

**CURSO DE LICITACIÓN Y GESTIÓN DE PROYECTOS Y SUMINISTROS FINANCIADOS
POR ORGANISMOS INTERNACIONALES**

CD- ROM - BACK UP MATERIAL

In English unless otherwise indicated in parenthesis.

1) Capability statements

- 1.1) Examples of Capability Statements for International projects
 - 2.2.1) Consulting Firm international.
 - 2.2.2) Bank Capability Statement.
 - 2.2.3) Consulting Firm international (Spanish).
 - 2.2.4) Consulting Firm international.
- 1.2) List of assignments
 - 1.2.1) Comprehensive list of assignments
- 1.3) References
 - 1.3.1) References IDB format (Spanish).
 - 1.3.2) References European Commission format
 - 1.3.3) References World Bank format

2) Curricula Vitarum (CVs)

- 2.1) CVs IDB
 - 2.1.1) IDB CV blank format (Spanish).
 - 2.1.2) Examples of IDB CVs (Spanish).
- 2.3) CVs EBRD
 - 2.2.1) EBRD CV blank format
 - 2.2.2) Examples of EBRD CVs
- 2.4) CVs European Commission
 - 2.3.1) European Commission CV blank format
 - 2.3.2) Examples of European Commission CVs.
 - 2.3.3) Example of European Commission CV (French)
- 2.5) CVs World Bank
 - 2.4.1) World Bank CV blank format
 - 2.4.2) Examples of World Bank CVs
- 2.6) Register of Consultants and Institutions
 - 2.5.1) Example of Register of Consultants
 - 2.5.2) Example of Register of Institutions and Companies

3) Procurement notices from International Institutions

Examples of procurement notices

3.1.1) Procurement notices (IDB)

- Example 1: Bonos de formación Guatemala (Spanish).
- Example 2: Programa de desarrollo empresarial Argentina (Spanish)

3.1.2) Procurement notices (EBRD)

- 3) Example 1: Launching of a regional venture fund in the Russian Federation.

3.1.3) Procurement notices (European Commission)

- 4) Example 1 Municipal Waste Water Treatment and Collection Development. Hungary.
- 5) Example 2 Bank Restructuring. Russia.
- Example 3: State owned enterprise privatization program. Ukraine.
- Example 4: Cross Border Cooperation in the lower Danube Euroregion. Ukraine, Moldova and Romania.
- Example 5: Programa de apoyo a la inversión extranjera directa en Cuba (Spanish)

3.1.4) Procurement notices (World Bank)

- Example1: Promotion of innovative SMEs in Croatia.
- Example 2: Environmental Study for the Manila Sewerage Project. Philippines.
- Example 3: Construction of a River Intake / Pumping Station and Pipeline. Mozambique.

3.1.5) Procurement notices (African Development Bank)

- Example 1: Projet de modernization d'infrastructure ferroviaire.Tunisia.
- Exmple 2: Special procurement notices
- Example 3: Projet d'alimentation en eau potable de Sidi Bel Abbes. Algeria

4) Expressions of Interest (Eols)

4.1) Examples of Eols

4.1.1) Eols (IDB)

- Example 1: Gestión de un fondo de subvenciones para desarrollo de PYMES. Paraguay (Spanish).

4.1.2) Eols (EBRD)

- Example 1: Tourism Privatisation Services. Croatia

4.1.3) Eols (European Commission).

- Example 1: SMEs Development
- Example 2: Training programmes

4.1.4) Eols (World Bank)

- Example1 :Competitividad de agrupaciones industriales. Nicaragua (Spanish)

- Example2: Diagnostic Study on Business Development Services in various Latin American countries. Honduras, Nicaragua, Perú y Bolivia.

4.1.5) Examples of Letters of Consortium or Subcontracting for Companies.

- Example 1: Promoción de inversión directa extranjera en Cuba (Spanish).
- Example 2: Euro-Lebanese Agency for Private Sector Development . Lebanon.
- Example 3: Cross-border cooperation. Czech Republic, Austria, Germany.
- Example 4: Gestión de un fondo de subvenciones para desarrollo de PYMES. Paraguay (Spanish).

4.1.6) Pre-bid Agreements

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| Example 1: | Pre-bid agreement - European Commission project. |
| Example 2: | Pre-bid agreement - IDB project. |
| Example 3: | Pre-bid agreement - EBRD project. |

5) Terms of Reference (ToRs)

5.1) Examples of ToRs (European Commission)

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| Example 1: | Promotion of Strategic Alliances Egypt |
| Example 2: | Evaluation of the Phare Implementing Agency's capacity for the implementation of Phare grant schemes. CEEC. |
| Example 3: | SME Support Programs. Ukraine. |
| Example 4: | Promotion of new technology based companies. Russian Federation. |
| Example 5: | Evaluation of SME Support policy in the Slovak Republic. Slovakia |
| Example 6: | Export Promotion Programme. Egypt. |
| Example 7: | Quality Management Program. Bulgaria |

Examples of ToRs (World Bank)

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| Example 1: | Training Program for Managers of SMEs. Georgia. |
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- ### Examples of ToRs (Línea FEV)

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| Example 1: | Estrategia de desarrollo turístico en Colombia (Spanish). |
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Examples of ToRs (AfDB)

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| Example 1: | Study to rationalise the internal procedures and guidelines for the streamlining of the project cycle |
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6) Proposals

Examples of proposal (World Bank).

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| 6.1.1) | Example 1: Post-Privatisation / Turnaround Assistance. Georgia. |
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Examples of proposal (IDB)

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| 6.2.1) | Example 1: Servicios de desarrollo empresarial. Guatemala (Spanish). |
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Examples of proposal (AfDB)

6.3.1) Example 1: Methodology for Financial and Economic Analysis

6.3.2) Example 2: ECIP Appraisal

Examples of proposal (European Commission)

6.4.1) Example 1: Sustainable Development through Moroccan Migrants setting up SME

Examples of Workplans (schedules) for proposals in Excel and Microsoft project.

Examples of Consultant's Letters of Commitment.

Example of Report of Evaluation Committee of Proposals: Airline restructuring project.

7) Reports for TA projects

7.1) Examples of inception reports:

- Example 1: Regional venture capital. Hungary.
- Example 2: Fomento de la competitividad de Pymes. México (Spanish).
- Example 3: Evaluation of SME Support policy. Slovak Republic.
- Example 4: Subcontracting development. Hungary.

7.2) Examples of progress reports

- Example 1: Strategy for district heating companies. Bulgaria.
- Example 2: Evaluación de un Programa de Pymes. Venezuela (Spanish).
- Example 3: Evaluation of SME Support policy in the Slovak Republic.
- Example 4: Subcontracting development. Hungary.

7.3) Examples of IDB final reports

- Example 1: Evaluación de un Programa de apoyo a Pymes. Venezuela (Spanish).

7.4) Examples of European Commission final reports

- Example 1: Strategy of local heating companies. Bulgaria
- Example 2: University based Incubators. Slovenia.
- Example 3: Identification et preparation de la reforme du secteur financier. Algeria (French).

7.5) Examples of World Bank final reports

- Example 1: Evaluación Programas de Fomento de la Competitividad de las PyMEs. México (Spanish).

Final presentations

- Example 1: Strategy for University based incubators. Slovenia
- Example 2: Estudio de Clusters industriales. República Dominicana. (Spanish)

8) Administrative documents

8.1) Memoranda of Agreement (MoA)

Example of MoA or subcontract with companies.

Example of MoA with local consultants

Example of MoA with EU consultants.

Example of formal Consortium agreement /contract.

- 8.2) Time-sheets
 - 8.2.1) Example of Time-sheet for the EC.
 - 8.2.2) Example of Time-sheet for WB/other Banks.
- 8.3) Expense-sheets
 - Example of Expense-sheet for experts
 - Example of local petty-cash control sheet

9) Invoices

- 9.1) Example of EC project time-based invoice
- 9.2) Example of short mission time-based invoice
- 9.3) Example of WB time-based invoice
- 9.4) Example of IADB time-based back-up for invoice.
- 9.5) Example of WB and EC lump-sum contract invoice

10) Summary Fiches of International Development Organisations (Spanish)

- 10.1) The World Bank Group
- 10.2) Inter-American Development Bank
- 10.3) The Asian Development Bank
- 10.4) The African Development Bank
- 10.5) European Bank for Reconstruction and Development
- 10.6) European Commission
 - o Europe Aid: development aid programmes
 - o Pre-accession aid programmes
 - o Other third countries technical assistance programmes
- 10.7) UN Agencies
 - o UNDP
 - o UNIDO
 - o Other UN Agencies
- 10.8) Spanish Institutions
 - o AECI
 - o Cofides
 - o Ministry of Economy : FEV, Fondos de Consultoría
 - o ICEX : Fondos de Consultoría
- 10.9) Other Contacts
 - o EU websites
 - o Other useful contacts

Useful Links

Websites for identification of opportunities
 Websites for searching for consultants/partners
 Websites for research/contract issues.

11) Guía Práctica de contratación con la UE

12) Guía Práctica de contratación con el WB.

Guía Práctica de contratación con el BID.

14) Guía Práctica de contratación con el BERD Goods (Suministros)

15) Guía Práctica de Suministros a Naciones Unidas (ICEX)

16) Guía Práctica de contratación con el BAfD.

17) Informe BAfD- African Development Report 2004

18) Lecturas Adicionales sobre el Marco Lógico (varios)