

ARCA



Consultants and advisors since 1983

2019

## COMPANY PRESENTATION



ARCA Consortium, S.A., was founded in Madrid in 1983 with the aim of continuing the work that its founder, Blas Camacho Zancada, had been developing since 1963 as a lawyer. This fact gives us experience as legal and economic advisors and endorses us as consultants on public issues, local, European and international.

ARCA develops its professional activity with a management and technical assistance approach, based on deep knowledge of the Spanish public administration, European institutions with available programmes and funds, as well as the international scene, especially in the sector of development cooperation.

Among our clients, we can mention City Councils, Provincial Councils, Ministries and Public Administrations in general. In the international field, we have developed projects and studies to organizations such as the European Commission, the Inter-American Development Bank, and the International Monetary Fund.

## WHAT KIND OF SERVICES CAN WE OFFER?

- ARCA offers a wide variety of national and international consulting services:
- International technical assistance for cooperation projects financed by multilateral donors, in all phases, identification, preparation of proposals and implementation, administrative, technical and financial.
- National and international legal advice on public procurement.
- Elaboration of tailor-made programmes and training courses in different areas of international cooperation, public procurement, European programmes and funds.
- Control and verification of European aid and funds.
- Analysis and technical assistance for the submission of proposals for calls financed by European programmes.
- Representation and lobbying before European institutions.
- Assistance to the Public Administration in the management of Public Assets, as well as contracting tables for tenders and citizen service.

## WORK FIELDS



INTERNATIONAL  
COOPERATION

EUROPE

PUBLIC  
ADMINISTRATION

# OUR EXPERIENCE

ARCA stands out for its national and international presence. It has more than 30 years of project implementation, the vast majority of them awarded through public bidding processes, which makes us experts in public procurement and endorses us in the comprehensive management of the project cycle. We would like to highlight a small representative sample of the work we have been doing in recent years.

## Projects

Supporting technical assistance for carrying out verification controls of actions co-financed with European Regional Development Fund (ERDF) | From 2009 until now |

Support to the National Quality System in Guatemala | January 2019 - February 2020 | UE.

Technical Assistance for the fundraising, management, advising and technical assistance of European funds for the City Council of Logroño. | From 2017 to 2021 |

Trade policy support in Chad | October 2017 - May 2018 | UE.

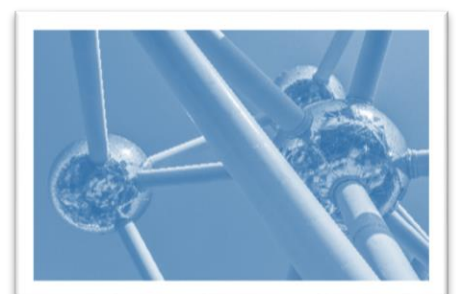
## OUR OFFICES



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# INTERNATIONAL COOPERATION



# INTERNATIONAL COOPERATION

## OUR WORK

ARCA

**ARCA IS A COMPANY SPECIALIZED IN THE PROVISION OF CONSULTING AND TECHNICAL ASSISTANCE SERVICES** in the sector of international cooperation. Since 1996 it has been working with the main multilateral donors EuropeAid, the World Bank Group, among others, and has already provided its services in more than 40 countries, Latin America and Africa being its most outstanding geographical areas.

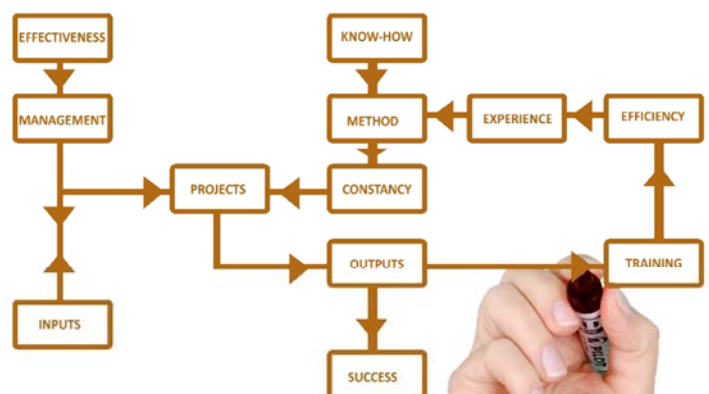
ARCA PROVIDES ITS CLIENTS THE SERVICES OF A MULTIDISCIPLINARY TECHNICAL STAFF highly specialized in Law, Economics, Political Science, International Trade, Communication and International Relations. Most technical staff has master's degrees and diplomas in project management courses, impact assessment, monitoring and evaluation models. The team of professionals is also trained in the main cross-cutting approaches such as human rights, the environment and the gender perspective.

In the same way, they identify their lines of work with the Objectives of Sustainable Development (ODS), consequently, their notion of cooperation implies commitments in social, environmental and economic matters in line with the Agenda 2030 of the United Nations. The ARCA team is in all its departments at least bilingual.

In addition to its own technical professionals, ARCA has a complete database of consultants and experts with extensive international experience, covering all sectors and fields of activity and working regularly for the firm on specific activities, as well as participating in long and short term missions abroad. It should be noted that ARCA benefits from a consolidated network of contacts and strategic alliances with European and Latin American companies, universities, academic and research institutes, as well as professional associations.

### ARCA PROVIDES THE FOLLOWING SERVICES:

- Identification, methodological design, monitoring and evaluation of projects (both service contracts and grants); technical, economic and financial analysis,
- Administrative, financial and technical management of projects financed by multilateral donors.
- Project cycle and logical framework,
- Design and implementation of public and private impact policies,
- Support to public-private commercial dialogue,
- Technical assistance to institutions through education and training plans,
- Development of international legal frameworks,
- Organization of events, workshops and seminars, implementation of communication plans and visibility.
- Development of donor-funded public procurement training multilaterals programs.



## OUR EXPERIENCE

ARCA HAS IMPLEMENTED PROJECTS related to intellectual property, access to markets, implementation of association agreements, customs, promotion of competitiveness, or support to SMEs, as well as specific support to quality infrastructure. – Sanitary and Phytosanitary Measures, Quality Policy, metrology and technical regulation through different types of services (international cooperation projects, studies, training day) –. Organization of seminars, trainings and related events are always provided in these projects.

### LATIN AMERICA

- Technical Expertise (intellectual property rights and communication) for the IP key action. Latin America – regional: Lot 3. Assistant to the Andean Community | March 2018 - January 2022 | EU.
- Support to the National Quality System | January 2019 – February 2020 | EU.
- Technical Assistance to the Regional Program to support Central American economic integration and the implementation of the Association Agreement (PRAIAA) | August 2013 - August 2016 | EU.
- Local technical assistance for the implementation of the Program of Support to the Quality and Application of Sanitary and Phytosanitary Measures in Central America (PRACAMS) | October 2013 - October 2016 | EU.
- Customs Cooperation EU-MERCOSUR | September 2004 - September 2007 | UE
- AL INVEST IV: Horizontal services Latin America and European Union | December 2009 - December 2013 | UE.
- Impact study regarding the opening of public purchase markets of goods in Peru and Colombia | October 2009 - March 2010 | IADB.
- Study for the Improvement of the Security and Facilitation of the Legal Trade on the Border of Guatemala, with Mexico and Puerto Quetzal | April 2010 - April 2011 | IADB.



### CARIBBEAN REGION

- Consultancy services to develop a regional Single Administrative Document (SAD) and capacity building on customs valuations for CARICOM member states and CARIFORUM countries | August 2017 - May 2018 | EU.
- Enhancing market access and promoting certification for quality origin products in Guyana | June 2016 - January 2017 | EU.
- Consultancy Services for the Development and Implementation of a National Quality Policy, | December 2018 - May 2019 | IADB.

### AFRICA

- Trade policy support in Chad | October 2017 - May 2018 | EU.
- Quality infrastructure support in Madagascar | June 2016-January 2017 | EU.
- Assistance to comply with the WTO agreement on implementation on article VI of the GATT 1994, Agreement on subsidies and countervailing measures and agreement on safeguards, Kenya | November 2010 - June 2011 | EU.
- Assist COMESA member States in policy and institutional reforms in selected countries for creating an enabling business environment, Zimbabwe and Swaziland. | October 2011 - June 2012 | EU.

EUROPE



# EUROPE

## VERIFICATION AND CONTROL OF EUROPEAN STRUCTURAL FUNDS AND INVESTMENT FUNDS

### OUR WORK

ARCA

WITH OVER THIRTY YEARS OF EXPERIENCE, WE SPECIALISE IN THE PROVISION OF VERIFICATION AND CONTROL SERVICES FOR OPERATIONS CO-FINANCED BY EUROPEAN STRUCTURAL FUNDS AND INVESTMENT FUNDS.



We provide technical assistance to managing authorities, intermediate bodies and beneficiaries of all ERDF and ESF Operational Programmes in their management and financial control work, and in particular in carrying out **administrative and on-the-spot verification reports..**

The knowledge of the operations object of verification is indispensable to carry out a work with guarantees, for that reason **we have specialists in different areas of financing:** public subsidies, research projects, public works, projects of sustainable urban development, educational projects and social projects, among others.

We provide technical assistance to various Spanish Ministries, such as the Ministry of Economy and Finance, the Ministry of the Environment and Rural and Marine Affairs, as well as autonomous bodies such as the Carlos III Health Institute and the National Institute of Agricultural and Food Research and Technology (INIA).



Our clients also include a large number of Town Councils, Provincial Councils and Public Law Companies, as well as numerous companies benefiting from public subsidies. Since 2009, ARCA has been providing technical assistance to the Carlos III Health Institute for the management and subsequent verification of more than 300 annual grants subsidised by the ERDF in the different operational programmes in which it participates. It also provides technical assistance in the management and control of the EDUSI for the Logroño City Council. We would also like to highlight the technical assistance provided to intermediate bodies of the European Social Fund such as the Fundación Once, the Fundación Secretariado Gitano or FSC Inserta.

ARCA has also a significant experience in assisting Spanish Local Bodies and Public Companies not only in these control tasks, but also in the preparation of various reports (declarations at the end of the project, final reports, complementary reports, etc.) in relation to the regulatory requirements of the European Funds that finance them. The experience extends to the entire Spanish territory.



# SERVICES AND EXPERIENCE



## OUR SERVICES

### REPORTS ON COMPLIANCE WITH EUROPEAN REGULATIONS

- Compliance with the requirements established in the Regulations.
- Verification of the effective realization of the incurred expenses.
- Dissemination actions and good practices.

### PREPARATION OF SUPPORTING ACCOUNTS

- Preparation of documentation according to the models required by the granting entities.
- Application of allocation criteria.
- Archiving and conservation of documentation for future verifications and audits.

### HORIZONTAL POLICY ADVICE AND TRAINING

- Public procurement procedures, solicitation of bids from different suppliers.
- Compliance with advertising measures.  
Accessibility and equal opportunities.

### ADVICE AND TRAINING ON PUBLIC SUBSIDIES

- Eligibility criteria for expenditure.
- Preparation of proposals.
- Correct application of indirect costs.
- Request for amendments to the original conditions of the aid.

**ARCA HAS IMPLEMENTED numerous projects in the field of verification and control of structural funds. We highlight some of the most relevant in recent years.**

#### SIGNIFICANT PROJECTS

Support for the management of the Cohesion Fund: Technical, financial and public procurement evaluation of 45 environmental infrastructure projects spread throughout the national territory. (2006-2013)- Ministry of Economy and Finance

Framework agreement for collaboration with the General Intervention of the State Administration (IGAE) in carrying out financial controls on projects co-financed by the European Union in the framework 2007-2013 (2010-2012) - Ministry of Economy and Finance. General Intervention of the State Administration

Technical assistance to support the carrying out of verification controls of actions co-financed with Community Funds (ERDF). (2009-2020) - Carlos III Health Institute

Support for the management of the Cohesion Fund: Evaluation and technical, financial and public procurement control of 115 environmental infrastructure projects spread throughout the national territory. (2004-2006)- Ministry of Economy and Finance

Support for the management of the Cohesion Fund and ERDF Funds. Technical, financial and public procurement evaluation and monitoring of 550 environmental infrastructure projects throughout the country. (2006-2011)- Ministry of the Environment



# EUROPE

## REPRESENTATION TO THE EUROPEAN INSTITUTIONS

### OUR WORK AND OUR SERVICES

ARCA

**ARCA OFFERS PUBLIC AFFAIRS SERVICES. WITH OWN OFFICE IN BRUSSELS.** From our facilities in the heart of the European institutions, we carry out different works aimed at representing the interests of our customers in the institutions of the European Union (EU). Among the different topics, we highlight the field of transport, environment and intellectual property, among others.

We guarantee the defence of the interests of our customers in Europe as we are registered in the Transparency Register of the EU. We carry out this work through a regular communication with the officials of the European institutions, with the Members of the European Parliament (MEPs) and their assistants, and with all the interest groups, companies, organisations, unions, employers and NGOs that have relations or whose decisions affect to the interests of our customers.

**OUR CHALLENGE IS TO ENSURE THE  
MAXIMUM VISIBILITY AND  
PRESENCE OF OUR CUSTOMERS,  
DEFEND THEIR INTERESTS IN  
EUROPE AND MAXIMIZE THEIR  
BUSINESS OPPORTUNITIES.**



### THE SERVICES WE OFFER ARE:

- Online information at EU level related with the correspondent sector: follow-up of legislative processes, (Council of the EU, European Commission, European Parliament...), official communications issued by the different European institutions, online information, calls for the development of services through public funds.
- Information about legislative projects, as well as regulatory proposals that may affect our customers in terms of company's policy.
- Information about the EU's foreign policy on the different areas of interest.
- Information about the legislative reforms within the internal law of the EU member states that can serve as a reference to Spain.
- Establishment of contacts with other European representation organizations to establish meeting points in order to have a higher impact on the decision-making process.
- Organization of collaboration sessions with other committees and related organisations.
- Organization of informative and consultation sessions with officials from the European Commission.
- Representation ahead of the European authorities.

## OUR OFFICES

The integral services for institutional representation include the availability of the best human resources and material equipment for the organization and celebration of events in Brussels. We are situated in a privileged enclave located in the heart of the European district and adjacent to the main venues of the European Commission. The offices of ARCA-Brussels have all the necessary equipment to ensure the successful holding of meetings, working seminars and other work events, guaranteeing the successful visit of our customers to the capital of the European Union. Our team is at the service of our customers both to support them in the preparation of their meeting agendas and to coordinate the whole event, thanks to our large portfolio of contacts in the main European institutions and companies.

**FOLLOWING OUR PRO-EU LINE, ARCA HAS BEEN ONE OF THE FIRST EUROPEAN COMPANIES TO BE PART OF THE TRANSPARENCY REGISTER ISSUED BY THE EUROPEAN COMMISSION, WHICH GUARANTEES OUR ACCESS TO THE INSTITUTIONS AND OUR COMMITMENT WITH THE EU PRINCIPLES OF TRANSPARENCY AND GOOD PRACTICES.**



OFFICES OF ARCA CONSORTIUM IN BRUSSELS



# EUROPE

## EUROPEAN PROGRAMMES

### OUR WORK

ARCA

**ARCA HAS A TEAM SPECIALIZED IN ADVISORY, MANAGEMENT AND EVALUATION OF EUROPEAN UNION FUNDED PROGRAMMES.** ARCA is a success guarantee for the participation in European tenders, not only because it has a highly specialized team working on the management of European programmes but also due to its permanent presence and representation in Brussels. This allows us to carry out the follow-up tasks on the releasing of the next calls for proposals by the European Commission (EC) and the preparation of proposal applications for them, with our training and information being constantly updated through the attendance to the different networking, information and consultation events periodically organized both by the EC (about their own programmes, dealing with a large number of topics and always focused on the better development of the EU policies), and by the other European agencies and institutions (such as the Committee of the Regions or the European Parliament).



Our experience includes both service contracts of European administrations and tenders and grants, on a national or international level, especially in programmes such as ERASMUS +, Youth Guarantee, LIFE +, Interreg and EDUSI, among others. We also highlight other relevant programmes such as Horizon 2020 (programme focused on innovation, research and development which is the biggest among all the EC programmes, the most important private and public partnerships in Europe (PPP) such as the Innovative Medicines Initiative (IMI-2), Smart Cities, Eurostars 2, as well as several European Technology Platforms (ETP) and Joint Programming Initiatives (JPI),

Our knowledge and know-how enables us to keep abreast of all the latest developments in policy orientations and announcements of calls in a multitude of sectors. ARCA also has its own headquarters in Brussels, in the heart of the European quarter, with staff specialised in European policies.



## SERVICES AND EXPERIENCE



### OUR SERVICES

#### SEARCH FOR OPPORTUNITIES

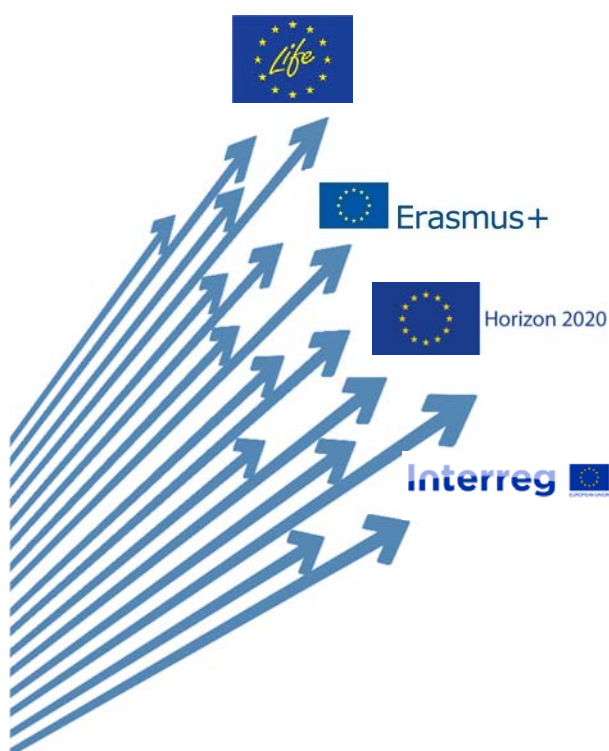
- Identification of calls for the presentation of projects and participation in European programmes, grants, service contracts, investment loans, etc.
- Personalized information through newsletters and analysis of the programs in their different phases.
- Elaboration of monitoring reports on the topics proposed by the client.
- Attendance at training activities and events, info-days, networking meetings, etc.

#### PROPOSAL ELABORATION

- Analysis of the administrative, technical and financial documentation of the different calls for proposals.
- Review and advice on the improvement of the technical proposals with which our clients attend the calls for proposals for obtaining European funding.
- Advice on the management of consortium agreements.
- Management and preparation of the administrative, technical and financial documentation of the proposal (cross checking).
- Completion and documentation required for the admission of proposals.
- Assumption of the leadership and coordination of the work packages of the Consortium formed to execute the projects financed with European funds.
- Submission of proposals that will be financed with European funds.

#### EXECUTION OF AWARDED PROGRAMMES:

- Support in the implementation of awarded projects.
- Financial and administrative management.
- Assistance in the preparation of the reports required by the financing body of the awarded proposals.
- Follow-up in the execution of the activities for the implementation of the project. Monitoring and evaluation.
- Control of the adequacy of the results to the European regulations through a pre-audit of funds.
- Support in the dissemination of results and enhancement of European added value.
- Management of intellectual or industrial property rights that may arise after the implementation of the project.
- Advising on the adequate closure of the European project and managing the intellectual or industrial property rights that may arise after the implementation of the project.
- Advice on the proper closure of the project.



# PUBLIC ADMINISTRATION



# PUBLIC ADMINISTRATION

ARCA

## OUR WORK

ARCA has created a specialized department for the management of public services. The Public Administrations outsource certain activities in which ARCA has extensive experience in the implementation of procedures in various areas such as public assets and assistance in the management of public procurement procedures.

In the area of PUBLIC HERITAGE that includes both the management of purchase and sale as well as the rental of premises and housing, the experience developed in this sector has generated the solid creation of a perfectly organized infrastructure, which allows not only administrative but also legal management in these areas. ARCA has developed its own management methodology for land regularisation, heritage privatisation processes and technical assistance to Public Administrations.



ARCA has extensive experience acting as a **BUREAU OF PROCUREMENT** for public and private institutions that are contracting authorities. ARCA acts as an independent company to evaluate bids, and decide, on the basis of the criteria established in the specifications (previously revised), which is the most advantageous offer.

## FROM ARCA WE PROVIDE THE FOLLOWING SERVICES:

### PUBLIC PATRIMONY

- Commercialization of real estate
- Heritage management of housing, garages and protected premises
- Home delivery programs. Contracts and deeds
- Processing of aid for access to housing
- Processing of Elevator Aid and Rehabilitation
- Archiving, data recording, document scanning and file creation
- Elaboration of Procedures Manuals.

### BUREAU OF PROCUREMENT

- Analysis of basic and technical specifications.
- Evaluation of the administrative documentation of each offer.
- Realization of public acts of opening of escrows
- Valuation of technical documentation
- Valuation of the economic offer
- Resolution of queries related to tendering procedures.
- Processing of administrative documentation for tender dossiers.

## OUR EXPERIENCE



- For the Housing Institute of Madrid (IVIMA) files have been analyzed, drawn, awarded and delivered around 800 homes throughout the Community of Madrid, treated around 15,000 files of property owned by IVIMA, both to offer them for sale, as to resolve different types of legal and contractual situations.
- We also highlight the contract with the Directorate General of Housing and Rehabilitation of the Community of Madrid, which consists of the management of the Office of Rehabilitation of Buildings of Madrid South - ORE 06- (Integrated Rehabilitation). This office provided information, advice and processed more than 700 applications for aid from the Community of Madrid for the refurbishment of buildings, as well as 340 applications for aid for the installation of lifts.
- For the Ministry of Housing, (Subdirectorato General of Aid), we implemented the contract for the Basic Income of Emancipation of Youth, which covers the entire national territory, and involved managing the payment of more than 130,000 beneficiaries every month.
- In the Guadiana Hydrographic Confederation (Badajoz), technical assistance was provided consisting of technical and legal work in the processing of the agency's contracting dossiers.

- For the City Council of Logroño we executed a service contract for information and advice on matters pertaining to the Directorate General of Heritage and legal assistance to technical services in housing at the national level: management of the Rental Exchange Programme, information for those affected by mortgage foreclosures, claims for land clauses, control and processing of ITE minutes, as well as administrative support to the units of Economic Promotion and Urban Development and Environment.
- We offer the service of support to different managements of the General Secretary of the Institute of Health Carlos III. These are support procedures for the staff that provide their services in the Public Contracting Area attached to the aforementioned Secretariat.
- For the Fundación Secretariado Gitano, the revision and adaptation of internal procedures manuals on contracting was carried out
- With the ONCE Foundation, work was carried out on the Contracting Committee, technical-legal assistance in matters of contracting and updating the Quality Procedure of FSC INSERTA, as well as administrative, technical and legal analysis of the basic conditions of those tenders in which, due to their content, it was foreseen that they would participate in group companies.