide the following participant groups support for the reservation and purchase of flight itineraries to participate in the activities of the Korea-LAC Trade and Innovation Forum:
 - a. Representatives of the Trade and Investment Promotion Agencies (IPAs) of the IDB's 26 borrowing member countries.
 - b. Panel session speakers and moderators invited from LAC and the Republic of Korea.

3. Scope of Services

3.1. The provider will be responsible to execute the following activities:

- a. Recommend competitive airfare options available on the market
- b. Make flight reservations via the two most modern aeronautical systems: SABRE and AMADEUS
- c. Issue International Air Tickets on a 30-day credit basis, for selected participants previously authorized by the Bank.

4. Key Activities

4.1. The selected provider is expected to perform the following tasks:

- a. Prepare airfare costs simulation, considering the dates of the event, taking as reference the capital cities of the 26 borrowing member countries of the IDB Group and the Republic of Korea to Rio de Janeiro, Brazil.
- b. Maintain constant communication with the Bank's main contact for the authorization of the fare and reservations prior to the issuance of air tickets.
- c. The reservation details will be sent to the traveler, and with his/her authorization the provider will proceed with the issuance of the ticket.
- d. The provider will offer personalized and timely attention to the beneficiaries who may require adjustments to their reservation, such as change of dates, airport of departure / arrival, ticket class, application of frequent flyer programs, among others.
- e. The provider will be responsible for the billing process of air tickets. Only "official" part of the tickets will be charged to the Bank and any surplus charges that are considered "personal" should be charged to the participant directly.
- f. Execute the complete procedure for reimbursement of airfares, in case of cancellation or no-shows (when applicable).
- g. Offer 24-hour call center service in case of emergency.
- h. Submit biweekly reports with the status of the tickets issued (document that includes the passenger's name, flight details, invoice number, total cost and status).

5. Expected Outcome and Deliverables

5.1. The provider will support the successful execution of the summit by assuring safe, convenient, and reliable international transportation for participants from Korea and LAC that will participate at the Korea-LAC Trade and Innovation Forum.

5.2. The provider is expected to produce the following deliverables:

- a. Airfare itinerary options to transport in-person guests from the IDB's 26 borrowing member countries to Seoul Korea to participate in the summit.
- b. Submission of biweekly reports with the status of tickets issued, including the guest's name, flight details, invoice number, total cost, and ticket issuance status.
- c. Submission of invoices that reflect the tickets issued within two weeks of issuance date.

6. Project Schedule and Milestones

- 6.1. The Bank and the provider will seek to sign an agreement by April 30, 2024.
- 6.2. Provider to submit an airfare cost simulator, no later than five (5) days after signing the contract.
- 6.3. Subsequent payments will be made biweekly against reports of invoices of issued tickets.

7. Reporting Requirements

- 7.1. Once the Bank has the final confirmation of participants for the summit, the provider is to send suggested itineraries for the Bank's pre-approval and then to the traveler.
- 7.2. Once provider initiates the reservation process, the details of the flight are to be sent to the Bank and the traveler to receive validation of both parties.
- 7.3. When the provider receives the authorization, it shall issue the ticket and submit it to the traveler (with a copy for the Bank).
- 7.4. Biweekly reports in English with the status of tickets issued are to be submitted to the Bank, including the guest's name, flight details, invoice number, total cost, and ticket issuance status.
- 7.5. Submission of invoices to Bank reflecting the tickets issued, within two weeks of issuance date.

8. Acceptance Criteria

- 8.1. Provider with more than 10 years of experience, managing international logistics and transportation services to multinational companies or multilateral organizations.
- 8.2. Use of leading-edge systems in compliance of international standards for booking airfares: SABRE and AMADEUS.
- 8.3. Demonstrable experience working with government officials, private sector executives, and international organizations or similar in the last three years.
- 8.4. Demonstrable experience providing similar services for at least two (2) events of the same scale in the last five (5) years.
- 8.5. Available to render services during the stipulated dates of the event.
- 8.6. 24-hour service customer service, including Saturdays and Sundays.
- 8.7. Assignment of a dedicated point of contact to work exclusively on the project at stake.

9. Other Requirements

- 9.1. Bilingual English and Spanish staff
- 9.2. Payment will be made in US dollars (USD)

12. Payment Schedule

- 9.3. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant

amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

- 9.4. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
Deliverable	%
1. Airfare costs simulator	10%
2. Payments corresponding to biweekly reports delivered of issued tickets invoices.	90%
TOTAL	100%

10. Supervision

- 10.1. The firm will be reporting to the following contacts to receive comments, approval, or any other instructions:

- c. Principal Contact: Claudia Valderrama-Celaya, Resource Planning & Admin Sr. Associate, claudiav@iadb.org, (202) 623-1670 (Integration and Trade Sector)
- d. Additional Contact: Pablo Steneri, Consultant, psteneri@iadb.org, (202) 623-2103 (Integration and Trade Sector)

TERMS OF REFERENCE

TRADE AND INVESTMENT DIVISION (INT/TIN)

Specialized Provider for the Venue and Catering Logistics of the Korea-LAC Trade and Innovation Forum

1. Background and Justification

- 1.1. Since 1990, global bilateral trade has witnessed a remarkable expansion, growing at an average annual rate of 4.9% and reaching a peak of \$43 trillion in 2021. Within this global context, trade between Korea and Latin America and the Caribbean (LAC) has shown a notable increase, particularly in sectors such as information and communications technology (ICT), which grew by 12.6% in 2021, totaling \$5.2 billion. Despite a temporary setback in 2020 due to the COVID-19 pandemic, trade between Korea and LAC is on a path to recovery. Korea's focused investment in LAC, particularly in the manufacturing sector which reached \$7.5 billion, is fostering local job creation and the development of high-quality human resources through engagement in high-tech industries.
- 1.2. Korea has established itself as the Asian economy with the most comprehensive network of Free Trade Agreements (FTAs) with LAC partners. Beginning with its first bilateral FTA with Chile in 2004, Korea has since expanded its FTA network to include Peru, Colombia, and a multilateral FTA with five Central American countries. These agreements underscore Korea's commitment to strengthening economic ties with the LAC region. Further efforts to deepen these connections include ongoing FTA negotiations with MERCOSUR and Mexico, as well as Korea's ambition to join the Pacific Alliance as an associate member.
- 1.3. Over the last 60 years, Korea and LAC have developed a robust partnership aimed at mutual prosperity, a relationship that has proven resilient even in the face of challenges like the COVID-19 pandemic. Recognizing the importance of preparing for the post-COVID era, both regions have engaged in continuous dialogue and collaboration through platforms such as the as the Korea-LAC series that was initiated by the IDB and the Government of Korea in 2007. The successful organization of these events, including the inaugural Korea-LAC Innovation & Trade Forum held in the LAC region in Mexico City in 2023 and the upcoming edition in Rio de Janeiro in 2024, reflects the dynamic and evolving partnership between Korea and LAC.
- 1.4. In order to ensure a successful execution of this event, the bank will engage a firm to provide technical support for the provision of local logistics and execution of the Korea-LAC Trade and Innovation Forum.

2. Objectives

- 2.1. The main objective of these non-consultancy services is to provide the necessary specialized logistics support to secure the venue, catering services and associated production needs for the successful execution of the Korea-LAC Trade and Innovation Forum.

3. Scope of Services

- 3.1. The selected firm will provide logistic to provide the necessary specialized logistics support to secure the main forum venue, auxiliary activities venue, ground transportation, catering services and associated requirements for the successful execution of the Korea-LAC Trade and Innovation Forum.
- 3.2. The firm will be responsible for the local logistic implications to ensure the successful execution of the event, including securing the venue and all associated catering needs.
- 3.3. The firm will maintain close communication with the supervising team at the IDB for all logistical matters.

4. Key Activities

- 4.1. The selected provider is expected to perform the following tasks:
 - a. Event planning: concept design, master plan, quote submission and estimate etc.
 - b. Secure appropriate venue and associated catering providers.
 - c. Coordination with the venue: Venue selection and set up, catering arrangements, among other activities.
 - d. Integrated logistic support during the planned activities.
 - e. On-site personnel management: Venue and catering coordinator, field staff, etc.
 - f. Preparation of final report.

5. Expected Outcome and Deliverables

- 5.1. The expected outcome is the identification and facilitation of an appropriate venue and associated food, and beverage needs for a two-day high-level forum designed to foster an exchange of views between private sector and government representatives on key issues between Korea and LAC where opportunities exist for cooperation or progress that may contribute to post-pandemic economic recovery and sustainable and inclusive economic growth.
- 5.2. The provider is expected to produce the following deliverables.
 - a. A master logistic work plan with a detailed schedule for the execution of the planned activities.
 - b. Final report with the attained results, including the number of participants that attended each session and activity contemplated in the event program.

6. Project Schedule and Milestones

- 6.1. The Bank and the provider will seek to sign an agreement by May 2024.
- 6.2. Provider to submit a master logistic work plan with a detailed schedule, no later than two (2) weeks after signing the contract.
- 6.3. A final report with the achieved results is to be submitted by provide no later than three (3) weeks after the conclusion of the event.

7. Reporting Requirements

- 7.1. The firm is to provide a detailed logistic workplan and final report in English or Spanish.

8. Acceptance Criteria

- 8.1. Specialized logistic provider with at least 10 years' experience in organizing and hosting large international conventions, exhibitions, and high visibility events.
- 8.2. Demonstrable experience working with government officials, private sector executives, and international organizations or similar in the last three years.
- 8.3. Demonstrable experience providing similar services for at least two (3) events of the same scale in the last five (5) years.
- 8.4. Available to render services during the stipulated dates of the event.

9. Other Requirements

- 9.1. Payment will be made in US dollars (USD)

10. Payments Schedule

- 10.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 10.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
Deliverable	%
1. Master logistic work plan	30%
2. Progress report within 4 weeks of acceptance of master logistic work plan.	40%
3. Final summary report with achieved results, within four weeks after the execution	30%
TOTAL	100%

11. Supervision

- 11.1. The firm will report to the following points of contact to receive feedback, approvals, or any other instructions:
 - a. Principal Contact: Claudia Valderrama-Celaya, Resource Planning & Admin Sr. Associate, claudiav@iadb.org, (202) 623-1670 (Integration and Trade Sector)
 - b. Additional Contact: Pablo Steneri, Consultant, psteneri@iadb.org, (202) 623-2103 (Integration and Trade Sector)

TERMS OF REFERENCE

TRADE AND INVESTMENT DIVISION (INT/TIN)

Specialized logistics provider for the production and execution of the Korea-LAC Trade and Innovation Forum pre-event field visits and promotional activities

1. Background and Justification

- 1.1. Since 1990, global bilateral trade has witnessed a remarkable expansion, growing at an average annual rate of 4.9% and reaching a peak of \$43 trillion in 2021. Within this global context, trade between Korea and Latin America and the Caribbean (LAC) has shown a notable increase, particularly in sectors such as information and communications technology (ICT), which grew by 12.6% in 2021, totaling \$5.2 billion. Despite a temporary setback in 2020 due to the COVID-19 pandemic, trade between Korea and LAC is on a path to recovery. Korea's focused investment in LAC, particularly in the manufacturing sector which reached \$7.5 billion, is fostering local job creation and the development of high-quality human resources through engagement in high-tech industries.
- 1.2. Korea has established itself as the Asian economy with the most comprehensive network of Free Trade Agreements (FTAs) with LAC partners. Beginning with its first bilateral FTA with Chile in 2004, Korea has since expanded its FTA network to include Peru, Colombia, and a multilateral FTA with five Central American countries. These agreements underscore Korea's commitment to strengthening economic ties with the LAC region. Further efforts to deepen these connections include ongoing FTA negotiations with MERCOSUR and Mexico, as well as Korea's ambition to join the Pacific Alliance as an associate member.
- 1.3. Over the last 60 years, Korea and LAC have developed a robust partnership aimed at mutual prosperity, a relationship that has proven resilient even in the face of challenges like the COVID-19 pandemic. Recognizing the importance of preparing for the post-COVID era, both regions have engaged in continuous dialogue and collaboration through platforms such as the as the Korea-LAC series that was initiated by the IDB and the Government of Korea in 2007. The successful organization of these events, including the inaugural Korea-LAC Innovation & Trade Forum held in the LAC region in Mexico City in 2023 and the upcoming edition in Rio de Janeiro in 2024, reflects the dynamic and evolving partnership between Korea and LAC.
- 1.4. In order to ensure a successful execution of this event, the bank will engage a firm to provide technical support for the provision of local logistics and execution of the Korea-LAC Trade and Innovation Forum.

2. Objectives

- 2.1. The main objective of these non-consultancy services is to provide the necessary integrated logistic support and technology for the design, preparation, organization and execution of the Korea-LAC Trade and Innovation Forum pre-event dissemination efforts and field visits.

3. Scope of Services

- 3.1. This selected firm will provide logistic support for the overall coordination and execution of the Korea-LAC Trade and Innovation Forum pre-event field visits.
- 3.2. The firm will maintain close communication with the supervising team at the IDB for all logistical matters.

4. Key Activities

- 4.1. The selected provider is expected to perform the following tasks:
 - a. Event planning: concept design, master plan, quote submission and estimate etc.
 - b. Coordination with the venue: Conference rooms selection and set up, catering arrangements, participants accommodation, among other activities.
 - c. Secure appropriate venues for the field visits, accommodations for participants, and four bilateral meeting rooms.
 - d. Integrated logistic support during the planned activities.
 - e. On-site personnel management: Producer, coordinator, field staff, interpreters etc.
 - f. Equipment rental: broadcasting, sound & lighting, media expenses, etc.
 - g. Preparation of promotional materials: digital identity, banners, printouts, etc.
 - h. Preparation of final summary report.
 - i. Other relevant tasks required during the preparation, execution, and follow-up of the field visits.

5. Expected Outcome and Deliverables

- 5.1. The expected outcome is the facilitation of up to two instances of pre-event field visits to promote and coordinate logistical aspects of the Korea-LAC Trade and Innovation Forum.
- 5.2. The provider is expected to produce the following deliverables.
 - 5.2.1. A master logistic work plan with a detailed schedule for the execution of the planned activities.
 - 5.2.2. Final report with the attained results, including the number of participants that attended each road show.

6. Project Schedule and Milestones

- 6.1. The Bank and the provider will seek to sign an agreement by April 2024.
- 6.2. Provider to submit a master logistic work plan with a detailed schedule, no later than two (2) weeks after signing the contract.
- 6.3. A final report with the achieved results is to be submitted by provide no later than four (2) weeks after the conclusion of the event.

7. Reporting Requirements

- 7.1. The firm is to provide a detailed logistic workplan and final report in English.

8. Acceptance Criteria

- 8.1. Specialized logistic firm with at least 10 years' experience in organizing and hosting large international conventions, exhibitions, and high visibility events.
- 8.2. Demonstrable experience working with government officials, private sector executives, and international organizations or similar in the last three years.
- 8.3. Demonstrable experience providing similar services for at least two (2) events of the same scale in the last five (5) years.
- 8.4. Available to render services during the stipulated dates of the event.

9. Other Requirements

- 9.1. Payment will be made in US dollars (USD)

10. Payments Schedule

- 10.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 10.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
Deliverable	%
1. Master logistic work plan	30%
2. Final summary report with achieved results, within two weeks after the execution	70%
TOTAL	100%

11. Supervision

- 11.1. The firm will report to the following points of contact to receive feedback, approvals, or any other instructions:
 - a) Principal Contact: Claudia Valderrama-Celaya, Resource Planning & Admin Sr. Associate, claudiav@iadb.org, (202) 623-1670 (Integration and Trade Sector)
 - b) Additional Contact: Pablo Steneri, Consultant, psteneri@iadb.org, (202) 623-2103 (Integration and Trade Sector)