



## **TERMS OF REFERENCE**

### **Service Provider to host the Outsource to the Caribbean Conference & Expo 2019 (OCC 2019) – Proposals for Conference Facilities**

#### **1. BACKGROUND INFORMATION**

##### **1.1. Beneficiary countries**

CARIBBEAN Region: Antigua and Barbuda, the Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago,

##### **1.2. Contracting Authority**

Caribbean Export Development Agency.

##### **1.3. Relevant background**

The Caribbean Association of Investment Promotion Agencies (CAIPA) was formed in 2004 with the objective of enabling collaboration among the CARIFORUM Investment Promotion Agencies (IPAs). The Association was officially launched in 2007 and has as its primary aim the strengthening of the region's visibility as an attractive destination for Foreign Direct Investment (FDI), the leveraging of opportunities for joint marketing and promotions, facilitating customized training for its members and providing access to reliable information. CAIPA, as an umbrella association for regional IPAs, also seeks to foster the exchange of best practices in Investment Promotion throughout the Caribbean Region. Since 2007, CAIPA has expanded to also include the Caribbean Overseas Countries and Territories of the UK and the Netherlands.

CAIPA's Members are the IPA and/or relevant Ministries of the following 23 Countries and Territories: Anguilla, Antigua & Barbuda, Aruba, Bahamas, Barbados, Belize, the British Virgin Islands, the Cayman Islands, Curacao, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts & Nevis, Montserrat, Saint Lucia, St. Vincent & the Grenadines, Saint Maarten, Suriname, Trinidad & Tobago and the Turks & Caicos Islands.

Under this framework, Caribbean Export Development Agency (Caribbean Export) acts as CAIPA's Secretariat. Caribbean Export is a regional export development and

trade and investment promotion organization of the Forum of Caribbean States (CARIFORUM).

The proposed activity is being undertaken through the provision of funding assistance by the European Union in the context of the 11<sup>th</sup> European Development Fund (EDF). Caribbean Export, as the main beneficiary of the funding assistance has been charged with the implementation of a Regional Private Sector Development Programme (RPSDP) and has targeted as one of its priority areas, the continued strengthening of CAIPA to attract Foreign Direct Investment (FDI) to the Caribbean.

Under the 10<sup>th</sup> EDF, Caribbean Export in collaboration with CAIPA developed the Regional Investment Promotion Strategy (RIPS) with one of the main priority sectors for joint promotion of the Caribbean being the Outsourcing Sector. The promotion of the sector began in late 2015 and continued into 2016 with outward missions to target markets such as the UK, Mexico and the USA. In 2016, data on the outsourcing sector in the Caribbean was collected and work on defining the region's value proposition began in earnest with the development of a promotional booklet on the sector in the region, developed with funding from the Inter-American Development Bank. **The priority sectors for the Caribbean that have been identified are: Contact Centers; Finance and Accounting; Human Resources Outsourcing; Legal Process Outsourcing; and Shared Services.**

The continued promotion of the outsourcing sector is envisioned under the 11<sup>th</sup> EDF with the hosting of a promotional event in Curacao on 26 to 29 March 2019 with training sessions scheduled for 26-27 March and an Expo and Conference scheduled for 28-29 March.

It is within this vein that the contracting of a service provider to offer conference facilities is being considered to host the Conference.

#### **1.4 Related programmes and other donor activities:**

None.

## **2. OBJECTIVE, PURPOSE & EXPECTED RESULTS**

### **2.1 Overall objective**

The overall objective of this project is to select a conference facilities service provider for the hosting of OCC 2019.

### **2.2. Purpose**

The specific purpose of this project is to secure conference facilities to host the participation of 300 delegates in the Outsource to the Caribbean Conference (OCC) scheduled for 26 - 29 March 2019. The event will cover a training seminar, Conference and Expo with sponsorship opportunities for partners.

### **3. SCOPE OF THE WORK**

#### **3.1. General**

##### **3.1.1 Specific activities**

The event will include two days of workshops (March 26-27) and two days conference (March 28-29). The contracted firm will have to send a financial proposal to host the following:

##### ***For the Workshop to be held on March 26 and 27:***

1. Two (2) conference rooms for a training course for a Max capacity of 50 persons. In each room the setup is classroom style.
2. Include a riser in each room to set up a head table to seat 2 persons.
3. Coffee Breaks AM and PM for each conference rooms for 50 persons.
4. Lunch for 100 persons.
5. The trainings hours will be from 9:00 AM to 5:00 PM each day.
6. Each conference room should include audio-visual equipment: (1) screen, (1) projector, (1) podium/lectern, (2) Microphones (hand & stand and lapel), (1) computer, (1) clicker, EACH ROOM.
7. Include registration table for 2 persons at the entrance of each room.

##### ***For the 2-day Conference to be held on March 28-29:***

1. One (1) conference room for a capacity of 300 persons seated theatre style. The Conference is scheduled to start at 8:00 AM to 6:00 PM each day.
2. One (1) presidential table for 5 persons (including a stage and floral arrangements)
3. The conference room should include audio-visual equipment: (1) screen, (1) projector, (1) podium/lectern, (5) Microphones (hand & stand or lapel), (1) computer, (1) clicker, (1) confidence monitor for the panel on stage and sound system.
4. Five (5) flagpoles
5. Coffee Breaks AM and PM for 300 persons
6. Lunch for 300 persons
7. Registration table for 2 persons at the entrance of the room
8. A different venue or conference room to showcase approximately 30 expo booths size 3x3 each

The financial proposal must be submitted in USD and with all taxes included.

### **3.2 Project management**

#### **3.2.1. Responsible body**

The Caribbean Export Development Agency will be responsible for the management and coordination of this project.

#### **3.2.2. Facilities to be provided by the Contracting Authority and/or other parties**

Not applicable.

## **4. LOGISTICS AND TIMING**

### **4.1. Location**

The OCC 2019 will be held in Curacao from March 26-29, 2019.  
The venue for this event shall be located within the mentioned area.

## **5. REQUIREMENTS**

The service provider must have the following qualifications:

- Be a firm with a track record of offering conference facilities, with the venue capacity to host large conferences as evidenced by past experiences.
- The venue offered must fulfill the specification indicated in 3.1.1

## **6. DEADLINE FOR SUBMISSION OF PROPOSALS**

All financial proposals must be sent by email to: [itejada@carib-export.com](mailto:itejada@carib-export.com) copied to [rthevenin@carib-export.com](mailto:rthevenin@carib-export.com), no later than **05 September 2018** by 4:30 pm Dominican Republic time.

Late submissions will not be accepted.