

### **While abroad:**

1. Meet with trade officers at the Canadian embassy to be briefed on the topics outlined in your letter to them.
2. Meet key officers at the executing agency to discuss the project. Promote your services.
3. If the IFI maintains a field office in the country, meet with IFI staff to introduce your company and its services. Make sure, if you have not already visited the IFI headquarters, that you do so while abroad. Meet with the project officer to obtain additional information.
4. Establish an information network (e.g., local consultants, professional associations, etc.) that can provide you with information on the type of competition your service may face in that market.
5. Establish business contacts who can represent you in your absence and explore the possibility of entering into partnerships with

local consultants. The Canadian embassy can help with introductions.

6. Find out about the country's registration requirements for foreign firms.

### **When you return:**

1. Write courtesy letters to all the people you met during your trip. This effort will have its rewards and may jar the memory of officers in the executing agency when they are preparing lists of qualified consultants. It can also ensure your continued access to information from IFI staff.
2. Nurture your contacts and stay informed of developments in the project cycle. Follow up your initial visit with other visits as appropriate. The more closely you monitor developments, the better placed you will be to respond effectively to an invitation to pre-qualify and, eventually, submit a proposal.

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## **Registration**

Entering yourself on each IFI's roster of consultants is your first step towards being included on a short list of firms being invited to submit proposals on a specific project.

All of the IFIs accept the same registration form for firms wishing to be included in the computerized DACON (Data on Consulting Firms) system. Forms and accompanying instruction booklets are available from DEA's geographic trade divisions, DRIE regional offices, and IFI liaison officers at Canadian embassies in IFI headquarters cities. It is your responsibility to send the required number of completed forms and any information updates to the IFI. Note the following points:

- An IFI will not normally verify the data that you provide. Putting your firm on its roster does not imply

that it approves of or endorses your firm with respect to others. It means only that it has information concerning your firm's self-described capabilities.

- When registering, do not include all sectors in which your firm has capabilities. Highlight only those in which your firm has the most experience and which you particularly want to promote. If, for some reason, your firm finds itself listed as being qualified for a sector that you did not specify, contact the IFI and have the information corrected. Do not lessen your chances for prequalifying to bid by including sectors in which your expertise is not extensive.
- In most cases, the borrowing country establishes the short list of firms to be invited to submit