TRADE CAPACITY BUILDING
DATABASE

Trade Capacity Building Activities
In Developing Countries and Transitional Economies

Survey Submitter's Guide, 2012

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Changes to the Survey for 2012

There are no changes in the Trade Capacity Building (TCB) survey for 2012. Last year we reduced the number of TCB categories to consider when identifying program activities. See the TCB category definitions for more details.

Introduction to Trade Capacity Building

Since 2001, the U.S. Agency for International Development (USAID) conducts a survey on behalf of the Office of the U.S. Trade Representative (USTR) to identify and quantify the U.S. Government's trade capacity building activities in developing countries and transitional economies. The survey enables the creation of an online, searchable database of U.S. trade capacity building (TCB) funding (http://tcb.eads.usaidallnet.gov/). The database includes TCB activities in the areas of policy, human resources, institutional infrastructure, and physical infrastructure that are designed to promote trade or have a direct link to promoting a country's ability to conduct trade within the World Trade Organization (WTO) rules-based system.

The database has been updated annually since 2001. The latest survey is designed to collect data on FY2012 TCB funding on an **obligation** basis. The data are used to respond to inquiries from Congress and executive branch agencies on United States Government TCB activities throughout the world. They are also used to respond to requests from the WTO and the Organization for Economic Cooperation and Development (OECD) for information on U.S. Government (USG) activities.

In the past, the collected data were used to prepare U.S. Government reports on trade capacity building for the WTO Ministerial Meetings, the last in Geneva in 2011. For more information on those reports and on trade capacity building, visit the TCB Database website at http://tcb.eads.usaidallnet.gov/reports/.

The TCB Database focuses only on initiatives and programs that strengthen the capacity of developing countries and transitional economies to engage in international trade. USG activities to promote U.S. exports to developing countries and other overseas markets *should not* be included in the reporting, unless they also clearly contribute to strengthening the trade capacity of developing countries and transitional economies.

Reporting Instructions

What are the roles of the Point of Contact (POC)?

The TCB Point of Contact (POC) is the spokesperson and the assigned, responsible person to assure the completion of the 2012 TCB Survey. She/he represents a specific USAID mission, a regional Bureau or a Washington Bureau for any and all TCB activities that transpired in FY2012.

Because she/he is on the "front line", the POC determines what TCB activity(ies) will be reported in the TCB survey. The POC knows his/her unique situation and all the factors in his/her reporting unit. Therefore, the POC has the option (and responsibility) to complete the survey questionnaire in one of three ways. She/he can assign one or many staff to actually complete the questionnaire. The Point of Contact has the choice to:

- Personally complete the survey, or
- Assign (some or all of) it to a staff member, or
- Assign (some or all of) it to several staff members.

Please take note that each reporting unit (the USAID Mission or Agency Bureau), through the POC, receives one set of credentials – a user name and a password. As stated in the bulleted points above, the POC can share that codes with as many staff she/he feels necessary to complete the task. The POC and her/his staff can work on the survey simultaneously, **but not on the same activity!**

In Washington, the TCB team responsible for the survey prefers to communicate with one person – the Point of Contact. Management and decision-making is best left to the POC at the "front line". Help and Survey assistance is available, and it is best offered from the TCB Help Team and through the POC.

What types of activities should be reported as "trade capacity building"?

Many USG agencies and institutions provide technical assistance to help developing countries and transition economies accede to, or comply with, the World Trade Organization. In addition to WTO accession and agreements, many USG agencies provide technical assistance to developing countries and transition economies in order to build their trade competitiveness. Examples of technical assistance activities that are not specifically related to WTO accession or agreements, but can be TCB activities include, but are not limited to, the following:

- negotiating regional trade agreements
- eliminating subsidies or price controls in the trade sector
- improving trade statistics
- encouraging business support services for exporting and importing companies
- developing business information for export and import markets
- drafting commercial codes

- implementing antimonopoly policies
- designing consumer protection policies
- reforming government procurement
- improving sanitary/phytosanitary standards in traded goods
- promoting technology transfer to enhance trade
- removing technical barriers to trade
- applying rules of origin for trading purposes
- improving customs procedures
- developing a competitive workforce
- encouraging trade finance
- developing the financial sector
- achieving sound fiscal, monetary, and exchange rate policies
- developing necessary infrastructure for trade
- designing environmental standards and technology
- promoting investment agreements and investment protection mechanisms

What type of activities should NOT be reported as "trade capacity building"?

- support to microfinance or microenterprise institutions, *unless* it is specifically to promote the export of traditional handicrafts and other goods
- general activities to increase agricultural productivity, *unless* it is specifically to promote the export of particular agricultural products
- technical assistance provided by a USG agency or unit *but* funded by the host country government or by a multilateral donor institution
- privatization activities, *unless* they affect enterprises in the trading sector or increase the availability of trade finance
- support to the development of natural resources, *unless* it is expected to foster cross-border exchange of those resources
- assistance going directly to an economic country group that includes at least some non-developing country members, *e.g.*, APEC, *unless* assistance is aimed at only the developing country members
- support for energy sector policy and institutional reform, *unless* it is expected to expand export capacity either directly or indirectly
- support for improving governance and transparency at the local level of government
- an activity designed to improve the effectiveness of a USG program itself, *e.g.*, the appointment of senior advisors to facilitate decisions on program funding
- support for national parks and conservation, *unless* it is designed specifically to attract foreign tourism trade
- education activities, *unless* they are specifically designed to improve trade-related skills or knowledge of trade policy issues, *e.g.*, introduction of international accounting standards or WTO rules workshops
- child survival activities

- civil society activities, *unless* they are specifically designed to increase citizen participation in trade policymaking

How will this survey information be used?

The reported data will be used to respond to requests from Congress and executive branch agencies for timely and descriptive information on the trade capacity building activities of the USG. In addition, the data will be used for monitoring the U.S. TCB commitments made at the WTO's Doha Ministerial Meeting in 2001 and Hong Kong Ministerial Meeting in 2005. Beyond these specific and immediate needs, the reported data and information will enable USAID to update and expand the USG's Trade Capacity Building Database. The TCB Database is available on USAID's TCB website for direct use by USG agencies and the public (http://tcb.eads.usaidallnet.gov/).

At what level should TCB activities be reported on this survey?

The information should be reported at the "activity" or "program" level. Funding reported at the country or at the strategic objective or agency goal level is too generalized. Funding reported at the task order or "event" level is too specific.

Note, however, that some "activities" or "programs" are implemented in more than one country. These should be reported as a single "activity" and the funding for FY2012 allocated among the relevant countries and/or regions.

We realize that terminology varies across U.S. government agencies. Please contact the TCB team at tcb@devtechsys.com if you have questions regarding the level of reporting specificity that is required.

CHECKLIST: What information do you need to complete the reporting?

- The title of the activity that promotes trade capacity building.
- A brief description of the activity, demonstrating how it promotes to TCB.
- (***All reporters)*** Activity website, if available.
- (***All reporters)*** Name and contact information of the Cognizant Technical Officer (CTO) or Activity Technical Officer responsible for this activity.
- The FY2012 TCB-related obligation for the activity.
- (***All reporters)*** Funding accounts for this activity, including contact information.
- Information on the implementing agencies, including contact information.
- The countries that benefit from the activity.
- The allocation of the funding by TCB categories.
- Knowledge of whether the activity has been or is being monitored or evaluated, beyond the standard approach for monitoring or evaluated within the agency, along with any website for the monitoring and evaluation.
- ***(For USAID reporters only****)* The award numbers of procurement mechanisms (contracts, grants, or cooperative agreements) associated with this activity.
- Agency based identification codes for activities (optional).

Key Features of the TCB Survey

As veteran data reporters noticed, there have been significant changes to the TCB Survey over time. For the current survey there are no changes. Here are the important changes that have been implemented and that survey respondents found helpful. They remain in effect this current year:

- **The definition of "activity" was expanded (all reporters)**: In the case when a program benefits several countries or continues over several years, it is regarded as one activity. The survey captures this connection and provides TCB database users with the opportunity to search activities that extend over multiple years or countries.
- **USER ACCOUNTS HAVE ALREADY BEEN CREATED:** Survey reporters no longer have to register and create user accounts. The user accounts for all reporting units are already created and the USER NAME and PASSWORD are provided via email.
- **REVIEW AND VERIFY (all reporters):** The TCB data collection allows data reporters to review and revise their submissions for the previous year's submission.
- **ACTIVITY WEBSITE (all reporters):** Answering this request is optional, but many agencies/missions have extensive information about their activities on public websites. This information can help with additional questions the survey team might have regarding an activity.
- **CONTACT INFORMATION CTO/ACTIVITY TECHNICAL OFFICER (all reporters):** The name and contact information of the Technical Officer responsible for the activity.
- **FUNDING ACCOUNTS (all reporters):** All reporters are asked to provide the appropriation funding accounts from which the funding for the activity is drawn [for example, Development Assistance (DA) or Economic Support Fund (ESF)]. Multiple funding accounts may be chosen.
- **TOTAL TCB FUNDING FOR ACTIVITY IN MULTIPLE COUNTRIES (all reporters):** In previous TCB surveys, if the same activity took place in different countries it was reported as separate activities. The reporter is now able to indicate whether this activity takes place in one or more countries and provide funding information for each country. There is also an opportunity to add country-specific descriptions.
- **AWARD NUMBERS (USAID reporters-only):** All USAID reporters are asked to submit the award numbers of procurement mechanisms (contract, grant, cooperative agreement) that fund the reported activity. That information is needed to track activities that span over several years. (To see where this number can be found on a USAID award refer to "Where to find USAID award numbers?" on page 22.)

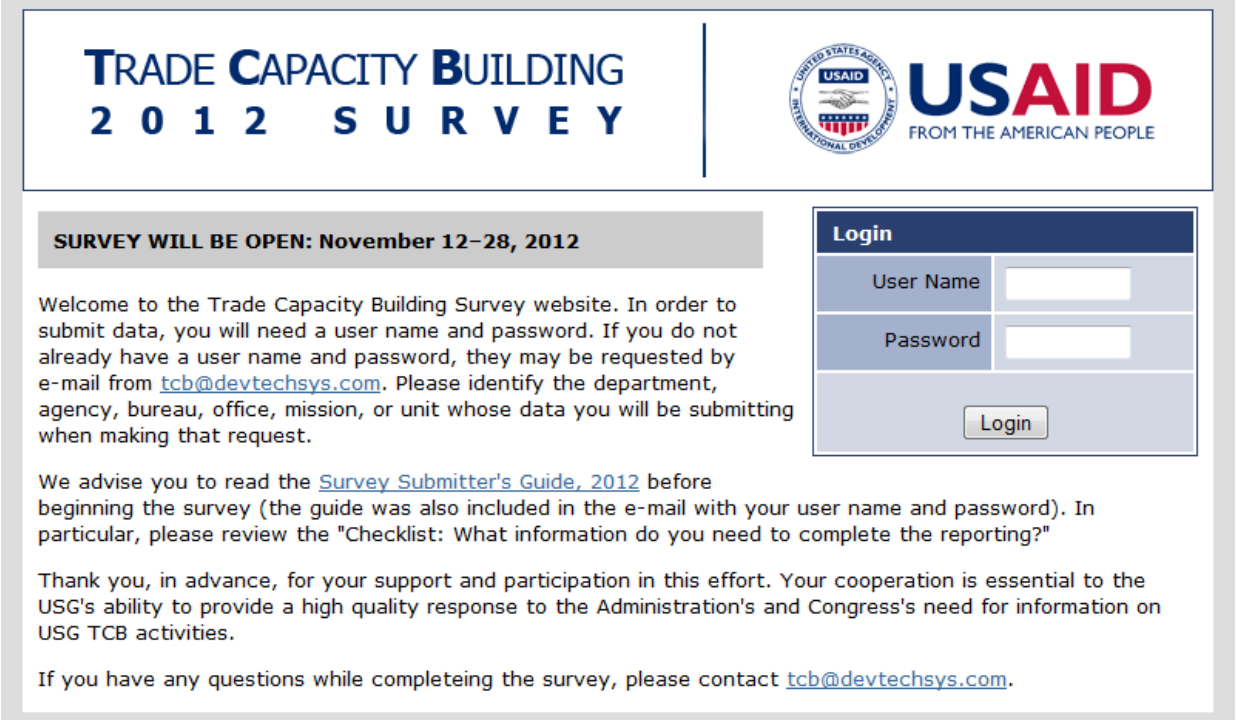
TCB Online Data Collection Aid – the Submitter's Guide

This guide provides step-by-step instructions on how to complete the FY2012 online version of the Trade Capacity Building survey.

Step 1: Login

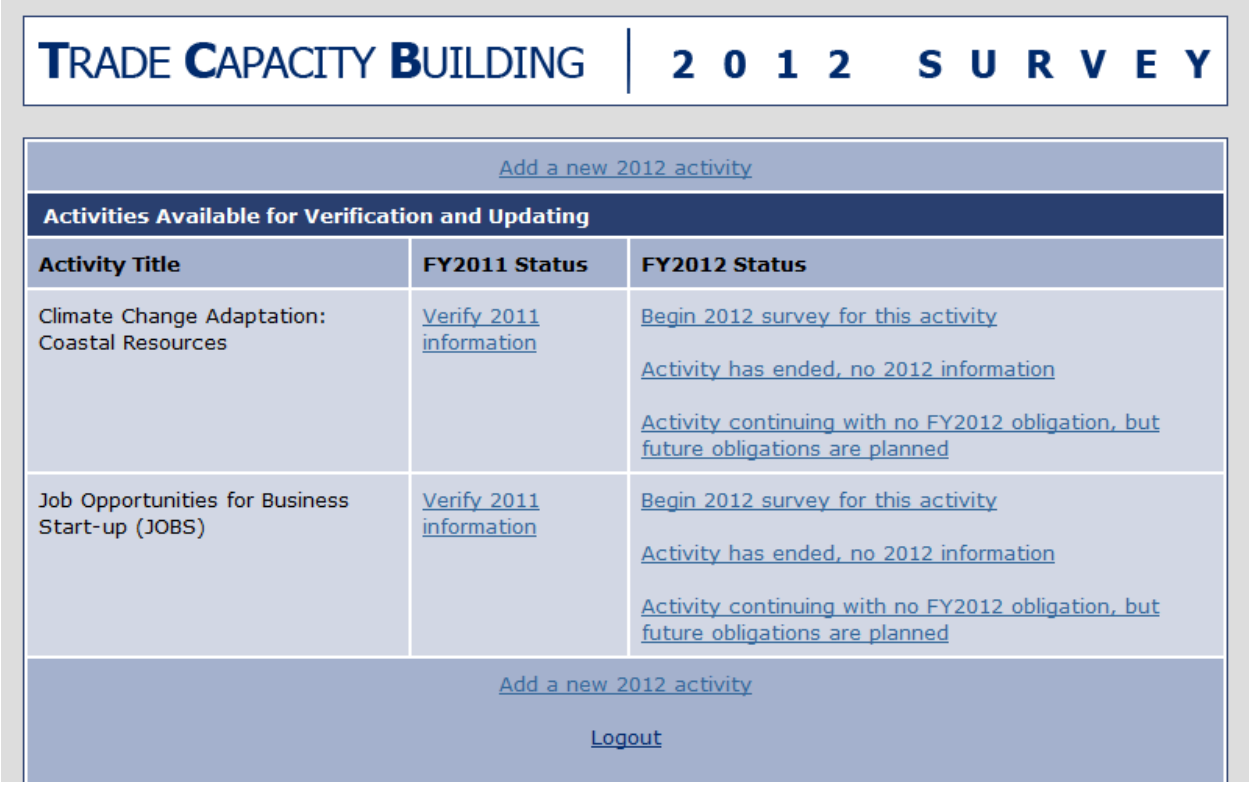
Open your Internet browser and go to http://tcb.devtechsys.com/survey

The login page, shown below, asks for your user name and password.



Step 2: Summary Page

After logging into your account, you will always start at the TCB Activity Summary page.



The top panel will list all activities previously entered, with options to verify last year's FY2011 information and enter FY2012 information.

Each FY2011 activity must be verified. The purpose of this verification is to ensure that obligations entered in 2011 were correct and used accordingly. After verifying FY2011 entries, an activity may be continued into 2012 or marked as having ended in 2011.

If a 2011 activity is being continued into 2012, the **activity title** and **activity description** will be picked up from the 2011 data automatically. Any edits made to the activity title or description in 2012 will permanently edit the title and description for the activity as a whole (*i.e.*, in both the 2011 and 2012 data). Therefore, the activity title and description should be written so as to be applicable over time. Activity information related to a specific year can be entered in the country description field later in the survey. Aside from the description and title, no other information is carried from the 2011 survey into the 2012 survey.

To enter a new activity for 2012 (*i.e.*, one that is not a continuation of an activity from 2011) select the "Add a new 2012 activity" at the top or bottom of this panel.

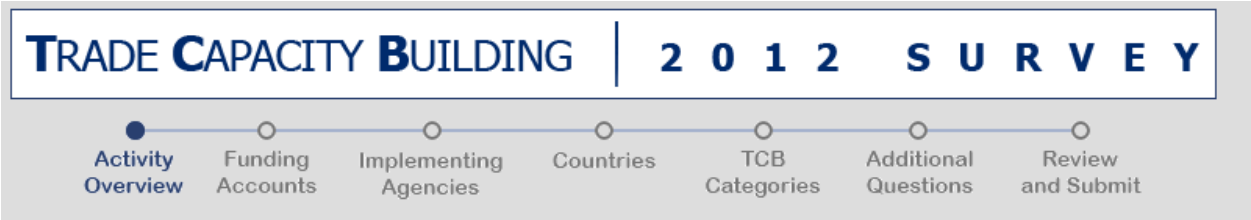
The bottom panel on the TCB Activity Summary page lists any activities that were removed from the 2011 TCB data. Data were eliminated for one of four reasons:

- another reporter entered the exact activity;
- the activity was determined not be trade capacity building, based on the criteria listed earlier;
- the amount was less than the minimum submission amount; or
- the activity submitted was in a non-developing or non-transitional economy.

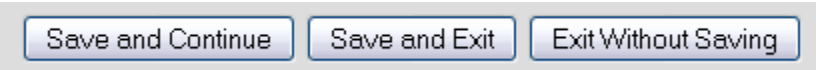
Step 3: Fill out the TCB survey

Choosing "Add a new 2012 activity" or "Begin 2012 survey for this activity," will launch the 2012 TCB Survey. The survey takes you through a series of screens, asking questions about the activity in question.

As you move through the survey, a progress bar at the top of the screen will track your movement. At any time you may use the links on this bar to revisit an earlier page in the survey. However, you will not be able to jump ahead in the survey and certain information is carried over from one screen to the next.



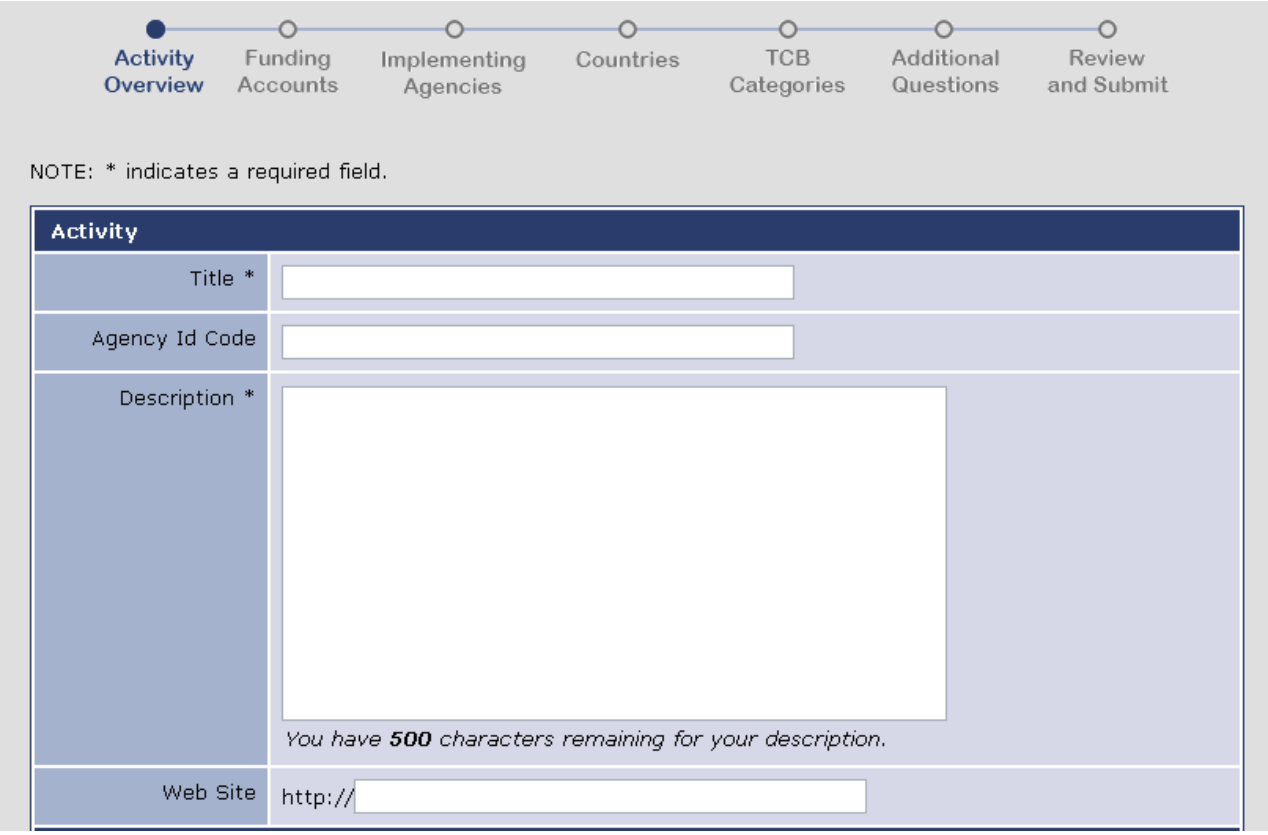
Another helpful feature is the ability to save incrementally. It is not necessary to complete the entire survey in one sitting. You may "Save and Continue" if you want to save the information you have just entered and move to the next survey screen. Or you may "Save and Exit" if you want to save the information you have just entered but return to complete the survey at a later time. In addition, you may "Exit Without Saving" if you want to discard any changes made on the current screen.



NOTE: If you remain idle for more than twenty minutes on any given screen, your survey session will time out! This will cause you to lose any unsaved information on that particular screen and you will need to login again in order to continue the survey.

Survey Question Descriptions

PAGE 1: *Activity Overview*



Activity Title:

Type the activity title in the space provided. Names of strategic objectives, contractors, and other general titles should not be used. Please spell out acronyms. The activity title should not exceed 100 characters. Please keep in mind that if this activity occurs in multiple countries you do not want to name them in the activity title.

Example: Telecommunications Development Fund

Agency Id Code:

This optional field can be used to indicate internal identification numbers for activities. The space is provided in order to help the submitter match activities to any agency specific system.

Activity Description:

Please provide a brief narrative describing the activity. Ensure that the description reflects the trade-related portion of the activity. Activity descriptions should reflect the TCB categories that you will choose later in the survey (for more information on the TCB categories see the TCB Definitions Annex). Your description should include how TCB

foreign assistance is transferred to the recipients, e.g., technical assistance, training, resident advisors, or commodity transfers. If it is possible, provide a quantifiable example of the activity. For example, the description of a workshop on WTO issues could include an estimate of the number of participants -- if known. Limit your description to 500 characters; please note this number is lower than in previous surveys. The survey tool will allow you to monitor the number of characters and alert you if you exceeded the limit.

Examples:

TDA: The U.S. Trade and Development Agency is providing funding for a Telecommunications Development Fund Technical Assistance (TA) project in Afghanistan that had previously been approved. The activity will assist the Afghanistan Telecommunications Regulatory Authority (ATRA) to increase rural telecommunications development by advising it on how best to implement and administer the newly created Telecommunications Development Fund (TDF). Potential development impacts include infrastructure, human capacity building, and technology transfer.

USAID/Mozambique: The Rural Financial Services activity provides technical assistance to identify and support the development of financial services for a wide-range of rural businesses involved in agricultural production. The goal of the activity is to improve the competitiveness of Mozambican agro-exports by ensuring adequate and reasonably-priced financing. In addition to the direct technical assistance provided by USAID, the program leverages significant host-country contributions and uses the Development Credit Authority to leverage private financial institution resources.

USAID/El Salvador: The U.S. Agency for International Development Mission in El Salvador will implement the Small Infrastructure Activity at the community level specifically to help provide better access to the production areas and job marketing. It is estimated that USAID will be implementing at least 12 small infrastructure projects during fiscal year 2006.

If any accomplishments regarding this project are known, please try to include them in your activity description. Accomplishments are not necessarily “success stories” that were prepared for publication, but can be more informal descriptions of what was achieved as a result of the activity. For example, if your activity’s purpose is to help establish a business association, you might note if one or more business associations were formed and how many businesses and individuals are members.

If this activity is reported for several countries the activity description provided here should be general in nature. More country specific information can be provided later in the survey.

Activity Website:

If this activity has a website, please provide its web address.

USAID Contracting Officer's Representative or Activity Technical Officer Contact Information

Provide the name of the CTO or Activity Technical Officer responsible for this activity, as well as a contact phone number and email address.

FY2012 TCB Obligation:

TCB Obligation	
FY12 Amount *	$

IMPORTANT – This question includes an important concept in the TCB Survey. If an activity takes place in several countries, for example "*Combating Child Labor through Education*" might benefit Egypt and Morocco, it should be recorded as one activity rather than two.

- **If this activity benefits multiple countries or regions, please report the total obligation in FY2012 for this activity for all countries combined here.** You will be asked to identify separately the obligations for each country later in the survey.
- **If you are reporting on a large activity that has a trade component, only report the funding for the trade-related portion of the activity.** The funding related to trade capacity building, once you have estimated its level, should be reported in dollar terms and on an obligation or planned obligation basis.

PAGE 2: *Funding Accounts*

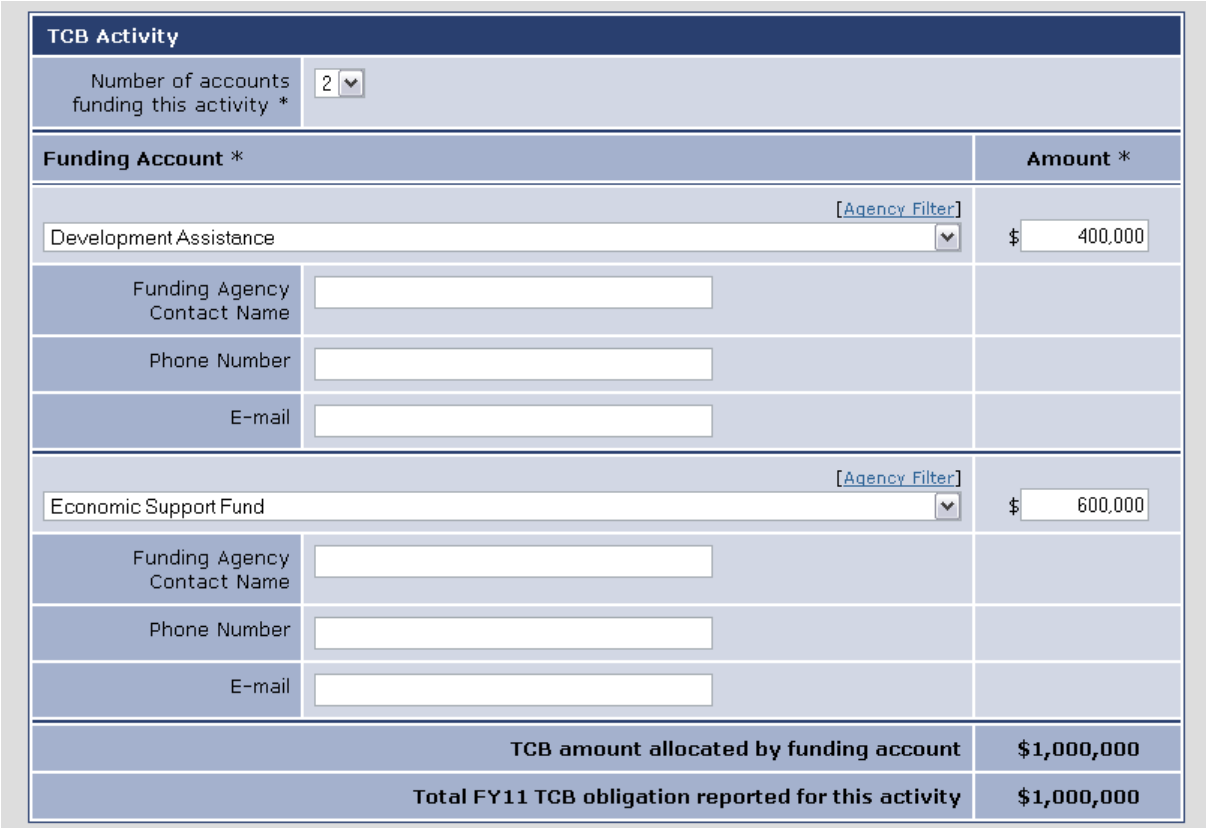
Funding Account:

Please select the appropriation funding account, such as Development Assistance (DA) or Economic Support Fund (ESF). You may enter multiple accounts.

To narrow down the list of funding accounts, select the "Agency Filter." This filter will allow you to select an agency and then only see funding accounts associated with that agency in the associated dropdown list. For example, by choosing USAID you will only see funding account specifically associated with USAID.

Amount (in dollars)

Enter the funding amount for each of the accounts identified. For example, if the total FY2012 funding amount for an activity is $1,000,000 and it is funded with 40 percent DA funds and 60 percent ESF funds, select DA from the first dropdown list, and type 400,000 in the amount field next to it. In the second dropdown list, select ESF and type 600,000 in the corresponding amount field.



TIP: Once you have entered an amount, move out of that input field (for example, by tabbing to the next form element or clicking outside of the input field) in order to update the running total at the bottom of the page.

PAGE 3: *Implementing Agencies*

Select the implementing agency for the activity from the drop-down list.

NOTE: Your agency is considered to be the implementer if your funds are not transferred to another USG agency or USAID operating unit in the course of carrying out the activity. If your funds are transferred to another USG agency or USAID operating unit in the course of carrying out this activity, that agency or unit is considered to be the implementer.

TCB Activity	
Implementing Agencies with Funding from Development Assistance	
Number of implementors *	1
Agency *	U.S. Agency for International Development
Sub-Agency *	West Bank and Gaza
Implementing Agency Contact Name	
Phone	
E-mail	
Implementing Agencies with Funding from Economic Support Fund	
Number of implementors *	1
Agency *	Department of Justice
Sub-Agency *	Antitrust Division
Implementing Agency Contact Name	
Phone	
E-mail	

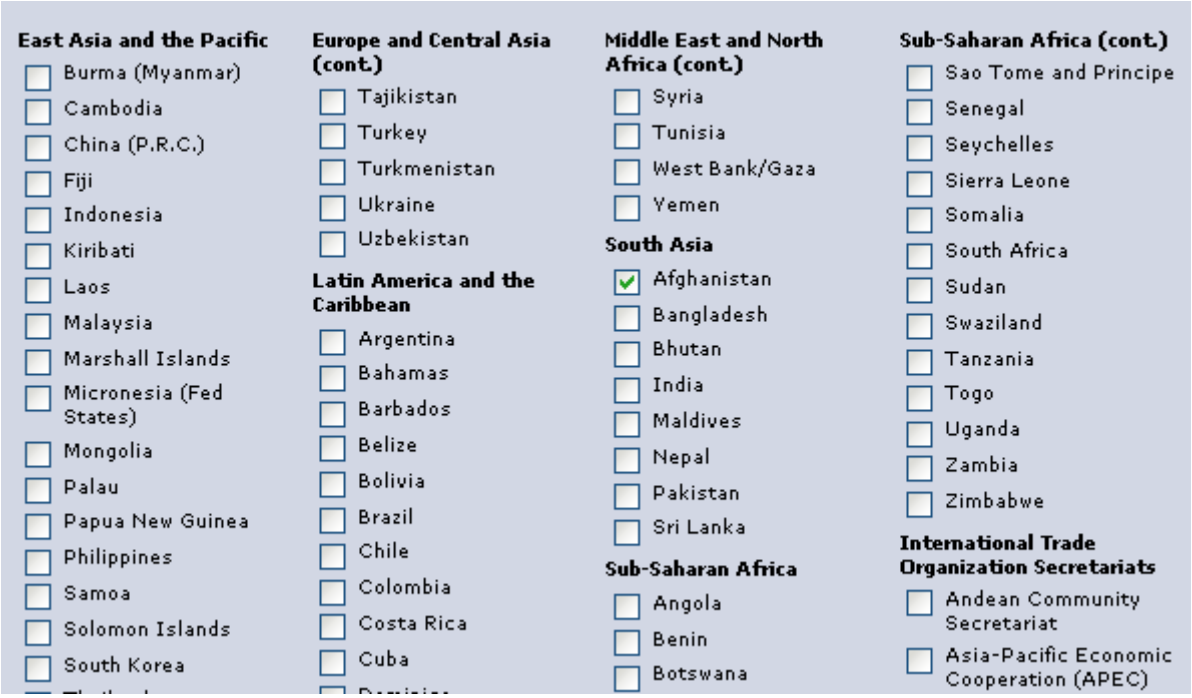
Your agency, mission, or unit is still considered to be the funder and implementer if your funds are transferred to an NGO, a multilateral organization, or any other contractor. Also, if your mission "buys-in" to an existing USAID/EGAT mechanism like Support for Trade Capacity Building (STCB) or Trade Enhancement for the Services Sector (TESS), you should report as EGAT/EG is the implementer and USAID/"your mission" as the funder. EGAT Procurement mechanisms can be found on the USAID intranet at http://inside.usaid.gov/eg/contract_grant_svcs.htm.

After selecting a specific agency, a sub-agency drop down will appear, if applicable. These are the sub-agencies associated with the agency you have chosen.

In the event the sub-agency you are looking for does not appear, please choose "Other" specify the sub-agency in the space provided.

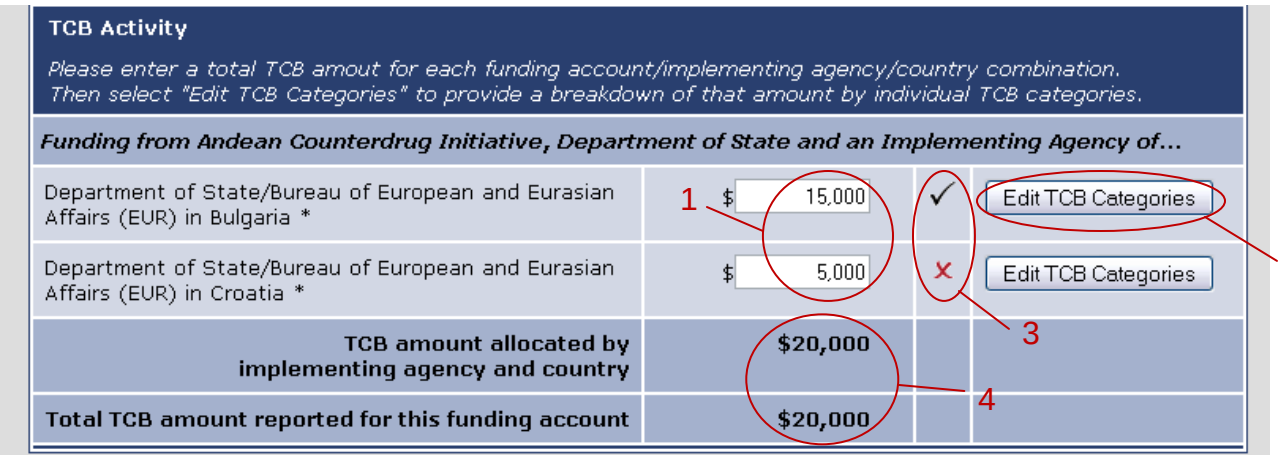
In addition, please include the contact information for the implementing agency, including name, phone number, and email.

PAGE 4: *Countries*



Select the country or region using the check boxes provided. The list is sorted by geographic region then alphabetically by country. **You may choose more than one.** The regions and the international trade secretariats are listed at the end. **Whenever possible, please report country-specific activities**. If truly regional in scope, regional programs can be reported by selecting a regional non-specified category (e.g. "Western Africa"), or international trade secretariat (e.g. SADC Secretariat). In addition, it is also possible that some activities are global in nature. For example, an awareness-raising WTO workshop to which delegates from developing and transition countries world-wide are invited would be considered a global, non-specified activity. In this case, select "Global".

PAGE 5: *TCB Categories*



TCB Activity

Please enter a total TCB amout for each funding account/implementing agency/country combination. Then select "Edit TCB Categories" to provide a breakdown of that amount by individual TCB categories.

Funding from Andean Counterdrug Initiative, Department of State and an Implementing Agency of...

Department of State/Bureau of European and Eurasian Affairs (EUR) in Bulgaria *	$ 15,000	✓	Edit TCB Categories
Department of State/Bureau of European and Eurasian Affairs (EUR) in Croatia *	$ 5,000	✗	Edit TCB Categories
TCB amount allocated by implementing agency and country	**$20,000**		
Total TCB amount reported for this funding account	**$20,000**		

Please enter a total TCB amount for each funding account/implementing agency/country combination (1). Then select "Edit TCB Categories" to provide a breakdown of that amount by individual TCB categories (2). The symbols to the left of the Edit buttons (3) will help you to keep track of whether or not the amounts entered by TCB category sum to the amount entered for the particular funding account/implementing agency/country combination. In addition, the amounts entered for each funding account/implementing agency/country combination should sum to the amount entered earlier for the funding account (4).

The TCB Categories distinguish the separate TCB components implemented within an activity, and they are used to report both at the country and at the aggregate level.

What category or categories does your activity fall under?

Definitions of the TCB categories are contained in the annex. You are being asked to exercise a reasonable amount of judgment in making the best estimate of the percentage allocation. Note: Below are a few key points to bear in mind.

- **The former TCB categories that covered all the WTO agreements have been changed.** Previously, TCB categories to describe WTO or WTO-related assistance were nearly comprehensive. There were categories for WTO accession, awareness, and nearly every WTO agreement. For FY2012, these categories have been consolidated. Now, you should report ALL trade capacity building assistance that supports WTO accession, awareness, and agreements into a single category (WTO Accession & Compliance) but EXCLUDE any activities in four agreement areas: Sanitary & Phyto-Sanitary Measures (SPS), Technical Barriers to Trade (TBT), Intellectual Property Rights (IPR), and Government Procurement. TCB assistance in those four areas have their own, distinct TCB categories.
- **Do not confuse the type of TCB assistance provided with the trade sector for which capacity is being built.** For example, the TCB activity may include

providing "services" to a private sector group. This should not be reported under "Services Trade Development" *unless* the capacity to engage in services sector trade is being enhanced. Similarly, an activity to build trade capacity might involve the provision of "financial support" or guarantees. This should not be reported under "Financial Sector Development" *unless* the activity is expanding the financial sector itself.

- **Do not confuse "competitiveness building" with "competition policy."** TCB assistance to enhance the export competitiveness of a country should be reported on the appropriate line. This could be any of the categories, depending on the nature of the "competitiveness activity." The TCB category "Competition Policy & Foreign Investment Incentives" refers specifically to work on competition policies (or antitrust policies) and the regime in place for foreign investment and foreign investment incentives.
- **Legal and Institutional Reform activities should be coded to "Competition Policy, Business Environment, and Governance."**

PAGE 6: *Additional Question*

Additional Questions	
Your agency has standard mechanisms by which all activities are monitored and evaluated. In addition to the agency-wide approach, does this particular activity have an additional monitoring and/or evaluation process? *	○ Yes ◉ No

Every USG agency has standard methods to monitor and evaluate its operations. However, in some cases, USG activities are subject to additional and specific monitoring and evaluation. Has this activity, or a predecessor activity, had its results monitored or has it been evaluated in such a specific way?

Please indicate through a Yes/No answer if your activity has been monitored and/or evaluated in such an additional or specific manner. If the answer is yes, also provide a website address for any reports, if available.

The USG and the rest of the trade capacity building donor community have emphasized the importance of monitoring and evaluating TCB assistance. For example, the 2005 Paris Declaration on Aid Effectiveness (OECD) and the 2006 Recommendations of the WTO Task Force on Aid for Trade stressed the importance of monitoring and evaluating the results of development co-operation, including trade-related assistance.

By answering this monitoring and evaluation question yes or no, you will be greatly assisting the ability of the USG to accurately report on its support for effective monitoring and evaluation.

Procurement Mechanisms (contracts, grants, or cooperative agreements):

If the activity is implemented by USAID, please enter the award numbers for procurement mechanisms used to fund this activity.

Where to find USAID award numbers?

For USAID contracts – **Standard Form 33** – see example below, the box 2 CONTRACT NUMBER is the field with the required information.

SOLICITATION, OFFER AND AWARD

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) | RATING | PAGE OF PAGES

2. CONTRACT NUMBER | 3. SOLICITATION NUMBER | 4. TYPE OF SOLICITATION ☐ SEALED BID (IFB) ☐ NEGOTIATED (RFP) | 5. DATE ISSUED | 6. REQUISITION/PURCHASE NUMBER

7. ISSUED BY | CODE | 8. ADDRESS OFFER TO *(If other than Item 7)*

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until _____ *(Hour)* local time _____ *(Date)*

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: | A. NAME | B. TELEPHONE *(NO COLLECT CALLS)* AREA CODE NUMBER EXT. | C. E-MAIL ADDRESS

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
		PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES	
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS				PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING				PART IV - REPRESENTATIONS AND INSTRUCTIONS	
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE					
	G	CONTRACT ADMINISTRATION DATA			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	H	SPECIAL CONTRACT REQUIREMENTS			M	EVALUATION FACTORS FOR AWARD	

OFFER ***(Must be fully completed by offeror)***

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

Annex: Trade Capacity Building Category Definitions

WTO Accession and Compliance: Includes assistance in three areas: (1) support for the WTO accession process; (2) support to promote WTO awareness in a country; and, (3) support for implementing or complying with specific WTO agreements, except for SPS, TBT, IPR, and Procurement. NOTE: All assistance in the areas of sanitary and phyto-sanitary measures (SPS), technical barriers to trade (TBT), intellectual property rights (IPR), and trade-related procurement should not be included in "WTO Accession & Compliance," but in their own, distinct categories.

Sanitary and Phyto-Sanitary Measures (SPS): Assistance to help countries comply with the basic rules on food safety and animal and plant health standards to ensure that food is safe to eat. Countries may set their own standards, but by international agreement, the regulations must be based on science.

Technical Barriers to Trade (TBT): Technical regulations and product standards may vary from country to country. If regulations are set arbitrarily, they could be used as an excuse for protectionism. TBT assistance tries to ensure that regulations, standards, testing and certification procedures do not create unnecessary obstacles.

Intellectual Property Rights (IPR): Assistance to ensure that a country's laws meet standards for copyright rights, geographical indications, industrial designs, integrated circuit layout-designs, patents, monopolies given to the developers of new plant varieties, trademarks, and undisclosed or confidential business information. Assistance in this category also facilitates enforcement procedures, remedies, and dispute resolution procedures for IPR issues.

Trade-related Procurement: There are three areas of work on government procurement: transparency in government procurement, government procurement in services, and the Government Procurement Agreement itself, a "plurilateral" agreement signed by some WTO members.

Customs Operations: Assistance to help countries modernize and improve their customs offices.

Trade Promotion: Assistance to increase market opportunities for developing country producers. Also includes assistance for increasing trade flows which do not fit in Customs Operations, Enterprise Development, or FTAs & Trade Integration.

Enterprise Development: Support to improve the associations and networks in the business sector, as well as to enhance the skills of business people engaged in trade. Also includes assistance to help countries acquire and use information technologies (IT) to promote trade by creating business networks, disseminating market information, and promoting e-commerce.

FTAs and Trade Integration: Assistance to a free trade agreement (FTA) or a regional trade agreement (RTA) or to an individual country that increases the ability of the trade agreement to facilitate trade. It can also include assistance to a potential member of a trade agreement that improves the analytical capacity of the country's government with

respect to trade issues. It is *not* intended to include TCB assistance in a specific area that is being provided under the auspices of an regional trade agreement. For example, technical assistance to help COMESA facilitate trade among its member countries would be included in this component. However, technical assistance to help COMESA member countries comply with SPS standards should be reported in the category for Sanitary & Phyto-Sanitary Measures (SPS).

Trade-related Labor: Support of labor standards, worker rights, trade unions, workforce development, business education, and the social aspects of liberalization.

Financial Sector: Includes financial sector work, monetary and fiscal policy, exchange rates, commodity markets, and capital markets.

Trade-related Infrastructure: Assistance to establish trade-related telecoms, transport, ports, airports, power, water, and industrial zones.

Environmental Standards and Trade: Includes assistance to establish environmental standard or to promote environmental technology.

Competition Policy, Business Environment, and Governance: Support for the design and implementation of antitrust laws, as well as laws and regulations related to investment and investor protections. Also includes support for institutional reform to improve governance and make policies more transparent, as well as assistance to help the different agencies of a host country government function more effectively in the trade policy arena.

Trade-related Agriculture: Support for trade-related aspects of the agriculture and agribusiness sector. Support that is intended to help countries implement Sanitary & Phyto-Sanitary Measures (SPS) should not be included.

Trade-related Services (excluding Tourism): Assistance to develop service industry sectors that engage in trade, but excluding tourism.

Trade-related Tourism: Assistance to develop the tourism sector for international trade.

Other Trade Capacity Building: This line should be used to report a TCB activity that does not fit into any of the development-related sectors or any of the other TCB categories.