

---

## *IV. FIRST STEPS*

---

### **1. At the Africa Trade Development Division (GAT)**

Suppose you have heard that Canada provides capital to the African Development Bank Group and you would like to try your luck on one of the many projects financed by this institution.

Your first step is to obtain information from the Africa Trade Development Division, Department of External Affairs, where the officer responsible for ADB projects will suggest that you register your firm and then have a look at that Division's copies of the Bank's annual loan program, the project cards and the latest quarterly summary of the Bank Group's operations, to select some projects of interest to you.

This first essential step will help you to identify and to solve a few project problems in some countries of your choice. The officer responsible for ADB projects in the Africa Trade Development Division (GAT) can advise you on the best ways of developing a market in the context of ADB projects on the African continent.

Another important step will be asking the ADB project liaison officer in the Canadian Embassy, Abidjan, for some useful information concerning your project or projects, such as degree of progress achieved or deadlines. The reply to your telex will enable you to better prepare your visit to the implementing agency in the country that is receiving the loan.

### **2. With the Executing Agency**

Once you have the project information in hand, you must travel to the project site to meet those in charge.

In addition to completing your technical information on the project, you will have to clearly present the experience and professional references of your company to the project director. At the close of your meeting you should submit to the project director a "letter of intent" to officially express your company's desire to participate in the consultations. A copy of this letter may be sent by the Embassy in Abidjan to the ADB Country Programs Department.