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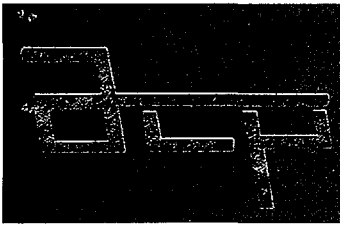
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**austral consultoria e projectos, lda**

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**REPUBLIC OF MOZAMBIQUE**

**NATIONAL SEMINAR ON THE DYNAMICS,  
IMPLICATIONS AND BENEFITS OF ESTABLISHING A  
SUSTAINABLE PUBLIC-PRIVATE SECTOR  
CONSULTATIVE MECHANISM IN MOZAMBIQUE HELD  
ON MAPUTO ON 1 - 2 MARCH 2001**

**END-CONTRACT REPORT**

**ON SERVICES SUPPLIED BY  
*AUSTRAL CONSULTORIA E PROJECTOS, LDA*  
FOR THE ORGANISATION OF THE**

**MAPUTO, 6 APRIL 2001**

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### 1. Introduction

Austral Consultoria e Projectos, Lda was contracted by UNIDO to assist UNDP/UNIDO and the Government of Mozambique in the organisation and co-ordination of a seminar in the field.

### 2. Services contracted to the Contractor (Austral)

The contractor worked closely with the Government and UNDP/UNIDO in Maputo, in consultation with the UNIDO Industrial Policies and Research Branch, to sensitise stakeholders/participants on the rationale and objectives of the National Seminar, foster good working relations between all concerned parties ensuring their participation and successful implementation of the Seminar programme.

The main responsibility of the Austral team was the development and implementation of plans to undertake the following tasks:

#### *a) Seminar Preparation (February 2001)*

- Task 1. Assist UNDP/UNIDO in the selection of participants in order to have a dynamic and influent group of relevant policy decision-makers of the public and private sectors.
- Task 2. Assist UNDP/UNIDO in the elaboration of an invitation letter in English and in Portuguese in order to attract the selected participants.
- Task 3. Send invitation letters to participants.
- Task 4. Follow-up and confirmation of participants.
- Task 5. Secure the seminar venue, make arrangements for coffee and luncheon, as well as the simultaneous translation English/Portuguese facilities.

#### *b) The Seminar (March 1 and 2, 2001)*

- Task 6. Registration of all seminar delegates.
- Task 7. Provision of kits (printed folder and pen) to participants.
- Task 8. Distribution of badges (supplied by UNDP/UNIDO) to participants.
- Task 9. Provision of simultaneous translation English/Portuguese (equipment and interpreters).
- Task 10. Provision of photocopy facilities.
- Task 11. Oversee all contracted services (venue, catering and simultaneous translation facilities) to ensure the timely and the quality provision of the said services.
- Task 12. Translation into Portuguese the English version of the final report of the Seminar.

*c) The Post-Seminar period*

Task 13. Elaborate the end-contract report.

**3. Services rendered by the Contractor (Austral)**

*a) Seminar Preparation (February 2001)*

Tasks 1 and 2

Several meetings were established with the organising committee composed by UNIDO consultants (Industrial Policies and Research Branch), Ministry of Industry and Commerce officers and CTA members. In these meetings a list of participants was elaborated and the final program was fixed. Austral contributed with the advisory services of Dr. Jeanne Stephens (Project Co-ordinator) and Jorge Soeiro (Project Manager).

Tasks 3 and 4

Austral translated the "aide memoire" and the program from English into Portuguese and elaborated a registration form. Austral started sending invitation letters together with the "aide memoire", the draft program and the registration form in Portuguese by fax and by hand to participants on February 16, 2001. The week commencing on February 19, Austral made the follow-up and the confirmation of the participants. The staff involved in this task was the Logistic Coordinator (M<sup>a</sup> José Cardoso), Executive Assistant (Carmelisa do Rosário) and Secretary (Iris Simões).

Task 5

Several contacts were made with Rovuma Carlton Hotel in order to secure the seminar venue, as well as arrangements for coffee and luncheon. Simultaneous translation English/Portuguese facilities were sub-contracted from Congress Rental (a specialised company in this area). They also supplied two interpreters, one desk computer, one laptop computer, a laser printer and a photocopying machine. The contacts with these two suppliers were made by the Logistics Coordinator.

*b) The Seminar (March 1 and 2, 2001)*

On the second day of the seminar, the Austral Project Supervisor (Dr. Stephens), assisted by the Project Coordinator (Mr. Soeiro), elaborated and presented, together with the UNIDO consultant (Mr. Eleazu), two possible scenarios for public-private partnership i.e. (1) maintain the present consultative mechanisms or (2) establish a more structured form of public-private consultative mechanism to ensure sustainability.

At the closing session, the seminar report was collectively reviewed and adopted by the participants. By suggestion of the Vice-Minister of Industry and Commerce, the seminar report will be presented at the Annual Private Sector Conference to be held in Maputo on March 26, 2001, as a conference document in order to enrich the deliberations of the Annual Conference.

## **End-Contract Report**

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### Task 1, 2 and 3

Registration of all seminar delegates was made before and during the seminar. Those who had filled in the registration form and returned it to Austral before the seminar only had to fill in and return to the secretariat an address form (indicating the street and mailing address) that was provided with the kit. Those who did not return the registration form before the seminar and had confirmed their participation had to fill in the forms before receiving the participant kit. From those forms Austral elaborated the actual list of participants.

At the day of the seminar, each participant received a kit composed of a folder with documents and a printed pen and a badge. The documents provided with the folder consisted of the program, four working papers (supplied by UNIDO) and an address form. Austral supplied printed pens as well as folders with a printed sticker on the cover. The design, layout and printing of the sticker were sub-contracted to and supplied by Elografico.

The handling of participants and their sitting in the conference room was assured by a Protocol Assistant (R. Chuquela) assisted by the Project Coordinator.

The Austral staff involved in these tasks were the Logistical Coordinator, the Executive Assistant (P. Bettencourt) and Secretary (I. Simões).

The participation was lower than expected. The first day the conference room was 60% full (around 70 participants and 114 seats), which resulted in the need to re-organise the sitting for the second day (to U-shape layout). This new sitting, U-shape instead of school-shape, allowed for more effective participation of delegates during discussions. The approved budget was for a maximum of 80 participants but the number of confirmations received the day prior to the seminar was higher (around 100 people). The reason for having 114 seats at the conference room was to accommodate the confirmed delegates as well as the media (estimated at 10-15 people). However, some confirmed delegates did not attend the seminar, which meant that the seminar did not mobilise the number of people it was meant to include.

### Task 4 and 5

As referred above Congress Rental provided simultaneous translation English/Portuguese (equipment and interpreters) during the 2-days seminar. The same company also provided a photocopying machine. Austral supplied the photocopy paper and other stationary material (stapler, staples, clips, scissors, puncher, sealing tape, glue stick, markers, etc.). Some photocopies were made during the seminar. The final document was photocopied outside at a photocopy shop because of the high number of copies and the short period of time to reproduce the document. This task (photocopying) was assured by the Austral gofer (S. Machel). The photocopying machine provided by Congress Rental was slow and at times broke down (many at the end). This machine did not have the capacity to reproduce such lengthy document and so many copies, which was one important reason why the report was only given to the participants when they left the seminar.

### Task 6

All contracted services (venue, catering and simultaneous translation facilities) were overseen by the Logistics Coordinator ensuring the timely and the quality provision of the services. However, some conference services of the hotel were not up to standard. The air-conditioner system, the lighting and the sound system was not given sufficient attention by the hotel staff to keep the participants comfortable (too hot or too cool, too dark or too light, and when the sound did not work the person responsible was not there). The overhead projector screen got

## End-Contract Report

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jammed and the start-up image from the LDC projector disturbed the presentation by being on.

### Task 7

Two translators from Austral translated into Portuguese the English version of the final report of the Seminar. They started translating the document on Friday (March 2) and finished on Saturday (March 3). The document was reviewed during the following Monday and Tuesday (March 5 and 6) and a final formatting on Wednesday (March 7). The complete document was delivered on March 8.

A banner to place over the panel in the conference room was ordered by Austral from a printing company (Logos). Austral delivered the banner to Hotel Rovuma Carlton and checked its placement. Initially, this task was not in Austral responsibilities.

In accordance to the terms of reference, Austral took the responsibility for the divulgation to the media of the event, which resulted in good coverage by the main state media.

### *c) The Post-Seminar period*

This document is the end-contract report.

## 4. Budget and Costs

The attached table shows the budget and the actual expenses (costs).

The Project Manager and the Logistical Coordinator spent one more day than budgeted. The reasons are: the first was involved in various meetings with the organising committee that took more time than budgeted, and the second because of some tasks not foreseen in the initial proposal (production of the banner) or not estimated in the budget (supervision of the final report translation).

The photocopies item was only partly used and kits were less expensive than budgeted. The reasons were low number of photocopies produced, because UNIDO reproduced four papers presented by its consultants. The folders with the stickers were less expensive than printed plastic folders quoted previously.

A banner and the translation of the "aide memoire" and the programme costs that were not in the initial budget and were considered as contingency costs.

The food and beverage costs were lower than those budgeted because the quantities ordered decreased to 70 on the second day, instead of 80 on the first day.

## 5. Conclusions

The main objectives of the seminar were accomplished. The seminar report was adopted and will be presented at the Annual Private Sector Conference as a conference paper. The discussions were profitable and the participants from the public and private sectors share experiences on consultative mechanisms in Mozambique and in other countries.

**UNIDO - WORKSHOP ON PRIVATE/PUBLIC SECTOR DIALOGUE**

**March 1-2, 2001, Hotel Rovuma Carlton**

Austral Consultoria e Projectos, Lda

Staff	Name	Unit	Cost	Budget		Expenses	
				Qty.	Total	Qty	Total
Project Coordinator	J Stephens	Day	\$660	3	\$1,980.00	3	\$1,980.00
Project Manager	J. Soeiro	Day	\$350	4	\$1,400.00	5	\$1,750.00
Logistics Coordinator	M.J. Cardoso	Day	\$350	3	\$1,050.00	4	\$1,400.00
Executive Assistant	C. Rosário/P. Bettencourt	Day	\$100	6	\$600.00	6	\$600.00
Translator Repport into Portuguese	P. Bettencourt/M. Matos	Day	\$160	4	\$640.00	4	\$640.00
Secretary (includes front desk staff)	R. Chuquela/I. Simões	Day	\$40	6	\$240.00	6	\$240.00
Conference Gofer	Sidónio Machel	Day	\$15	2	\$30.00	2	\$30.00
<b>Sub-total Staff</b>					<b>\$5,940.00</b>		<b>\$6,640.00</b>
<b>Reimbursables</b>							
Car rental Maputo		Day	\$50	2	\$100.00	2	\$100.00
Petrol (30% of rental)					\$30.00		\$30.00
Photocopies		Page	\$0.08	3200	\$256.00		
- Program	MT 270,000 @ 17,900						\$15.08
- Recomm+Conclusions	MT 637,500 @ 17,900						\$35.61
- Paper	MT 112,500 @ 17,900						\$6.28
- Registr.+ Address Forms, etc.	MT 436,000 @ 17,900						\$24.36
Rental PC and printer (for translators)					\$280.00		\$220.00
Communications		Cost			\$250.00		\$250.00
Kits (printed plastic folder and pen)		Unit	\$9	80	\$720.00		
- Pens							\$80.00
- Folder	MT 400,000 @ 17,900						\$22.35
- Sticker	MT 6,860,900 @ 17,900						\$383.29
Contingencies					\$492.50		
- Banner	MT 3,875,000 @ 17,900						\$216.48
- Translation of Aide Memoire+Program		Page	\$25			7	\$175.00
<b>Sub-Total Reimbursables</b>					<b>\$2,128.50</b>		<b>\$1,558.45</b>
<b>SUB-TOTAL (Staff and Reimbursables)</b>					<b>\$8,068.50</b>		<b>\$8,198.45</b>
Vat 17%					\$1,371.64		\$1,393.74
<b>TOTAL</b>					<b>\$9,440.14</b>		<b>\$9,592.19</b>
<b>Translation Costs (translators and equipment)</b>							
Translators					\$1,400.00		\$1,400.00
Simultaneous Translation					\$1,575.00		\$1,575.00
<b>SUB-TOTAL</b>					<b>\$2,975.00</b>		<b>\$2,975.00</b>
Vat 17%					\$505.75		\$505.75
<b>TOTAL</b>					<b>\$3,480.75</b>		<b>\$3,480.75</b>
<b>Venue Facilities</b>							
Hotel Rovuma					\$4,167.50		\$3,594.50
Vat 17%					\$708.48		\$611.07
<b>TOTAL</b>					<b>\$4,875.98</b>		<b>\$4,205.57</b>
<b>GRAND TOTAL</b>					<b>\$17,796.87</b>		<b>\$17,278.50</b>