

Details of allocated budget and costs for consultant

1. Project Name: Assistance in attracting investment from Germany into Thailand Fiscal Year 2014
Project Owner: Thailand Board of Investment (BOI) Frankfurt Office, Office of the Board of Investment.
2. Allocated Budget: 1,530,000 THB
3. Date of Reference Price Determination: ...25 November 2013.....
Amount: 35,000 EUR or 1,522,500 THB (estimated exchange rate of 43.50 THB / 1 EUR)
4. Personnel Costs: 29,954.83 EUR or 1,303,035.11 THB
 - 4.1 Type of Consultant: Specialized Personnel (Attracting Foreign Direct Investment)
 - 4.2 Consultant Qualification:
 - 4.2.1 Must have at least a postgraduate degree and at least 5 years of experience working in business field.
 - 4.2.2 Must have extensive background about the industries in Germany.
 - 4.2.3 Must have some networks and business relationships with both public and private sector.
 - 4.2.4 Must have experience in investment promotion of at least 5 years.
 - 4.3 Number of Consultant: 1 Consultant and 1 Assistant
5. Material Costs: 500 EUR
6. Costs for overseas trips (if any): none
7. Other Costs: 5,000 EUR
8. Person(s) responsible for cost allocation / project realization / terms of reference (TOR):
 - 8.1 Mr. Chanin Khaochan, Consul (Investment Promotion), Thailand Board of Investment (BOI) Frankfurt Office, Office of the Board of Investment.
9. Source of Reference Price:
 - 9.1 Consultant:

Calculation based on the remuneration guideline according to the letter of the Finance Ministry No. Gor Kor 0903/Wor. 99 dated 20 November 2003 as follows:

Remuneration Group:	Finance Group
Degree:	Postgraduate Degree
Experience:	5 years
Basic Salary:	42,800 THB
Project Duration:	10 Month
Mark Up Factor:	2.145

The costs for consultant will be 42,800 THB x 2.145 x 10 Month = 918,060 THB or **21,104.83 EUR**.
 - 9.2 Assistant

Calculation based on the lowest salary of "General Coordinator" (1,770 EUR) set by the Comptroller General's Department, Finance Ministry.

Assistant will be remunerated at the rate of 50% of the lowest salary of "General Coordinator".

Basic Salary:	885 EUR
Project Duration:	10 Month

The costs for assistant will be 885 EUR x 10 Month = **8,850 EUR**.

9.3 Equipment Costs:

Monthly costs: 50 EUR

Duration: 10 Month

The equipment costs will be 50 EUR x 10 Month = **500 EUR**.

9.4 Other Costs:

9.4.1 Costs for correspondence works (telephone costs / travelling costs to companies or organizations)

Monthly costs: 500 EUR

Duration: 10 Month

The other costs will be 500 EUR x 10 Month = **5,000 EUR**.

9.3 The total project costs will be 35,454.83 EUR, and are rounded down to a lump sum of **35,000 EUR**.

PROJECT

Investment Promotion Assistance in attracting **Investment from Switzerland** into Thailand by Thailand Board of Investment (BOI) Frankfurt Office (Fiscal Year 2014)

1. Objective

This project aims at attracting more investment inflows from Switzerland into Thailand.

2. Definition

- 2.1 **Roundtable Meeting** means an investment seminar on general investment opportunities in Thailand or on investment opportunities in a specific industry in Thailand with a minimum number of 6 participants.
- 2.2 **“Potential projects/investors”** are characterized by the fact that they are already relatively concrete (i.e. at least one step further than only information gathering, for instance if a business plan is being established, if legal consultation is being sought concerning the form of the investment, if a partner is being searched, or if the investment is planned, even though the moment of its realization is not determined yet).

3. Scope of Work

The scope of work of the Consultant includes the following:

- 3.1 **Arrange 10 one-to-one meetings** with executives responsible for business development section of high potential companies to invest in Thailand.
One-to-one meetings can be done exceptionally by the Consultant personally under the following conditions:
 - The agenda of the BOI does not allow participation of BOI delegation.
 - Companies need assistance immediately.
 - Before the meetings take place the Consultant shall inform and ask for permission.
- 3.2 **Organize 2 roundtable meetings** with participation of BOI delegations:
In organizing these roundtable meetings, the Consultant shall assume the following responsibilities:
 - 3.2.1 Preparing the programs and invitation letters with inputs from the BOI.
 - 3.2.2 The Consultant and the BOI jointly identifying and approaching guest speakers for these investment promotion activities.
 - 3.2.3 Coordinating with industrial sector or associations or relevant organizations which are event co-organizers regarding necessary arrangements (such as invitation mailing, venue, and etc.) to ensure efficient organization of these investment promotion activities.

- 3.2.4 Sending the invitations from the Consultant's database in e-mail or fax format.
- 3.2.5 Inviting relevant press/media to attend roundtable meetings.
- 3.2.6 Providing the BOI with the database of participants of each investment promotion activity and a final report of each investment promotion activity:

The database of participants must include the following data:

- Full name and contact data of participants
- Company name and
- Short description of company's business (i.e. name of products/services)

- 3.3 **Create a database of 140 Swiss companies** belong to target industries (20 companies for each industry): Automotive & Aerospace, Metal Working, Machinery & Automation, Environment & Energy, Software & ICT, Logistic & Transportation, Life Science & Biotechnology. A template for the database will be provided by the BOI.
- 3.4 Assist the BOI when they, or the Embassies, organize investment seminars or roundtable meetings by inviting companies, multipliers and other contacts in its network and advising on the programme, possible guest speakers and sending the invitations to its contacts by postal or e-mail format.
- 3.5 In case that the BOI will arrange any investment promotion mission or press tour to Thailand, the Consultant will help arrange this by identifying potential participants and by sending invitation to them as well as by sending information to cooperation partners (multipliers) to make the information more widely available.
- 3.6 Provide where possible and within limits consultancy services as requested by the BOI.
- 3.7 Report submission after each activity or event within one week.
- 3.8 Report submission for payment.
- 3.9 Summary of all activities implemented under this project and their outcome as well as recommendations for future actions (Final Report).

Changes in scope, prioritization and focus are discussed and agreed upon jointly if the need shall arise.

4. Period of Contract: 1 December 2013 – 5 September 2014

5. Work Schedule

Content of Consulting Contract	Period
1. Arrange 10 one-to-one meetings with executives responsible for business development section of high potential companies to invest in Thailand.	1 December 2013 – 5 September 2014
2. Organize 2 roundtable meetings with participation of BOI delegations.	1 December 2013 – 5 September 2014

3. Create a database of 140 Swiss companies belong to target industries (20 companies for each industry): Automotive & Aerospace, Metal Working, Machinery & Automation, Environment & Energy, Software & ICT, Logistic & Transportation, Life Science & Biotechnology. A template for the database will be provided by the BOI.	1 December 2013 – 5 September 2014
4. Assist the BOI when they, or the Embassies, organize investment seminars or roundtable meetings by inviting companies, multipliers and other contacts in its network and advising on the programme, possible guest speakers and sending the invitations to its contacts by postal or e-mail format.	1 December 2013 – 5 September 2014
5. In case that the BOI will arrange any investment promotion mission or press tour to Thailand, the Consultant will help arrange this by identifying potential participants and by sending invitation to them as well as by sending information to cooperation partners (multipliers) to make the information more widely available.	1 December 2013 – 5 September 2014
6. Provide where possible and within limits consultancy services as requested by the BOI.	1 December 2013 – 5 September 2014
7. Report submission after each activity or event within one week.	within one week after each activity
8. Report submission for payment.	Due to payment term
9. Summary of all activities implemented under this project and their outcome as well as recommendations for future actions (Final Report).	Within 2 weeks after the end of the contract period

6. Consultant Qualification

- 6.1 There is some background about the industries.
- 6.2 There are some experiences in consulting in Switzerland.
- 6.3 There are some networks and business relationships with both public and private sector.
- 6.4 The project manager shall have experience in investment promotion of at least 5 years.

7. **Contract Cost: 10.000.- Euro** (ten thousand Euro) lump-sum amount inclusive of value-added tax.
