

Outsourcing

Since 1999 the RCA MSs were informed by the Agency of its intention to outsource to MSs.

As the Agency's policy on outsourcing was still under development then, no outsourcing under the RCA programme was implemented, although 2 countries (IND & INS) expressed interest to do this last year. However this year, to gain experience while the policy is still under development, the Agency has decided to outsource selected events to RCA MSs.

The Secretariat is of the view that we could outsource regional events to selected host countries and is prepared to implement this year. The list of regional events for 2002 was already distributed separately, and events that will take place from June and July to end of 2002 can be considered for outsourcing.

A set of questionnaire is attached for reference of RCA MSs, which they have to answer as precondition to outsourcing.

Action: MSs are to indicate to the Agency as soon as possible their interest to outsource selected events.

MSs will be informed of the latest decision on Agency's activities on outsourcing.

QUOTATION FOR ORGANIZING, MANAGING AND MONITORING A TRAINING ACTIVITY

(Sample Case for a 1 week course with 15-25 participants)

A. TRAVEL COSTS

(i) International transportation

Round trip air ticket, **economy class** by the **most direct route**:

Home-city –Duty Station- -home-city

Air tickets will be booked and sent by your travel agent to all invited participants.

The Agency will reimburse **the costs** after completion of the training course but will provide an advance based on its estimate.

(ii) Travel costs per person from airport to hotel and back. Cost could be born by the Host as an in-kind contribution (Optional) Please quote estimate.

(iii) Travel costs per person from hotel to conference room and back Cost* will be borne by the Host

(iv) Travel costs to visit a technical center (if necessary) -----

TOTAL -----

B. FUNCTIONS

(i) Reception at cost of US\$6 per person. List of participants and guests (number limited to Guests = PAR/3 + 1) to be provided to IAEA -----

(ii) Dinner to be hosted by the Host Cost will be borne by the Host

(iii) Tea/coffee for breaks (twice a day per person) Cost will be borne by the Host

TOTAL -----

C. ACCOMMODATION

Single room rate per person, bed and breakfast -----

Total nights should be **6 nights** except for authorized
deviations due to flight connections -----

TOTAL

D. LECTURING MATERIALS AND LECTURERS

(i) Fee only for private sector's lecturers, if any. -----

The local lecturers are considered part of the in-kind -
contribution

(ii) Lecturing materials (handouts) -----

TOTAL

E. SECRETARIAL AND ADMINISTRATIVE COSTS

(i) Secretarial costs (tel., fax, secretary, photocopying, etc.) -----
are part of the in-kind contribution (Please provide for
reporting purposes)

(ii) Administrative costs -----
(costs for managing the course)

TOTAL

GRAND TOTAL

(excluding international transportation)

* In compliance with the IAEA rules and procedures, all local costs dealing with local transportation of participants, hospitality and logistics are considered to be part of the in-kind contribution of Member States but may be subject to some IAEA contribution for LDCs.

Note:

1. Please make the offer in Local Currency and provide the exchange rate LC/US Dollar on the date of the offer.

2. The total amount agreed upon by the IAEA and the Host will be transferred to you through UNDP for administration in two instalments: 1) 50% + travel advance; 2) 50%. At the end of the course, we expect the Host to send the final settlement to the Agency; which includes a concise report on the implementation of the event as well as the financial expenses with the required details and cost of international transportation.

Administrative Questionnaire

1. What are the available channels to transfer money in US\$ to your organization?

2. Do you have a manager to perform the Course Director function (see Annex I)?
Do you have a manager to perform the Financial Officer function (see Annex II)?
What is their experience/reference?

3. Do you have a well-established travel agency you could deal with for all international transportation services? (name + number of employees + yearly turnover). Would they be able to distribute tickets to recipients, in a safe and timely manner?
4. ¹Could you subcontract ticketing services to a local AMEX agency?

¹ NB: The normal Agency contract under Sub-Contracting requires the Contractor to obtain prior written approval and clearance of the IAEA for all sub-contractors without relieving the Contractor of its obligations. However, it would be assumed that a local AMEX agency would be entirely acceptable to the IAEA.

7. Could you please briefly describe the type of accommodation you will provide (hostel, campus residence, single occupancy, studio⁽²⁾, quad,)?
8. Would you need to arrange transportation between accommodation premises and the training/meeting venue? What kind, if affirmative?

9. Could you provide local lecturers? In the affirmative, please attach a brief resume for each of them, stipulating language capabilities.

10. What kind of teaching facilities could you provide?
- technical equipment (overhead, video projector,...
 - hands-on laboratory if needed
 - computer availability