



### 12TH ASIAN DEVELOPMENT BANK BUSINESS OPPORTUNITIES FAIR 2024

9-10 OCTOBER 2024 9 A.M. to 5 P.M. ADB HEADQUARTERS, MANILA



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# Consultant Management System Demo

Presented by

Angie Ignacio and Tina Dela Peña

Information Technology Department

10 October 2024

### **CMS** Overview

- The CMS Login Screen
- Consultant Profile
  - How to register and affiliate profilesEnter the Payment Information
- Consulting Services
  - View advertisements in different ways
  - Submit Expressions of Interest
- Reference Materials and Support







# Navigate the Login screen

Navigate here

# **CMS** Homepage



HOME

CONSULTING OPPORTUNITIES

SHORTLISTED FIRMS AWARDED

TA CLAIMS PARTNER CONSULTANT TUTOR

Welcome to the

### ADB CONSULTANT MANAGEMENT SYSTEM

CMS opens opportunities for consultants to join and make a difference at the Asian Development Bank.

Login for Registered Users

CONSULTANT / EA

**ADB STAFF** 

Don't have an account yet? Register here.

Downtime advisories

Claiming for a TA Contract? Visit TA Claims Partner

1st time users

### **Advisory**

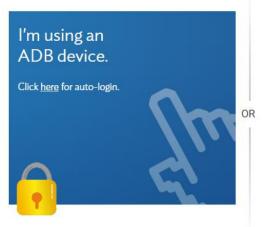
Due to scheduled maintenance, CMS will be unavailable on Saturday, 28 September 2024 from 1 p.m. until 5 p.m. (Manila time). For inquiries, please contact cmshelp@adb.org.





# **CMS Login Screen**







QR valid until 0:29
Prefer your own QR scanner?

I'm on a personal device.

ADB Go users can scan this QR or <u>log</u> in with OTP.

Non users should log in with <u>username and password</u>.

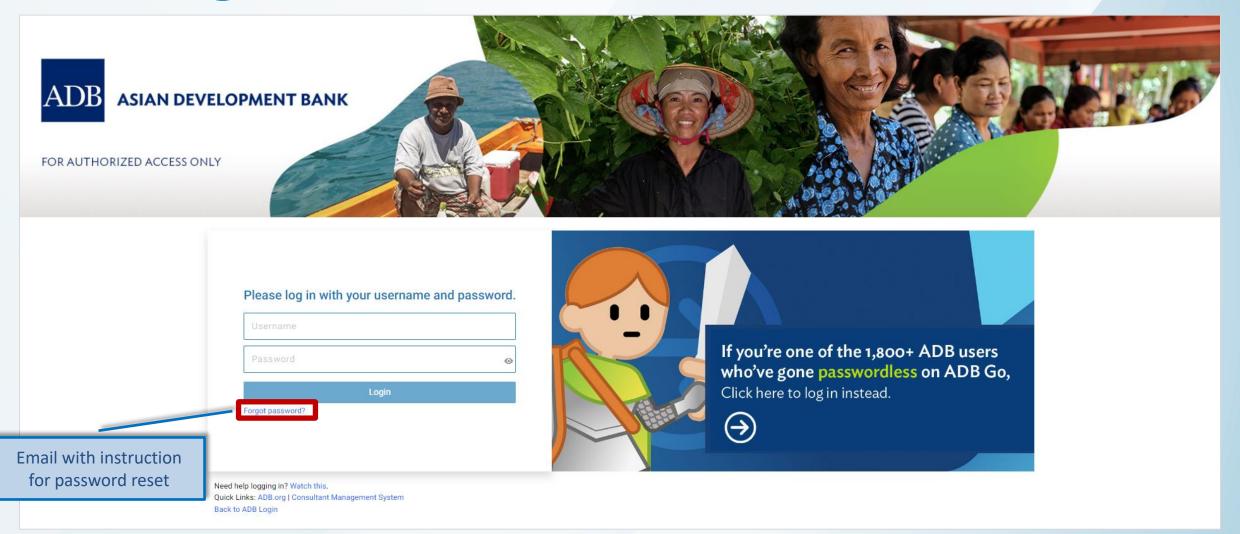








# **CMS Login Screen**









# **Consulting Opportunities**

Search by Expertise

ADB Consultant Management System

Home

**Consulting Opportunities** 

Shortliste

Awarded Contracts TA Claims Partner

Consultant Tutor

### **Consulting Opportunities**

Consulting Services Recruitment Notices (CSRN)

CSRN provides detailed information on the consulting services required for ADB-financed or administered projects, including terms of reference. Filter on specific advertisements of interest by ticking the appropriate checkboxes or by entering keywords to search by expertise.

Go

search by expertise.					
Refine by Clear Al	ı				
Consultant Type					
☐ Firm (37)	1				
☐ Individual (154)					
_ Eligibility of Consultant Country	1				
Enginity of Consultant Country					
Open to Member Countries Only (189)	П				
☐ Non-Member Countries Allowed (2)	П				
	ч				
Engagement Period	ı				
Less than 3 months (17)	1				
3 months to 1 year (105)	П				
☐ More than 1 year (69)	П				
	П				
Country	1				
<u> </u>	4				
<sub>⊞</sub> <u>Sector</u>	ı				
-	1				
<u> </u>					
<b>→</b> Selection Method					
_					
<b>±</b> Consultant Source					
<u>Budget Amount</u>	1				

Search by Expertise	GO					
					S Previous 1-25	✓ Next 25 ②
Project	Expertise	Consultant Type	Engagement Period (Months)	Published	Deadline (Manila local time)	View CSRN
TA 58270-002 TAJ: Preparing the Dushanbe EcoMobility Project - DEMP-01 Concept and Feasibility Study for EcoMobility in Dushanbe	feasibility analysis, data collection	Firm	10	19-Sep-2024	02-Nov-2024 11:59 PM	110
LOAN-4270 CAM: Sustainable Coastal and Marine Fisheries Project - SCMFP FIA/CS-10 External Monitoring Consultant for Social Safeguards (53261-001)	External Monitoring Consultant for Social Safeguards	Firm	42	01-Oct-2024	30-Oct-2024 11:59 PM	пф
GRANT 54286-001 TAJ: Green Corridor Demonstration Project - CS-04 Green Roads Design Advisory	Engineering	Firm	12	01-Oct-2024	30-Oct-2024 11:59 PM	
LOAN-4434 INO: Citywide Inclusive Sanitation Project - CS-03 Consulting Services to Project Implementation and Supervision Consultant (Pontianak)  CSP - CS-03 (54428-001)	Engineering	Firm	62	27-Sep-2024	28-Oct-2024 11:59 PM	ii j
LOAN-4524 INO: Citywide Inclusive Sanitation Project - CS-04 Project Implementation and Super 428-001)	Engineering	Firm	62	27-Sep-2024	28-Oct-2024 11:59 PM	ii j
LOAN 45339-002 NEP: Se Project - SKVWSIP /CS-2 Management Consultancy	Engineering	Firm	60	27-Sep-2024	27-Oct-2024 11:59 PM	
LOAN-4434 INO: Citywide Inclusive Sanitation Project - CS-UZ Project Implementation and Supervision Consultant CISP (Mataram) - CS-02 (54428-001)	Engineering	Firm	62	26-Sep-2024	25-Oct-2024 11:59 PM	
GRANT 57085-001 CAM: Strengthening Country Systems for Prevention and Response to Gender-Based Violence - CS-07 Human-Centered Design (HCD) Consultancy	Design	Firm	10	24-Sep-2024	23-Oct-2024 11:59 PM	ii j
GRANT 57085-001 CAM: Strengthening Country Systems for Prevention and Response to Gender-Based Violence - CS-01 Project Implementation Consultant	Project Management t	Firm	50	24-Sep-2024	23-Oct-2024 11:59 PM	
LOAN 45339-002 NEP: Second Kathmandu Valley Water Supply Improvement Project - 1 DSC/SKV-01	Design, Construction Supervision and Project Management Consultant	Firm	48	24-Sep-2024	23-Oct-2024 11:59 PM	





### **Shortlisted Firms**

Home portunities **Shortlisted Firms** 

Awarded Contracts

Deadline for Submission of

TA Claims Partner Consultant Tutor

View

### **Shortlisted Firms**

ADB makes this information available for consultants who may wish to deal directly with a shortlisted Consultant. Consultants interested in participating as a joint venture partner or sub-consultant entity with a shortlisted consultant should not contact ADB but should get in touch with the consultant directly. Filter on specific contracts by ticking the appropriate checkboxes. Only projects for which the deadlines for submitting proposals have not yet expired will be shown.

Click the All Selections to filter to specific shortlisted Consultants by entering search parameters and clicking Search.

Ongoing Requests for Proposals All Selections

ADB Consultant Management System

Refine by	Clear All
<u>Country</u>	
Select All   Select None	
Regional (2)	
☐ Bangladesh (2)	
Cambodia (1)	
China (1)	
☐ India (1)	
Myanmar (1)	
☐ Nepal (3)	
☐ Philippines (1)	
Solomon Islands (1)	
☐ Vanuatu (2)	
Sector	
Select All   Select None	
Agriculture, natural resources and rur development (2)	ral 🛕
Education (4)	
☐ Energy (2)	
Finance (0)	
☐ Health (3)	
☐ Industry and trade (0)	
☐ Information and communication tech	nology

Country	Project	Sector	RFP Issuance Date	Proposals (Manila local time)	Shortlist
	LOAN No. 3984: Yangon City Water Resilience Project - CS-01 Project Management Consultant (52176-001)	Water and other urban infrastructure and services	27-Jan-2021	05-Dec-2024	· i
Regional	LOAN No. 4233: Greater Mekong Subregion Border Areas Health Project (53290-001)	Health	23-Sep-2024	08-Nov-2024	1
Philippines	LOAN No. 0117: Consulting Services for the Project Management Consultant of the Bataan – Cavite Interlink Bridge (BCIB) Project (52310-001)	Transport	25-Sep-2024	07-Nov-2024	
India	LOAN No. 57213-001: Sustainable, Inclusive, and Climate-Resilient Tourism Development at Tehri Lake Area	Agriculture, natural resources and rural development	13-Sep-2024	29-Oct-2024	
	LOAN No. 4403: Senior Secondary Education Improvement Project - CS02 Engineering Design and Construction Supervision (55050-002)	Education	24-Sep-2024	29-Oct-2024	···
China	LOAN No. 4358: Project Management Consultants (including training and knowledge management) of Shanxi Low-Carbon and Inclusive Rural Development Project (53078-001)	Energy	29-Aug-2024	23-Oct-2024	<b> </b>
Cambodia	GRANT No. 0869: Sustainable Coastal and Marine Fisheries Project, Technical Support Service (TSS) for FiA PMU, SCMFP FIA/CS-01 (53261-001)	Agriculture, natural resources and rural development	06-Sep-2024	22-Oct-2024	1
Vanuatu	LOAN No. 54045-001: Supporting the Delivery of Skills Development Project - CS-03 TVET Institutional Strengthening and Twinning	Education	22-Aug-2024	21-Oct-2024	1
	TA No. 10203: Dhaka Power System Expansion and Strengthening Project - Activity 3: Provide Knowledge and Networking Support (55040-001)	Energy	10-Sep-2024	18-Oct-2024	
	TA No. 10285: Strengthening Universal Health Coverage through Health Insurance - Firm to Conduct Studies on National Health Insurance Program, Social Security Fund, and Feasibility and Readiness of Health Facilities for Empanelment (57204-001)	Health	27-Sep-2024	14-Oct-2024	····
Nepal	TA No. 10012: Supporting the School Education Sector Plan - Annual Fiduciary Review Firm (49424-002)	Education	27-Sep-2024	14-Oct-2024	
Nepal	TA No. 10151: Consulting Firm (55002-001)	Public sector management	16-Sep-2024	11-Oct-2024	·
	TA No. 10168: Accessible Assistive Technology for Promoting Health, Well-being, and Gender Equality in South Asia - Assistive Technology Firm (57070-001)	Health	26-Sep-2024	11-Oct-2024	ii S





### **Awarded Contracts**



Desta Carral

Home Consulting Opportunitie ed Firms Awarded Contracts

### **Awarded Contracts - Consulting Services**

This page lists the consulting firm contracts awarded for consulting services. ADB makes this information available for public disclosure. Filter on specific contracts by ticking the appropriate checkboxes. By default, contracts awarded in the last 365 days are displayed. The search range can be further adjusted by clicking **Change Filter**.

Click the **Advanced Search** to filter to specific consulting firm contracts by entering search parameters and clicking Search.

Basic Search	Advanced Search	
Refine by		Clear All
Contract Date		
From <b>01</b> -		
	Sep-2024	
Cl	nange Filter	
Project Cou	<u>ıntry</u>	
Select All   Se	lect None	
☐ Regional	(143)	_
Armenia	(6)	
<ul> <li>Azerbaija</li> </ul>	n (1)	
☐ Banglade	esh (4)	
☐ Cambodi	a (3)	
China (1	9)	
☐ Fiji (1)		
Georgia	(3)	
☐ India (26		
☐ Indonesi		
	. ,	•
Sector		
Select All   Se	last None	
☐ Agricultu	re, natural resources an	d rural (35)

					0	Previous 1-20 V	INCAL ZU
Country	Project Name	Executing Agency	Consultant Name	Contract Date	Contract Amount (USD)		View Details
Regional	TA-10123 REG: District Heating Engineering Firm (UZB: Bukhara District Heating Network) (57147-001)	Asian Development Bank	Joint venture between URBAN TECHNOLOGY ALLIANCE LP (United Kingdom) and Social Finance Advisors LLC (Uzbekistan)	30-Sep-2024	291,440.00	Energy	
Regional	TA-6785 REG: KGZ Evidence-based research on climate change adaptation, food security and energy transition (54121-001)	·	Joint venture between ISDC - International Security and Development gGmbH (Germany) and University of Central Asia (Kyrgyz Republic)	30-Sep-2024		Public sector management	
Sri Lanka	TA-6609 SRI: Small and Medium-Sized Enterprises Line of Credit Project - Firm 3: ICT Service Provider-Tea (49273-001)	Ministry of Finance, Economic Stabilization and National Policies, Ministry of Plantation	CICRA Solutions (Pvt) Ltd (Sri Lanka)	27-Sep-2024	327,387.00	Finance	<u></u>
Regional	TA-6744 REG: Accelerating the Clean Energy Transition in Southeast Asia - Development of carbon capture and storage and utilization solutions (55124- 001)	Asian Development Bank	Karbon Korea (Korea, Republic of)	26-Sep-2024	773,189.00	Energy	···
India	TA-10116 IND: 1C - TOD Cell for MOHUA Support - 1C - TOD Cell for MOHUA Support (56090-001)	Ministry of Housing and Urban Affairs	Institute of Urban Transport (India) (India)	25-Sep-2024		Water and other urban infrastructure and services	
Regional	TA-10069 REG: Smart and Livable Cities in Southeast Asia - Scoping Study and Implementation for Growing Resilience and Ensuring Equality in Nusantara (56132- 001)	·	ENVIROSOLUTIONS & CONSULTING LIMITED (Hong Kong, China) in association with Mulawarman University (Indonesia)	21-Sep-2024	,	Water and other urban infrastructure and services	i i i
Regional	TA-9896 REG: Supporting the Operational	Asian Development Bank	The Open University (United Kingdom)	19-Sep-2024	50,146.00	Multisector	



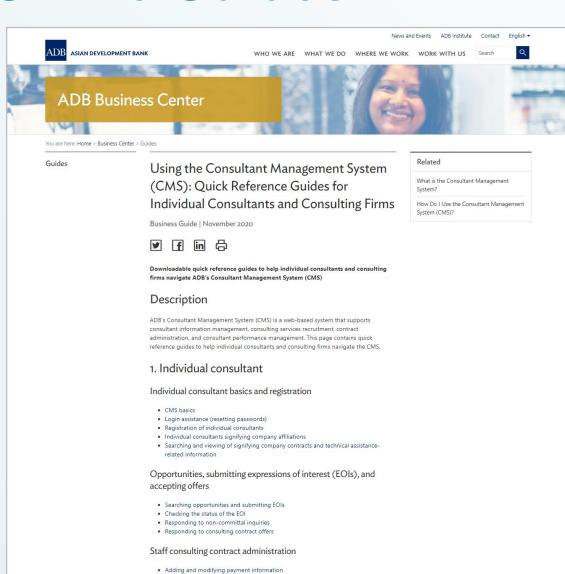




### **Online Guides**

· Submission of deliverables

Submission of claims for time-based contracts
 Submission of claims for lump-sum contracts.



### consultanttutor.adb.org

### 2. Consulting firm

### Consulting firm basics and registration

- CMS basics
- · Login assistance (resetting passwords)
- · Registration of consulting firms
- · Managing consulting firm profiles
- · Affiliating an individual consultant to a firm
- Searching and viewing of signifying company contracts and technical assistancerelated information

### Opportunities, submitting expressions of interest (EOIs) and accepting offers

- Searching opportunities and submitting EOIs
- · Checking the status of the EOI

### Requests for proposals (RFP) and negotiating contracts

- · Read this First! Tips for responding to RFPs
- · Responding to request for proposals
- Creating technical proposals
- Creating financial proposals
- · Sending clarification and submitting proposals
- · Negotiating contracts for consultants

### Staff consulting contract administration

- · Adding and modifying payment information
- Guide in submitting advances for individual staff consultants engaged through a firm
- · Submitting contract variation requests





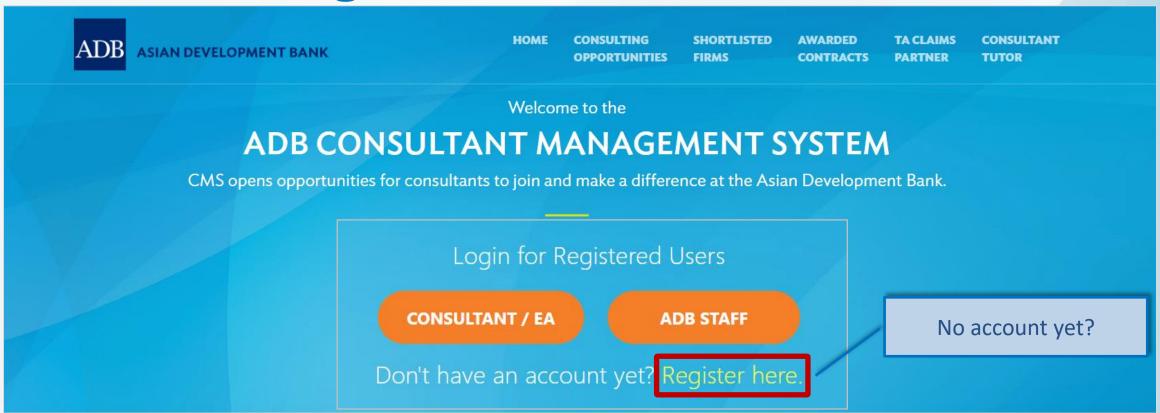


# 12TH ASIAN DEVELOPMENT BANK BUSINESS OPPORTUNITIES FAIR 2024 9-10 OCTOBER 2024 | 9 A.M. to 5 P.M. | ADB HEADQUARTERS, MANILA



# **Consultant Registration**

# **Consultant Registration**



### **Advisory**

Due to scheduled maintenance, CMS will be unavailable on Saturday, 28 September 2024 from 1 p.m. until 5 p.m. (Manila time). For inquiries, please contact cmshelp@adb.org.





# **CMS** Registration



All Individual Consultants must:

- Be a citizen of an ADB member country\*
- Be competent and qualified for the work they are recruited to perform
- Not be on any ADB sanction or suspension list due to integrity

All Consulting Firms must:

- Be legal entities that have the capacity to enter into binding enforceable contracts with
- Be incorporated or legally established in an ADB mem country\*



### **Executing Agencies**

Executing Agencies (EAs) are government or non-government

Choose account type to proceed with registration

To request an EA account for posting







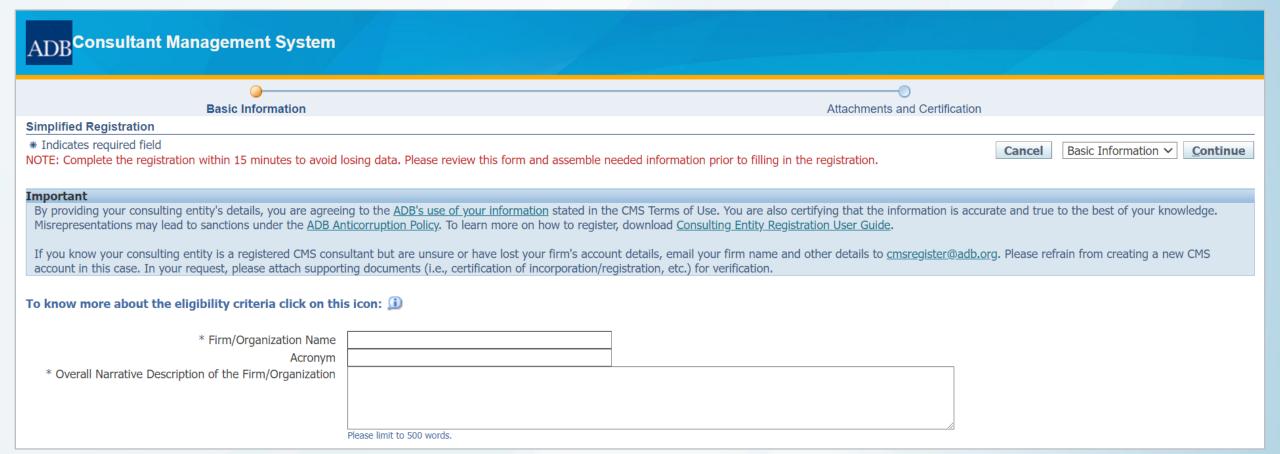
# **Registration Tips**

- Take note of all required fields marked with asterisk
- Ensure that information are ready and at hand before starting the registration process
- Complete the registration within 15 minutes to avoid losing entered information





### **Firm Basic Information**









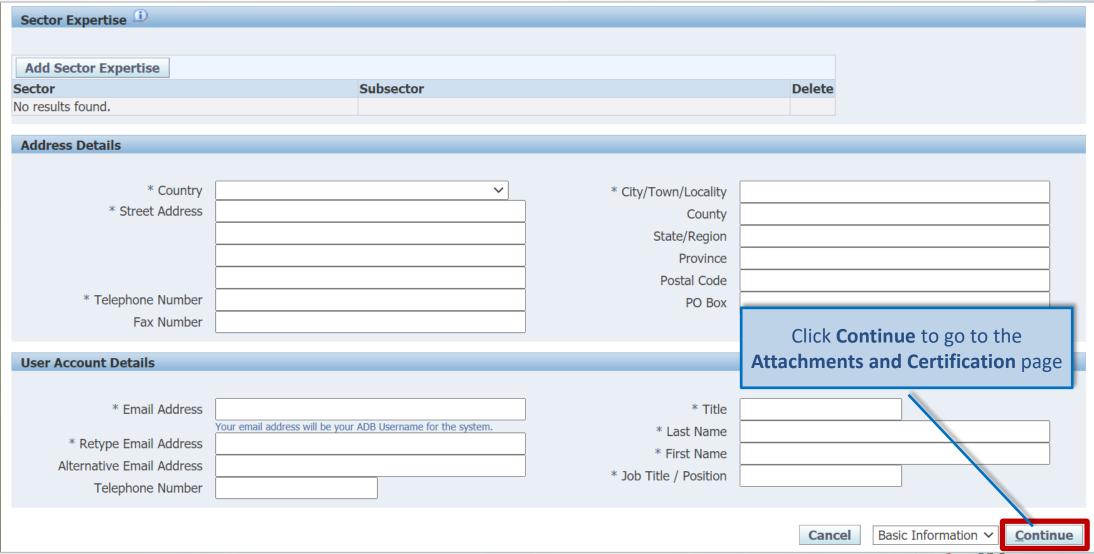
### **Basic Information**

### Firm/Organization Information By providing the incorporation/registration details below, you are agreeing to submit copies of your registration documents, at ADB's request. If the Country of Incorporation/Registration you have selected below is not among the list of ADB member countries then you are only allowed to express interest in opportunities open to non-member countries defined as part of project requirements. \* Country of Incorporation/Registration If your organization is incorporated in one country and registered to do business in one or more countries, the information ADB requires is the country of incorporation. \* Year of Incorporation/Registration Incorporation Document or Registration Number Number of projects completed from year of incorporation/registration \* Type of Organization O International National \* Number of permanent full-time professional staff \* Has your organization ever been engaged by ADB? O No \* Is your organization a government-owned enterprise O Yes O No or institution? To see notice for government-owned institution, If yes, please enter details below. click on this icon: Is your organization legally and financially autonomous? O No Does your organization operate under commercial law? O No \* Has your organization been convicted of an O Yes O No integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion? If yes, please enter details below. To support your explanation further, attach the relevant documents using "References" document category in the next step of your registration.



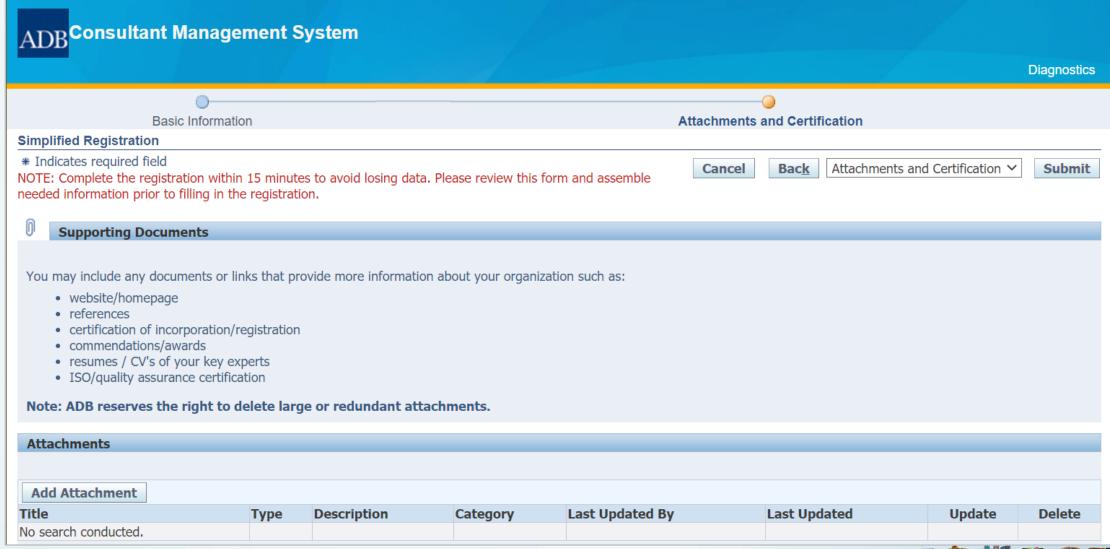


### **Basic Information**





### **Attachments and Certification**





### **Attachments and Certification**

Registration Comments					
You have reached the end of the si registration procedure.	simplified registration procedure. W	Ve would appreciate receiving your	comments regarding ou	ır	
				Simplified Registration complet after successfully clicking <b>Subm</b>	
and submitting this registrate complete and correct to the investigate, verify and make or material omission made has Interest (EOI) related to this the termination of any contra	tion. I further certify on behalf of to best of my knowledge and belief. In inquiries related to the information therein, or in any other document re Is registration, the nullification of an eract related to this registration, and	In this registration (the "firm"), particular the firm and myself that the information on behalf of the firm and myself, I understand an equested by ADB, may result in the any Request for Proposals (RFP) or Ad/or the imposition of sanctions against without any liability to ADB and	ation provided herein is to hereby permit and auth d accept that any misrep rejection of any Express Proposals related to this in hinst me and/or the firm,	true, horize ADB to epresentation ssion of registration, n, as	
* Name  * Position in the Organization					
			Cancel	Back Attachments and Certification ✓ Su	ıbmit
About this Page		Diagnostics		Copyright (c) 2006, Oracle. All rights	s reserve

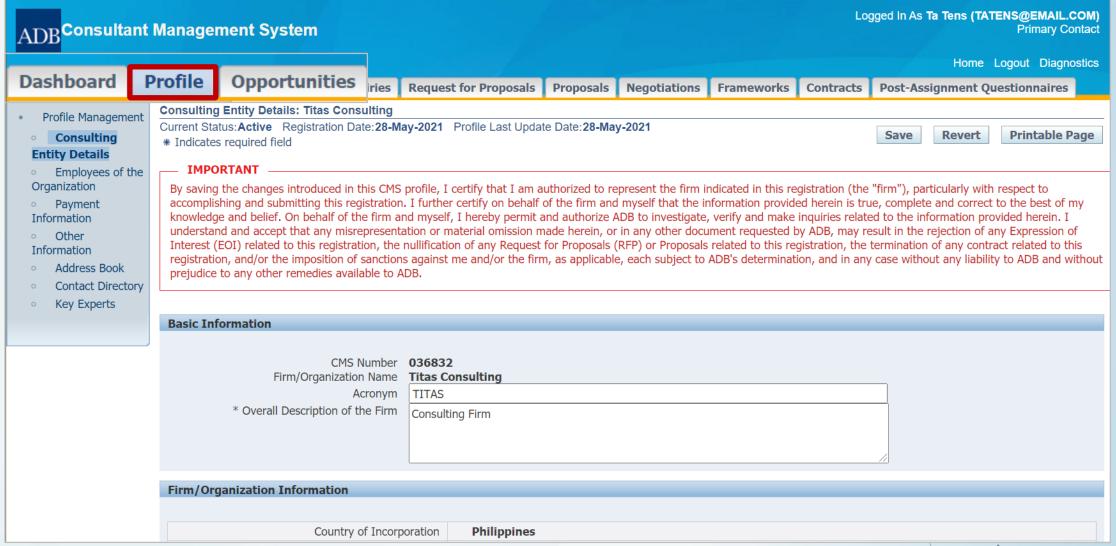


# **CMS TIP: Complete your Profile Information**

- You can select information to be highlighted in your Expressions of Interests
- Your CMS Profile can be used as your CV/Company Information
- ADB staff can search for specific registered consultants in the CMS database



### **Profile tab**







### **CMS** Account Affiliations

- Firm with an Individual Consultants
- Individual Consultants with a Firm
- Firm with Another Firm





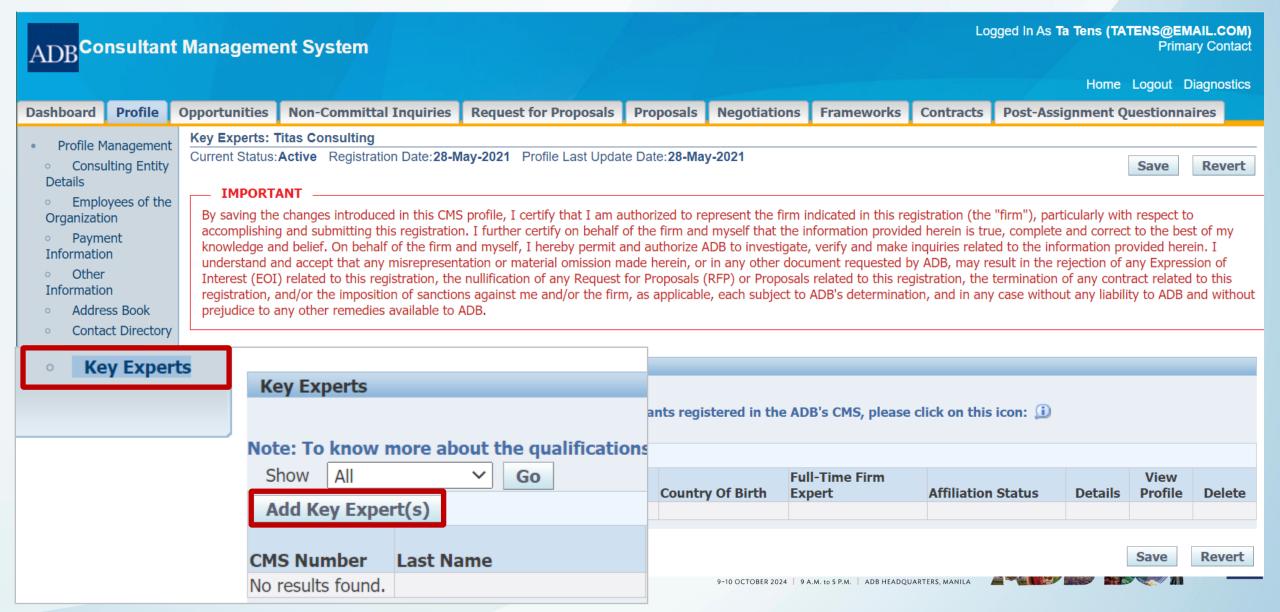


### 12TH ASIAN DEVELOPMENT BANK BUSINESS OPPORTUNITIES FAIR 2024 9-10 OCTOBER 2024 | 9 A.M. to 5 P.M. | ADB HEADQUARTERS, MANILA



# Firm with an Individual Consultant

# Affiliating Firm with an individual Consultant



# Firm Key Experts screen

# \* Irdicates required field Signifying affiliation with an expert requires CMS registration for both parties. If the expert is not registered in CMS or you are unsure as to this fact, you may still proceed by choosing "No" to the question below, "Is the expert registered in CMS? \*\* CMS Number \*\* CMS Number \*\* Last Name \*\* First Name \*\* Country of Birth \*\* Country of Birth \*\* Country of the Firm? \*\* Yes \*\* No Click "OK" to send an affiliation request to the expert. If the expert name you entered above is different from the name appearing in the expert's CMS Registration Profile, the latter name will be used instead upon confirmation of the affiliation request.

Make sure all details are correct







### Individual Consultant's Dashboard

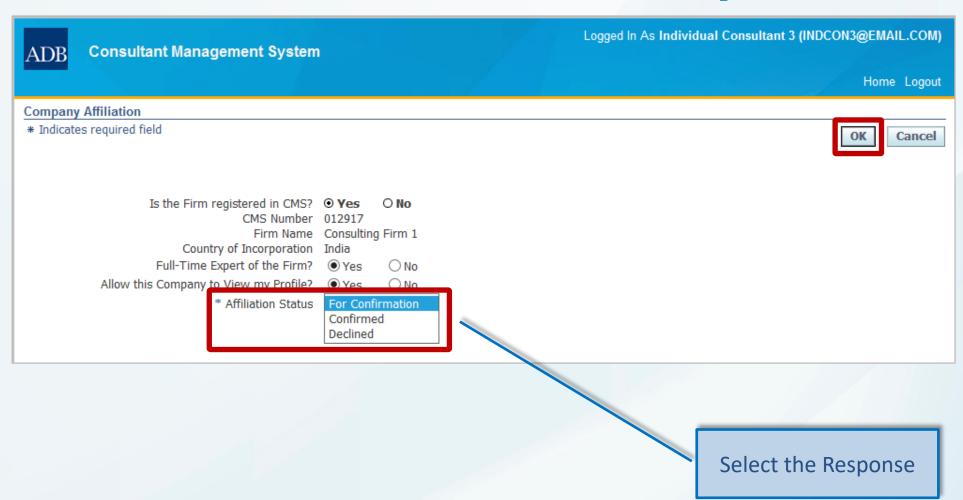
Home Logout Dashboard Profile Opportunities Non-Committal Inquiries Negotiations Contracts Post Assignment Questionnaires ▼TIP The Dashboard serves as a convenient starting point to directly access pending CMS tasks and online help and References references. Please remember to save your data every 15 minutes to avoid losing changes due to system Guidelines on the Use of Consultants timeout. For inquiries, contact cmshelp@adb.org. Project Administration Instructions Consulting Services Operations Manual ATTENTION: Please limit your choice of currency with regard to Non-Committal Inquiry or Proposals to the following: "AUD", "CAD", "EUR", "GBP", "JPY", "NZD", "PHP" or "USD". This applies only for ADB-Administered Selections. For more **Quick Reference Guides** information, click here. CMS Basics Searching Opportunities and Submitting Action Items Go To Responding to Non-Committal Inquiries Project Task Date Type Status Negotiating Contracts for Consultants 09-Mar-2018 Profile CMS 012917 Consulting Firm 1 Affiliate Individual Adding and Modifying Payment Information Trainings Video: Responding to Non-Committal Inquiries for Individual Consultants in Dashboard Profile Opportunities Non-Committal Inquiries Negotiations Contracts Post Assignment Questionnaires Home Logout Copyright (c) 2006, Oracle. All rights reserved







# Individual Consultant's Response











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# **Individual Consultant with a Firm**

# Affiliating Individual Consultant with a Firm





# **Company Affiliation screen**

### **Company Affiliation** \* Indicates required field Cancel Signifying affiliation with a firm requires CMS registration for both parties. If the firm is not registered in CMS or you are unsure as to this fact, you may still proceed by choosing "No" to the question below, "Is the firm registered in CMS?". ○ No \* CMS Number \* Firm Name \* Country of Incorporation Full-Time Expert of the Firm? ○ No Allow this Company to View my Profile? ○ No Click "OK" to send an affiliation request to the Firm. If the firm/organization name you entered above is different from the name appearing in the firm's CMS Registration Profile, the latter name will be used instead upon confirmation of the affiliation request.

Make sure all details are correct





### Firm's Dashboard

▼TIP The Dashboard serves as a convenient starting point to directly access pending CMS tasks and online help and references. Please remember to save your data every 15 minutes to avoid losing changes due to system timeout. For inquiries, contact cmshelp@adb.org.

**ATTENTION:** Please limit your choice of currency with regard to Non-Committal Inquiry or Proposals to the following: "AUD", "CAD", "EUR", "GBP", "JPY", "NZD", "PHP" or "USD". This applies only for ADB-Administered Selections. For more information, click here.

Dashboard | Profile | Opportunities | Non-Committal Inquiries | Request for Proposals | Proposals | Negotiations

### 

### References

Contracts

<u>Guidelines on the Use of Consultants</u> <u>Project Administration Instructions</u> <u>Consulting Services Operations Manual</u>

Post Assignment Ques

### **Quick Reference Guides**

<u>Tips for Responding to Request for</u> Proposals

CMS Basics

Managing Consulting Firm Profiles
Searching Opportunities and Submitting
EOIs

Responding to Request for Proposals
Creating Technical Proposals
Creating Financial Proposals
Verify and Submit Proposals
Negotiating Contracts for Consultants
Adding and Modifying Payment
Information

### Trainings

<u>Video: Responding to RFPs and</u> <u>Preparing & Submitting Proposals for</u> <u>Firms in CMS</u>

Dashboard Profile Opportunities Non-Committal Inquiries Request for Proposals Proposals Negotiations Contracts Post Assignment Questionnaires Home Logout

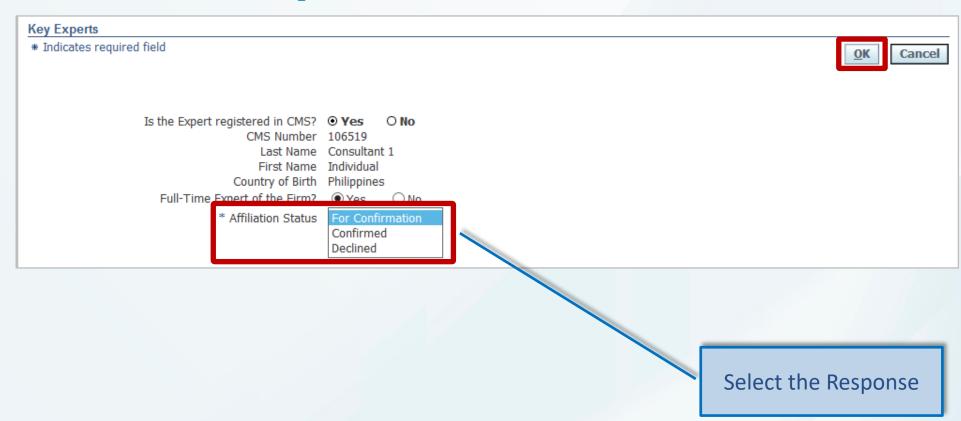
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# Firm's Response











### 12TH ASIAN DEVELOPMENT BANK BUSINESS OPPORTUNITIES FAIR 2024

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# Firm with another Firm

# Affiliating Firm with another Firm



# Affiliate organization screen

# # Indicates required field Signifying affiliation with a firm requires CMS registration for both parties. If the firm is not registered in CMS or you are unsure as to this fact, you may still proceed by choosing "No" to the question below, "Is the firm registered in CMS?". Is the firm registered in CMS? \* CMS Number \* Consulting Firm 1 \* Country of Incorporation India \* Country of Incorporation India \* CMS Registration Profile, the latter name will be used instead upon configuration request.

Make sure all details are correct





### Firm's Dashboard

**Consultant Management System** 

Logged In As Consulting Firm 1 (CONFIRM1@EM

Hor

Profile Opportunities Dashboard

Non-Committal Inquiries

Request for Proposals Proposals

Negotiations Contracts

Post Assignment Ques

references. Please remember to save your data every 15 minutes to avoid losing changes due to system timeout. For inquiries, contact cmshelp@adb.org.

ATTENTION: Please limit your choice of currency with regard to Non-Committal Inquiry or Proposals to the following: "AUD", "CAD", "EUR", "GBP", "JPY", "NZD", "PHP" or "USD". This applies only for ADB-Administered Selections. For more information, click here.

### Action Items

Date	Туре	Project		Go 1 Tas
12-Mar-2018	Profile	CMS 012 Consulting Firm 2	Affiliate Organization	æ

### References

Guidelines on the Use of Consultants Project Administration Instructions Consulting Services Operations Manual

### **Ouick Reference Guides**

Tips for Responding to Request for Proposals

CMS Basics

Managing Consulting Firm Profiles Searching Opportunities and Submitting

Responding to Request for Proposals Creating Technical Proposals

Creating Financial Proposals

Verify and Submit Proposals

Negotiating Contracts for Consultants Adding and Modifying Payment

Information

### Trainings

Video: Responding to RFPs and Preparing & Submitting Proposals for Firms in CMS

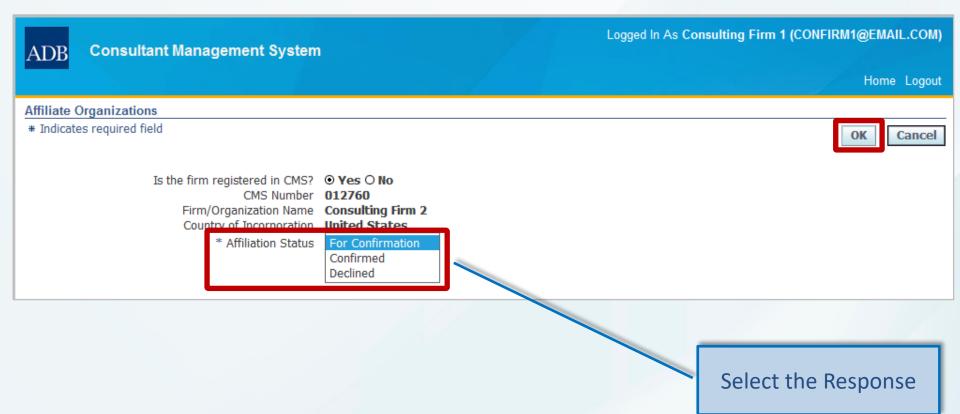
Dashboard Profile Opportunities Non-Committal Inquiries Request for Proposals Proposals Negotiations Contracts Post Assignment Questionnaires Home Logout Copyright (c) 2006, Oracle. All rights reserved.







# Firm's Response













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# **Payment Information**

### **Payment Information**

**Opportunities** 

Profile ManagementConsultant DetailsWork Experience

**Dashboard** 

**Profile** 

Credentials

PaymentInformation

Other Information

Payment Information: INDIVIDUAL CONSULTANT

**Non-Committal Inquiries** 

Current Status: Active Registration Date: 10-Jan-2017 Profile Last Update Date: 18-Jul-2024

**Negotiations** 

#### IMPORTANT

By saving the changes introduced in my CMS profile, I certify that the information provided herein is true, complete and correct to the best of my knowledge and belief. I hereby permit and authorize ADB to investigate, verify and make inquiries related to the information provided herein. I understand and accept that any misrepresentation or material omission made herein, or in any other document requested by ADB, may result in the rejection of any Expression of Interest (EOI) related to this registration, the nullification of any Non-Committal Inquiry (NCI) related to this registration, the termination of any contract related to this registration, and/or the imposition of sanctions against me, each subject to ADB's determination, and in any case without any liability to ADB and without prejudice to any other remedies available to ADB. I understand that my CMS profile may be seen and reviewed by firms that I choose to affiliate with in CMS.

Contracts

**Frameworks** 

#### **Payment Information**

Note: Information displayed here can be accessed by ADB Anticorruption and Integrity Office in case of investigation of allegation of fraud, corruption or money laundering.

#### **Add Payment Information**

Currenc	y Bank Account Name	Bank Name	Bank Account Number	Payment Method	Status	Details	Delete
USD	INDIVIDUAL CONSULTANT	BANK OF AMERICA, N.A.	488064258290	ELECTRONIC	✓ Active		
USD	INDIVIDUAL CONSULTANT	BANK OF AMERICA, N.A.	488064258290	ELECTRONIC	Deactivated		



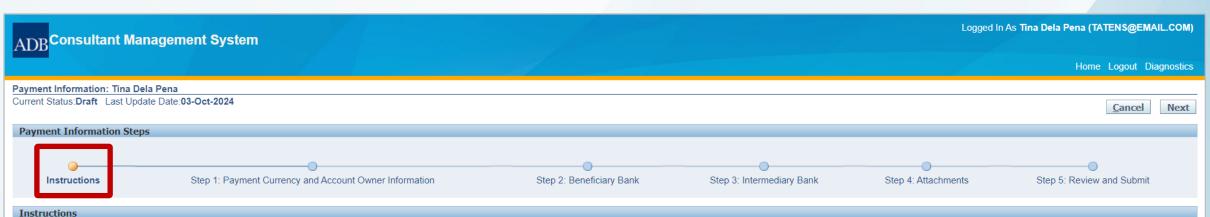
**Post-Assignment Questionnaires** 







# **Payment Information**



#### Read this first before entering your payment information!

About this Page

- 1. This platform serves as a convenient tool for you to enter and submit your payment information. Should ADB engage you or your firm for consulting assignments, any claims or advance payments will be transferred directly to the payment information you provide here
- 2. Please remember to save your data every 15 minutes to avoid losing changes due to system timeout.
- 3. Please note that you can only maintain one (1) verified or active payment information per currency. You may use the same payment account information (beneficiary bank, account name, and number) for each currency in the contract, provided the account can accept multi-currency remittances.
- 4. To finalize your contract, ensure that payment information details for each currency (e.g., one account for USD, one account for EUR, etc.) have been created and verified by ADB.
- 5. Ensure that the Bank Account Name and Address details you provide match those used when opening your bank account. Please provide complete and accurate information, ensuring that you (or your firm) are the direct beneficiary of the account.
- 6. Keep in mind that intermediary banks may deduct fees, and the fees and processing times can vary depending on the banks involved and specific transfer arrangements. For the most cost-effective intermediary bank option, we recommend checking with your bank representative.
- 7. Please ensure that the information recorded here is complete, accurate, and compliant with Anti-Money-Laundering regulations. We strongly recommend consulting with your bank representative for any concerns or required information when entering your payment details. ADB does not accept trust or 3rd party accounts of any sort and will not be responsible for any loss, damage, cost, or expense resulting from failure to follow these instructions.
- 8. For individual consultants, the account should be located in the country of nationality or country of residency. For consulting firms, the account should be held in the country of incorporation or the main office country of the firm. If these conditions are not met, you are required to provide a reasonable explanation before submitting your payment information.

You may click this link to watch a video on entering and submitting payment information.

To proceed with entering your payment information, mark the checkbox below and click the "Next" button to advance to the first step of providing your payment information.

☑ I have carefully reviewed and understood the provided instructions. I am ready to proceed with entering my payment information.

Cancel

Next

Home Logout Diagnostics

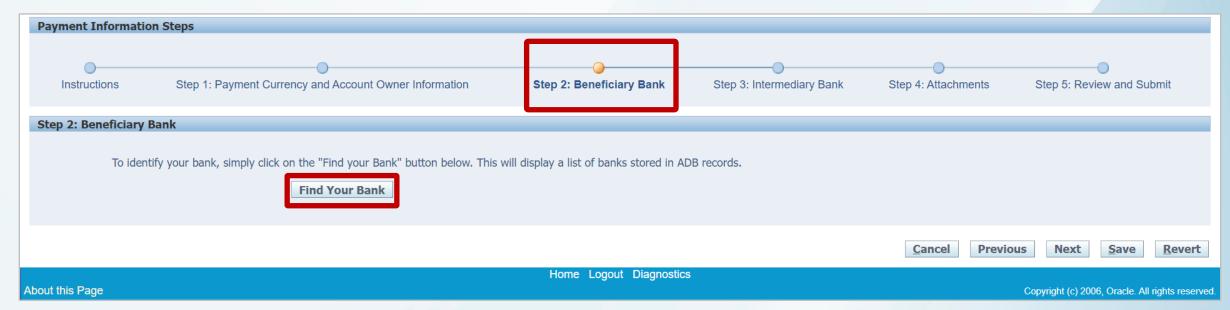






yment Information Steps								
<u> </u>		<u> </u>	_					
Instructions Step 1: Pa	yment Curren	cy and Account Owner Information	n	Step 2: Beneficiary Bank	Step 3: Intermediary B	ank Step	4: Attachments	Step 5: Review and Subn
ep 1: Payment Currency and A	count Owner	Information						
		ccount Number, Bank Account Name,						
		nal transfers, kindly input your bank	account nu	ımber in IBAN format. You can	use the following link to ve	rify the accuracy	of your IBAN accou	unt number:
https://www.iban.com/iban-ch	<u>iecker</u> .							
Kindly ensure that the info	rmation ente	red is complete, accurate, and th	hat you ar	e the direct beneficiary of t	he account in question.			
	_							
* Paymer	nt Currency	~						
* Bank Accou	unt Number							
* Bank Acc	count Name							
		nis should match the Account Holder Name regi	stered with yo	ur beneficiary bank.				
Account Owner Address								
	_							
Bu	ilding Floor				State/Province			
Bui	Iding Name				* Country			~
Building/U	Init Number				Post Code			
S	Street Name				Post Box			
>	* Town/City							
							Cancel Previo	ous Next <u>S</u> ave











Find Ba	ank								
								Select <u>C</u> ancel	
То	begin, enter	the bank country where your benef	iciary bank is located. You are required	to select your bank cou	ıntry in order to s	search and select your b	pank.		
		* Bank Country	United States	<b>v</b>					
Nex	kt, find your	bank by entering one or more search	ch parameters below. If your Swift BIC is	s only 8 characters, add	d "XXX" at the en	d. For example, if your	BIC is CITIUS33, search for CITIUS33)	XX.	
		Bank Name Swift BIC							
	Member ID (Routing Number)								
Clic	k the "Go" b	outton to start your search. You may	click "Clear" to clear your search paran	neters or click "Cancel"	to go back to pre	evious screen.			
			Go Clear						
							Previ	ous 1-10 V Next 10 2	
					Cle	earing System			
	Quick					Member ID (Routing			
Select		Bank Name ADAMS NATIONAL BANK	Alternate Bank Name ADAMS	Swift BIC PELPUS33XXX	<b>Code</b> USABA	Number) 054001314	Address	Bank Country United States	
0	<b>P</b>	ADAMS NATIONAL BANK	ADAIYIS	PELPUSSSAAA	USABA	034001314		United States	
0		AMERICAN BANK INC.	AMERICAN BANK		USABA	031302997	,,,,ALLENTOWN,PA,US,18104	United States	
	<b>=</b>	AMERICAN BANK INC.	AMERICAN BANK	AMENUS32XXX	USABA	123456789		United States	





#### Step 3: Intermediary Bank

For international transactions, when ADB or other banking institutions don't have a direct relationship with your bank, an Intermediary Bank, also known as Correspondent Bank, is necessary to facilitate the transfer.

By default, the option is set to "Yes" if your chosen currency is different from the domestic currency of your bank's country. You can select No if your bank does not require an intermediary bank based on instructions from your bank representative. Conversely, the option is set to "No" if your selected currency is the domestic currency of your bank's country. You can select Yes if your bank operates locally and requires an intermediary bank to facilitate payment receipt from international banks. If your selected currency is "USD" or "PHP" and your bank branch is in ADB Headquarters in Manila, Philippines, the option is preset to "No" and is not edited.

Do you need an intermediary bank for transmitting payments to your bank? Yes





Cancel

Previous

Next

Save

Revert







## **CMS TIP: Provide intermediary bank**

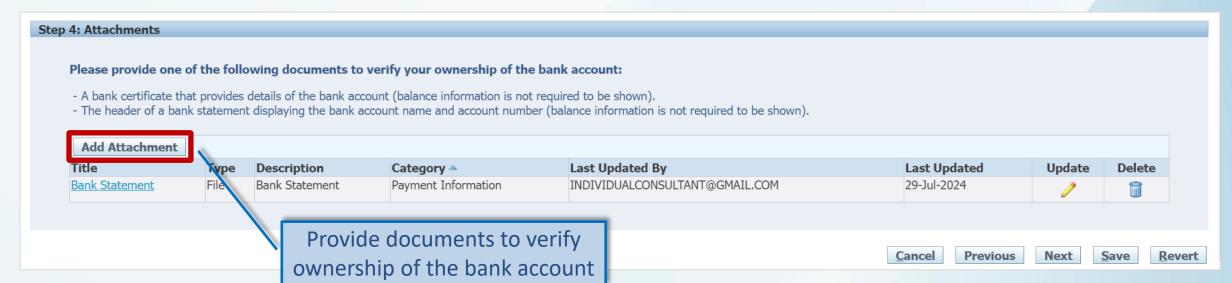
An intermediary bank is required when the currency referred to in your payment instructions is not the local currency of the country where the beneficiary bank is located (unless the indicated beneficiary bank is an ADB in-house bank). The intermediary bank is located in the country of the indicated payment currency. If the payment currency cannot be directly handled by the beneficiary bank, then payment will be coursed through the indicated intermediary bank. Transmittal charges will apply based on the specified intermediary bank.

# Why do I need it?

To avoid unapplied payments, delays and unnecessary transaction fees.



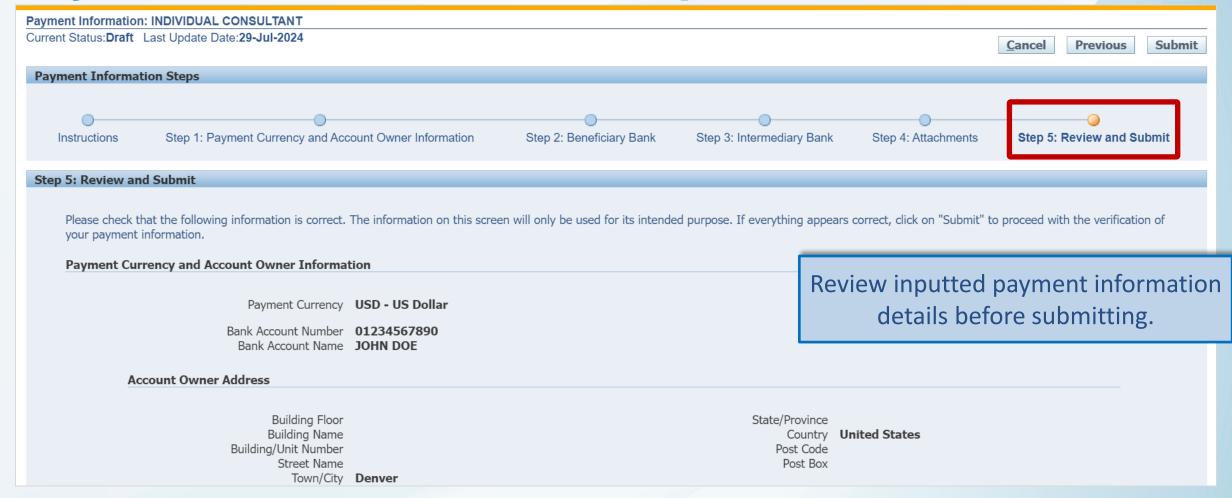






















### 12TH ASIAN DEVELOPMENT BANK BUSINESS OPPORTUNITIES FAIR 2024 9-10 OCTOBER 2024 | 9 A.M. to 5 P.M. | ADB HEADQUARTERS, MANILA

ADB

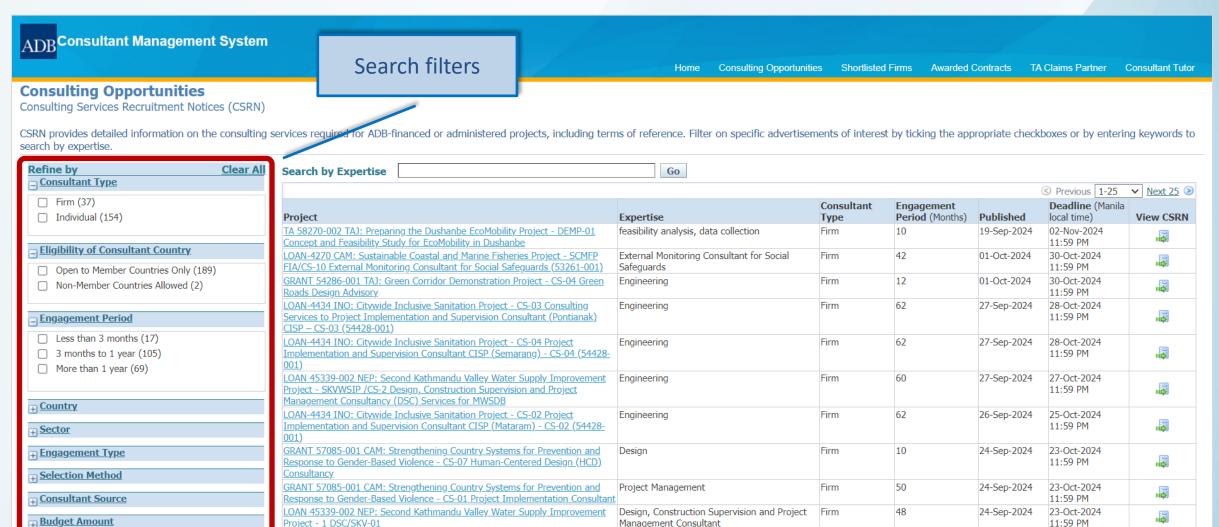
# **Consulting Opportunities**

# **Viewing Consulting Opportunities**

- csrn.adb.org (anyone)
- cms.adb.org (anyone)
- Opportunities tab in CMS (registered consultants)
- Weekly CSRN Weekly email notifications (actively registered consultants)



### Searching opportunities via http://csrn.adb.org









### Searching opportunities via http://csrn.adb.org

ADB Consultant Management System

Click the Project link to view the Project Data Sheet in adb.org

Home Consulting Opportunit

Click the **View CSRN** icon to view the consulting opportunity

ultant Tutor

#### **Consulting Opportunities**

Consulting Services Recruitment Notices (CSRN)

CSRN provides detailed information on the consulting services required for ADB-financed or administered projects, including terms of reference. Filter on specific advertisements of interest by ticking the appropriate checkboxes or by entering keywords to search by expertise.

Refine by Clear All Consultant Type	Search by Expertise	Go				20: 25	N + 25 🔘
☐ Firm (37) ☐ Individual (154)	Project	Expertise	Consultant Type	Engagement Period (Months)	Published	Previous 1-25  Deadline (Manila local time)	View CSRN
	TA 58270-002 TAJ: Preparing the Dushanbe EcoMobility Project - DEMP-01 Concept and Feasibility Study for EcoMobility in Dushanbe	easibility analysis, data collection	Firm	10	19-Sep-2024	02-Nov-2024 11:59 PM	B
☐ Eligibility of Consultant Country  ☐ Open to Member Countries Only (189)	LOAN-4270 CAM: Sustainable Coastal and Marine Fisheries Project - SCMFP FIA/CS-10 External Monitoring Consultant for Social Safeguards (53261-001)	External Monitoring Consultant for Social Safeguards	Firm	42	01-Oct-2024	30-Oct-2024 11:59 PM	
Non-Member Countries Allowed (2)	GRANT 54286-001 TAJ: Green Corridor Demonstration Project - CS-04 Green Roads Design Advisory	Engineering	Firm	12	01-Oct-2024	30-Oct-2024 11:59 PM	
☐ Engagement Period	LOAN-4434 INO: Citywide Inclusive Sanitation Project - CS-03 Consulting Services to Project Implementation and Supervision Consultant (Pontianak) CISP - CS-03 (54428-001)	Engineering	Firm	62	27-Sep-2024	28-Oct-2024 11:59 PM	ı.
Less than 3 months (17) 3 months to 1 year (105) More than 1 year (69)	LOAN-4434 INO: Citywide Inclusive Sanitation Project - CS-04 Project Implementation and Supervision Consultant CISP (Semarang) - CS-04 (54428- 001)	Engineering	Firm	62	27-Sep-2024	28-Oct-2024 11:59 PM	ı.B
	LOAN 45339-002 NEP: Second Kathmandu Valley Water Supply Improvement Project - SKVWSIP /CS-2 Design, Construction Supervision and Project Management Consultancy (DSC) Services for MWSDB	Engineering	Firm	60	27-Sep-2024	27-Oct-2024 11:59 PM	ı.B
+ Sector	LOAN-4434 INO: Citywide Inclusive Sanitation Project - CS-02 Project Implementation and Supervision Consultant CISP (Mataram) - CS-02 (54428-001)	Engineering	Firm	62	26-Sep-2024	25-Oct-2024 11:59 PM	- B
+ <u>Selection Method</u>	GRANT 57085-001 CAM: Strengthening Country Systems for Prevention and Response to Gender-Based Violence - CS-07 Human-Centered Design (HCD) Consultancy	Design	Firm	10	24-Sep-2024	23-Oct-2024 11:59 PM	ı.
+ Consultant Source	GRANT 57085-001 CAM: Strengthening Country Systems for Prevention and Response to Gender-Based Violence - CS-01 Project Implementation Consultant	Project Management	Firm	50	24-Sep-2024	23-Oct-2024 11:59 PM	i B
± Budget Amount	LOAN 45339-002 NEP: Second Kathmandu Valley Water Supply Improvement Project - 1 DSC/SKV-01	Design, Construction Supervision and Project Management Consultant	Firm	48	24-Sep-2024	23-Oct-2024 11:59 PM	i di







### Searching opportunities inside http://cms.adb.org



**HOME** 

CONSULTING OPPORTUNITIES

SHORTLISTED FIRMS

CONSULTANT

#### ADB CONSULTANT MANAGEMENT SYSTEM

CMS opens opportunities for consultants to join and make a difference at the Asian Development Bank.

Login for Registered Users

**CONSULTANT / EA** 

ADB STAFF

Don't have an account yet? Register here.

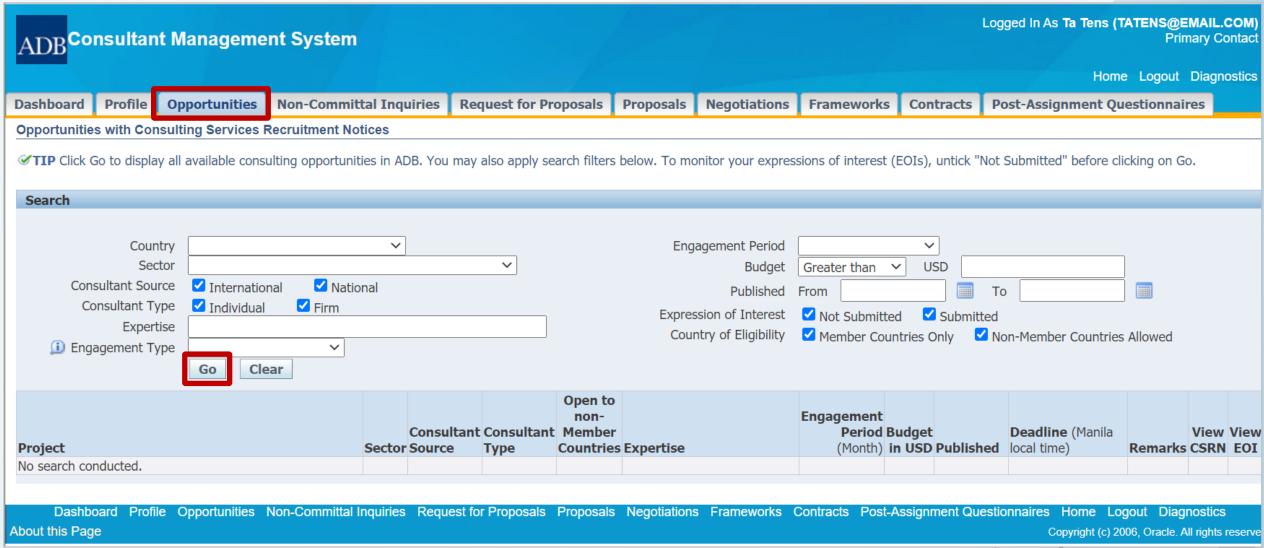
Claiming for a TA Contract? Visit **TA**Claims**Partner** ✓







### Searching opportunities inside CMS application











#### Searching opportunities via the CSRN Weekly email notification

CMS: Consulting Services Recruitment Notice (CSRN) Opportunities for the Week of 29 September 2024



Asian Development Bank Mailer <noreply@adb.org>

Sep 30 at 7:59 AM



Print Raw message



**CSRN** Weekly

#### Consulting Opportunities for the Week of 29 September 2024

The Consulting Services Recruitment Notice (CSRN) provides detailed information on the consulting services required for ADB financed or administered projects. Go to <a href="http://csrn.adb.org">http://csrn.adb.org</a> to see the complete list of advertisements.

You may also click on the Project name below for detailed information on the advertisement and to send your expression of interest or single-stage proposal for the assignment.

#### AGRICULTURE. NATURAL RESOURCES AND RURAL DEVELOPMENT

Project	Package Name	Consultant Type	Consultant Source	Selection Methods*	Engagement Type	Published Date	Submission Deadline
L OAN-4283 INO: Infrastructure Improvement for	CS09 Environment Field	Individual	National	ICS	Standard	23-Sep-202	2402-Oct-2024
Shrimp Aquaculture Project - CS09 Environment	Facilitator				Selection		
Field Facilitator (55020-001)							
L OAN-4283 INO: Infrastructure Improvement for	CS08 Social Field Facilitator	Individual	National	ICS	Standard	23-Sep-202	402-Oct-2024
Shrimp Aquaculture Project - CS08 Social Field					Selection		
Facilitator (55020-001)							
T A-10243 REG: Enhancing Environmental	Investing in Wildlife	Individual	National	ICS	Standard	24-Sep-202	4 30-Sep-2024
Sustainability through Inclusive, Integrated Solution	<u>s</u> Conservation through				Selection		
(formerly Mainstreaming Circular Economy	Enforcement, Livelihoods and						
Approaches for Sustainable Development) -	Tourism (WildINVEST) - Private						
Investing in Wildlife Conservation through	Sector Enterprise Development						
Enforcement, Livelihoods and Tourism (WildINVEST	) Specialist						





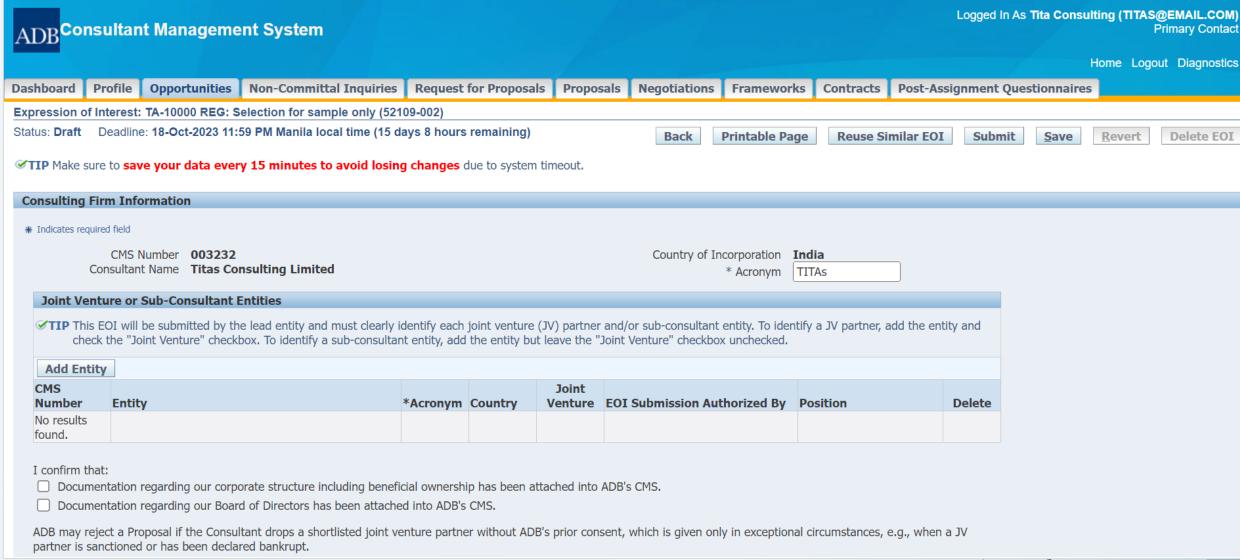
# Viewing the CSRN screen

Dashboard	Profile	Opportunities	Non-Committal Inquiries	Request for Proposals	Proposals	Negotiations	Frameworks	Contracts	Post-Assignment Question	naires	
TA-10000 REG	G: Selection	n for sample only	y (52109-002)								
Date Published	d: <b>03-Oct-2</b> 0	Deadline o	f Submitting EOI: 18-Oct-2023	11:59 PM Manila local time						Back	Express Interest
										Duck	Express Interest
<b>✓TIP</b> If inter	ested in this	assignment, click	k the "Express Interest" button	to get started.							
Profile Te	erms of Ref	ference Cost	Estimate								
Selection P				Re	view de	tails in					
				+b.c	d:fforo	nt taba					
		Consultant Type	Firm	LITE	differe	nt tabs.	So	ource <b>Interr</b>	national		
		Selection Method	Quality and Cost-Based Se	election (QCBS)			Technical Pro	posal <b>Simpl</b> i	ified Technical Proposal (STF	P)	
			Selection for sample only								
	I	Package Number	Package Name								
	Г.,	Advance Action					1.1	ımber <b>1000</b>			
		gagement Period Services Budget	USD 1,000,000			Ectimate	Approva d Commencement	Date 28-No			
	_	Budget Type	O Estimated	m		Latinate	a commencement	Date 15 IV	04 2023		
Ор	en to non-M	lember Countries	O Yes								
Additional I	nformation		Describility of southers to system sign	In account ADD consulting					and in institute within ADDI-		
			Possibility of contract extension						រុ so is justified within ADB's core rmance, and continued availabilit		
				funds.	.,	,				-,	
Specific o	consideration	ns for this assignn	nent, if any, are discussed here:	sample selection only							
	Possib	ility of considerat	ion for downstream assignment Country of assignment		own						
			COVID-19 Related Assignment	O Yes							
Contact Info	ormation		_								
			Ben Greenwald Procurement Specialist								
		Designation	Asian Development Bank								
		Email	bgreenwald@email.com								
										A.B.dl water	





#### **EOI** screen





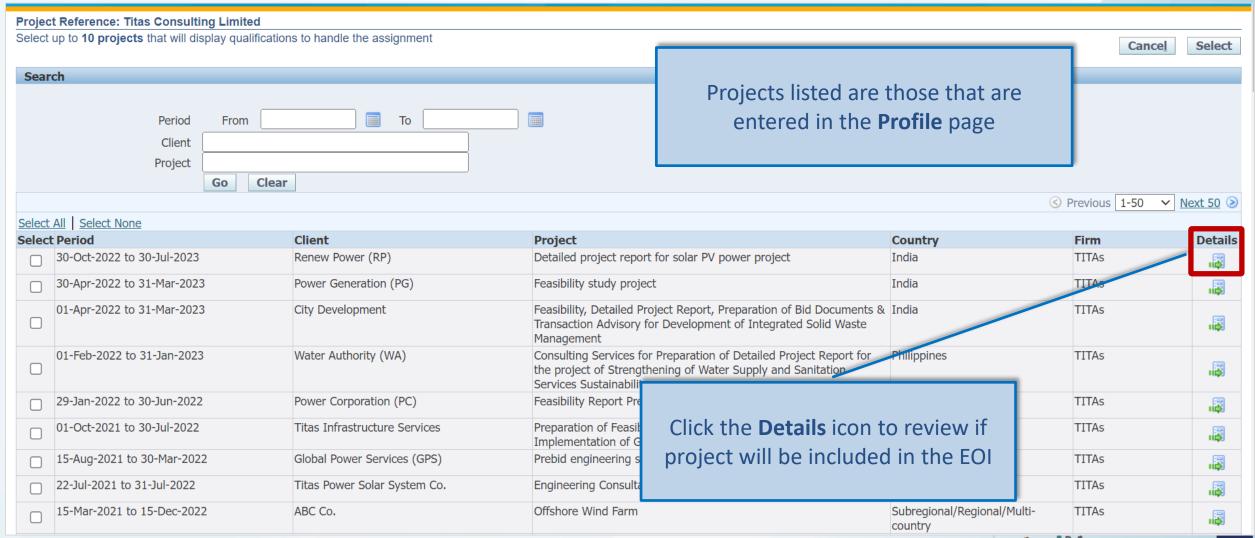




Assignment Specific Qualifications and Experience
<b>✓TIP</b> Your EOI shall demonstrate technical competence and geographical experience based on project references entered in Full registration under your CMS profile.
A. Technical Competence
<b>▼TIP</b> Cross-referencing the selected from your CMS profile projects, highlight the technical qualifications of your entity/ consortium in undertaking similar assignments.  * Provide details of past experience working with similar project authorities.
* B. Geographical Experience
✓TIP Cross-referencing the selected from your CMS profile projects, present experience in similar geographic areas.
C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)
* 1. Describe standard policies, procedures and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.
* 2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?
* 3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

* 4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/ replacements of personnel and to ensure the continuity of professional services once contracted.  * 5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident and life insurance coverage during the assignment.  D. Other Information (maximum of 500 words)  Add Projects that were added in the Profile screen  Project References  **IIP To see notice and instructions for Project References, click on this icon:  Details Period  Country  Firm  View Details Delete  Comments on Terms of Reference					//						
D. Other Information (maximum of 500 words)  Add Projects that were added in the Profile screen  Project References  Add Project References, click on this icon:  Add Project  Details Period Client Project Country Firm Details Delete No project found.	3	<sup>k</sup> 4. Describe standard policies, procedures	and practices that your firm has put in pla	ce to avoid changes/ replacements of personnel a	and to ensure the continuity of p	rofessional services on	ice contract	ted.			
D. Other Information (maximum of 500 words)  Add Projects that were added in the Profile screen  Project References  Add Project References, click on this icon:  Add Project  Details Period Client Project Country Firm Details Delete No project found.											
D. Other Information (maximum of 500 words)  Add Projects that were added in the Profile screen  Project References  Add Project References, click on this icon:  Add Project  Details Period Client Project Country Firm Details Delete No project found.											
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Add Project  Details Period Client Project Country Firm Details Delete  No project found.											
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Details Period Client Project Country Firm Details Delete No project found.											
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No project found.											
	De		Client	Project	Country	Firm	Details	Delete			
Comments on Terms of Reference											
	C	omments on Terms of Reference									
<b>✓TIP</b> This may include, but not limited to comments on clarity of the assignment's inputs, outcome and impact.	<b>⊚</b>	TIP This may include, but not limited to c	omments on clarity of the assignment's inp	outs, outputs, outcome and impact.	_						

# **Add Project Information**







### **Project Details**

#### ADB Consultant Management System

Logged In As Tita Consulting (TITAS@EMAIL.COM) **Primary Contact** 

**Project Details** 

Close

#### **Project Details**

Project Name / Activities Detailed project report for solar PV power

project

Country India

Location of Services Rendered 

Offsite

O Onsite

O Onsite/Offsite

Project Location within the Country Uttar Pradesh

Start Date 30-Oct-2022

Completion Date 30-Jul-2023

Type of Assignment • Continuous • Intermittent

Client Name Renew Power (RP)

Funding Source Self

Loan / TA / Grant No Number of Person-Months for the Entire Project 3

Total Value of Whole Project (in US\$)

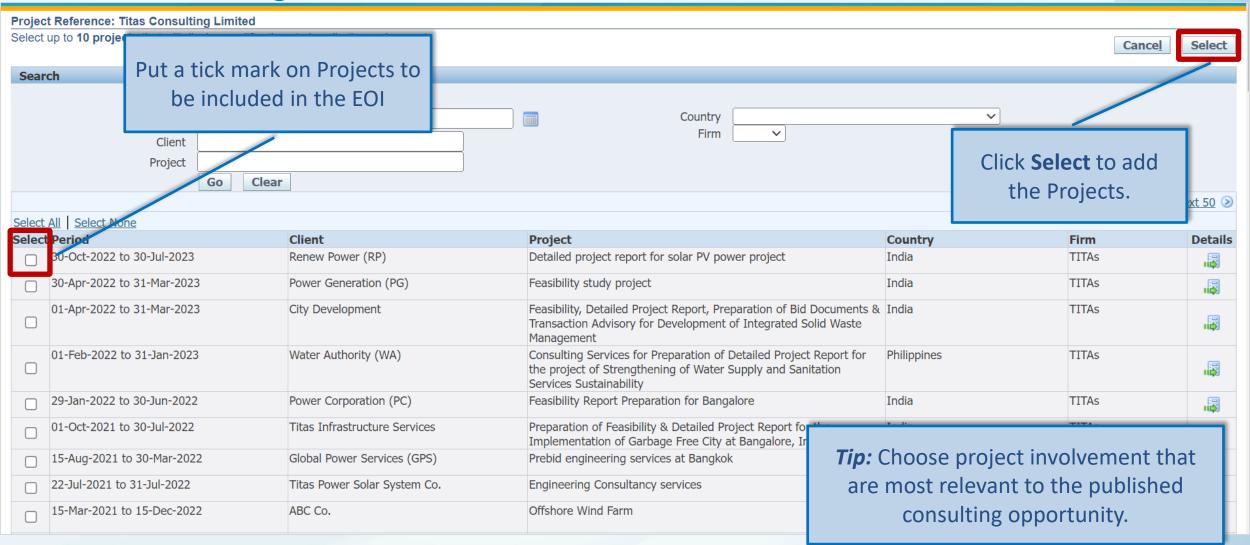
Brief Narrative Description of the Project Detailed project report for solar PV power project at Uttar Pradesh







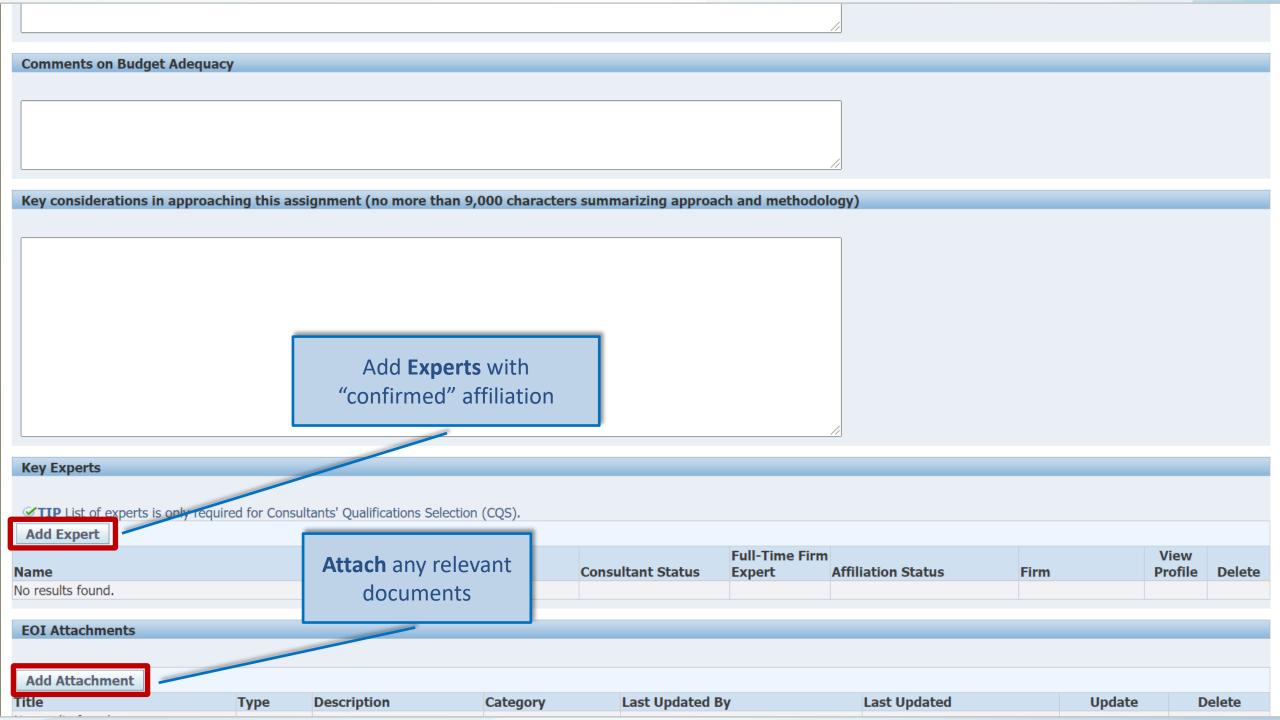
# Select Projects to be included in the EOI



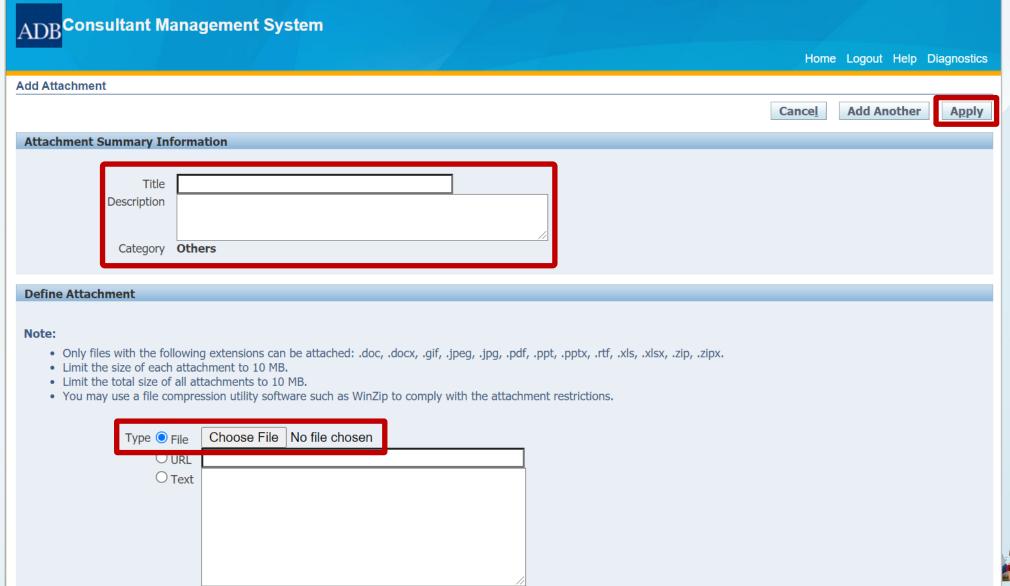








### Add Attachment screen









Elig	ibility Declaration	
We,	the undersigned, certify to the best of our knowledge and belief: We have read the advertisement, including the terms of reference (TOR), for this assignment. Neither the consulting firm nor its associate or any of its experts prepared the TOR for this activity. We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortic. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work predisqualified from short-listing and participation in the assignment. All consulting entities and experts proposed in this EOI are eligible to participate in ADB-funded, -supported and -administered active The consulting firm:  including all Joint Venture partners and associates, is not currently under any sanction by the ADB or any other multilateral dever	roduct under this assignment, our firm and the expert(s) will be ities.
	or at least one of its Joint Venture partners or associates, if any, is currently under sanction by the ADB or by another multilater  The consulting firm:  including all Joint Venture partners and associates, has never been convicted of an integrity-related offense or crime related to t	Read, review and tick the appropriate
	O or at least one of its Joint Venture partners or associates, if any, has been convicted of an integrity-related offense or crime relat To update your firm's declaration, go to your firm's CMS Profile and revise your response provided in "Organization has been convicted of an integration field.  We understand that it is our obligation to notify ADB should any member of the consortium become ineligible to work with ADB or described above.  All proposed associates are registered in ADB's Consultant Management System (CMS), and contact information contained in CMS is Associates, including all proposed consultants named in this EOI, have confirmed their interest in this activity in writing.  Associates, including all proposed consultants named in this EOI, have confirmed their eligibility to participate in this activity in writing Associates, including all proposed consultants named in this EOI, have authorized us in writing to represent them in expressing inte None of the proposed consortium are subsidiaries of and/or dependent on the Executing or the Implementing Agency or individuals We understand, confirm and agree that ADB has the right to conduct due diligence inquiries and verification checks on any informat We understand that any misrepresentation that knowingly or recklessly misleads, or attempts to mislead, may lead to the automatic and may result in further remedial action, in accordance with ADB's Anticorruption Policy.  We understand that, by submitting this EOI, our consulting entity, including joint venture partners, any associates, and nominated partners.	ng. rest in this activity. related to them. tion provided herein. trejection of the proposal or cancellation of the contract, if awarded,
	amended to date) and the Integrity Principles and Guidelines (2015, as amended from time to time), and we should observe the hig Our failure to comply may result in remedial actions, in accordance with ADB's Integrity Principles and Guidelines.	phest standard of ethics and integrity in all our ADB-related activities.

Reuse Similar EOI

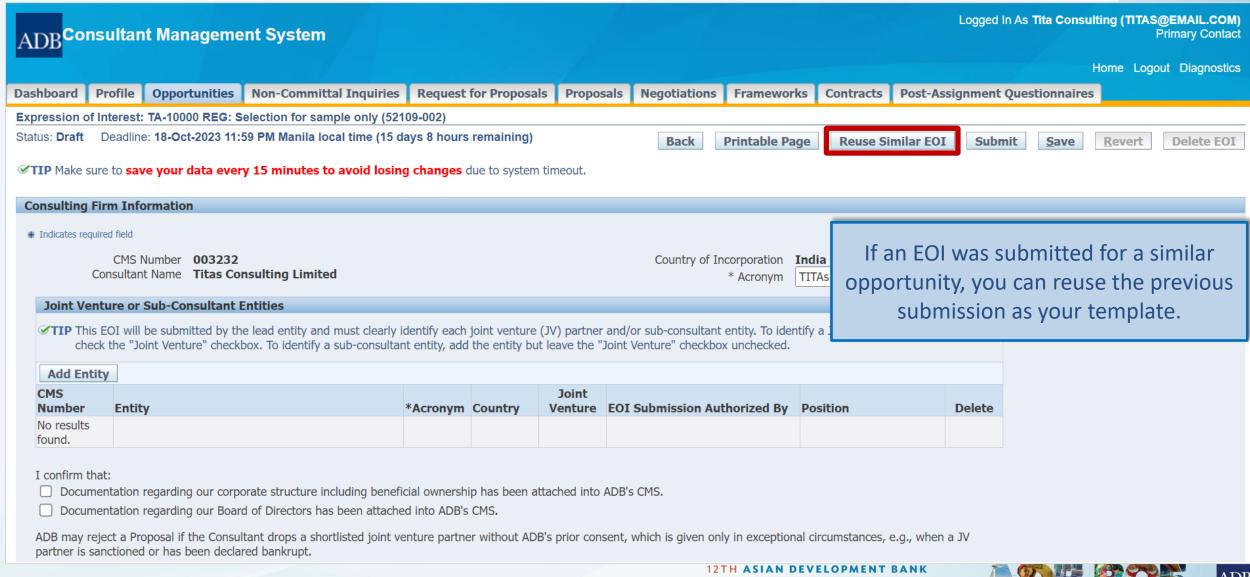
Back

Printable Page

Submit

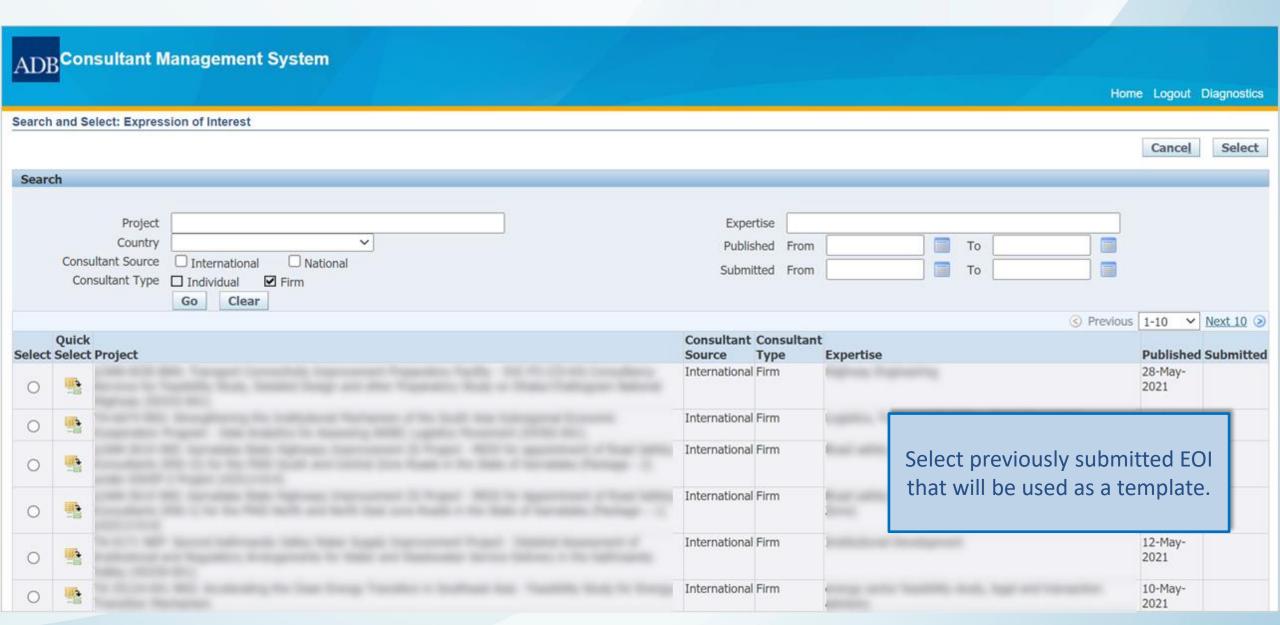
<u>Save</u> <u>Revert</u>

# Reusing similar EOI

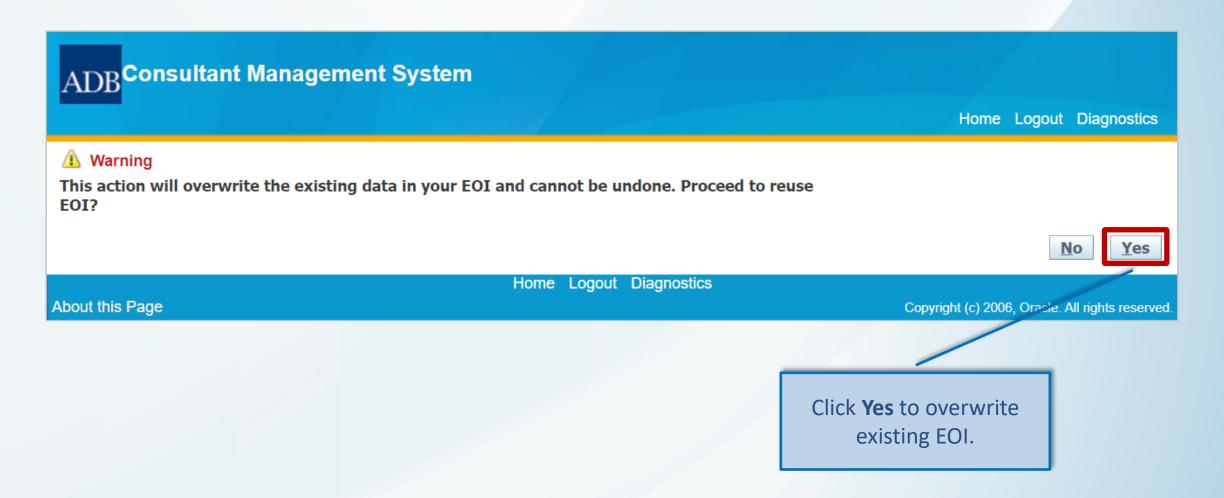




### Search and Select EOI screen



### Search and Select EOI screen









### Submitted EOI

Dashboard Profile

Opportunities | Non-Committal Inquiries | Request for Proposals

Expression of Interest: TA-9721 REG: Consulting Firm sample selection - (Firm) Initiating Consulta

Status: Being Evaluated Date Submitted: 27-Feb-2024 11:29 PM Manila local time

Status and date of submission is indicated.

ontracts Post-Assignment Questionnaires

Back

Printable Page

#### **Consulting Firm Information**

# Indicates required field

CMS Number **000678** 

Consultant Name ABC Consulting

Country of Incorporation Canada Acronym ABC

#### Joint Venture or Sub-Consultant Entities

TIP This EOI will be submitted by the lead entity and must clearly identify each joint venture (JV) partner and/or sub-consultant entity. To identify a JV partner, add the entity and check the "Joint Venture" checkbox. To identify a sub-consultant entity, add the entity but leave the "Joint Venture" checkbox unchecked.

CMS Number Entity	*Acronym	Country	Joint Venture	EOI Submission Authorized By	Position
No results					
found.					

#### I confirm that:

- Documentation regarding our corporate structure including beneficial ownership has been attached into ADB's CMS.
- Documentation regarding our Board of Directors has been attached into ADB's CMS.

ADB may reject a Proposal if the Consultant drops a shortlisted joint venture partner without ADB's prior consent, which is given only in exceptional circumstances, e.g., when a JV partner is sanctioned or has been declared bankrupt.









### Simplified Consultants' Qualifications Selection (SCQS)

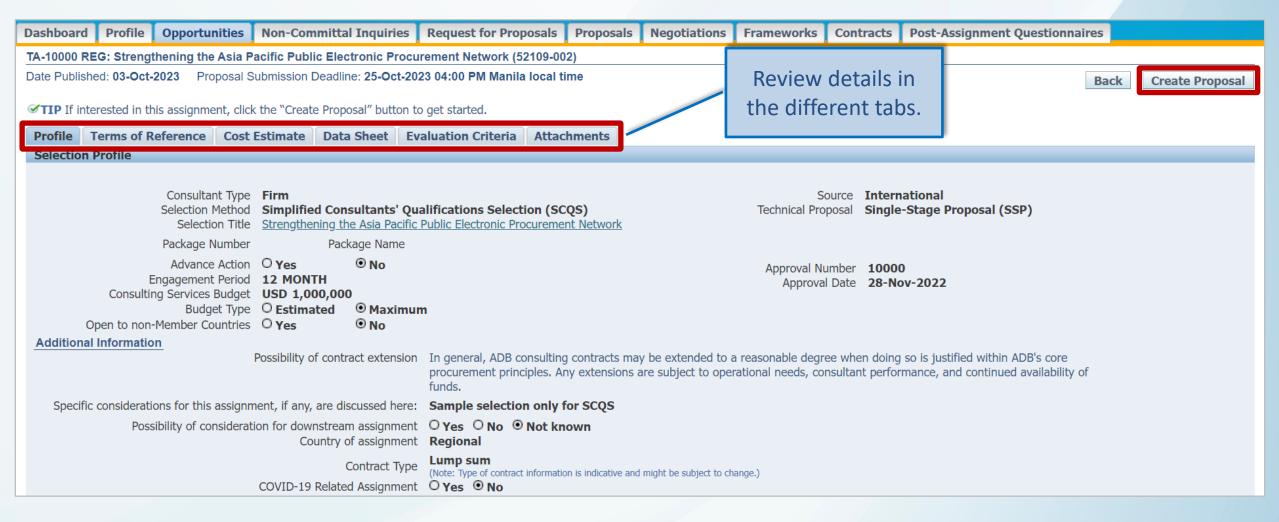








### Simplified Consultant's Qualification Selection (SCQS)

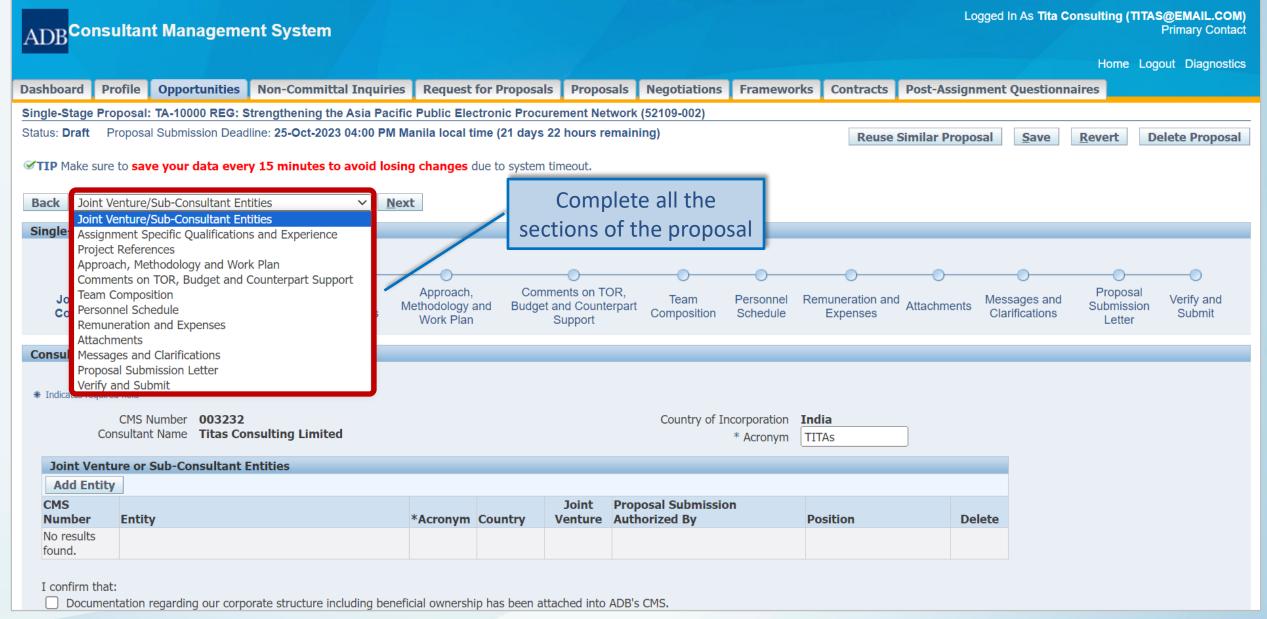


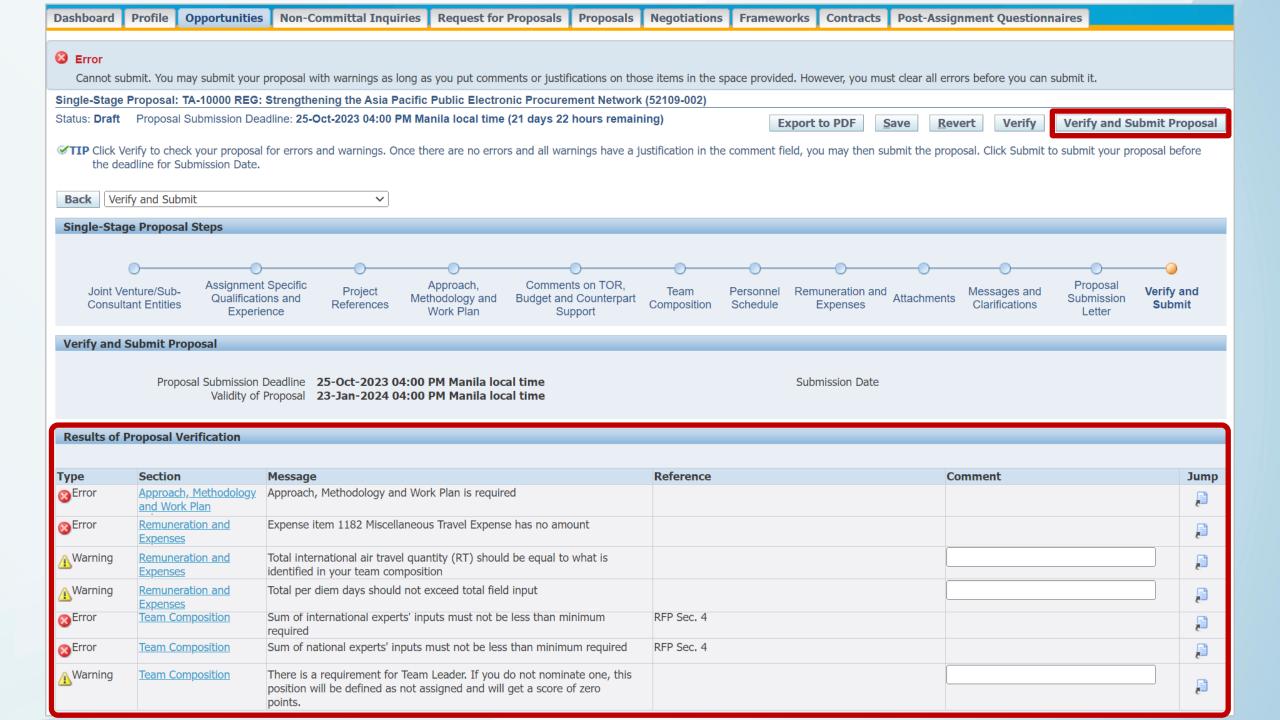




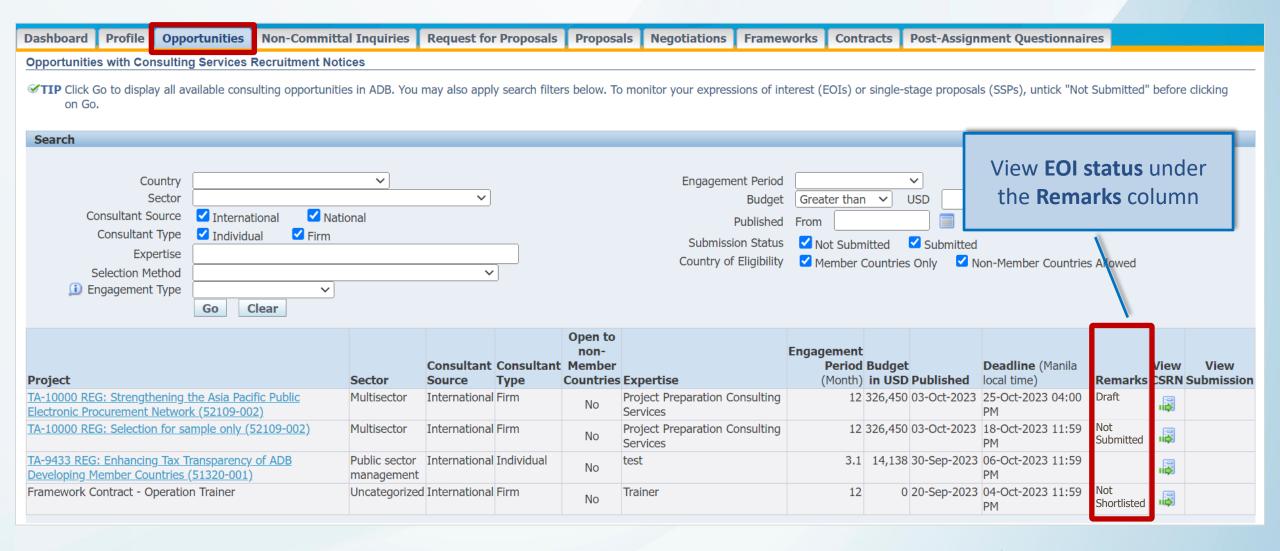


### **SCQS Single-Stage Proposal**





### How to check the status of the EOI













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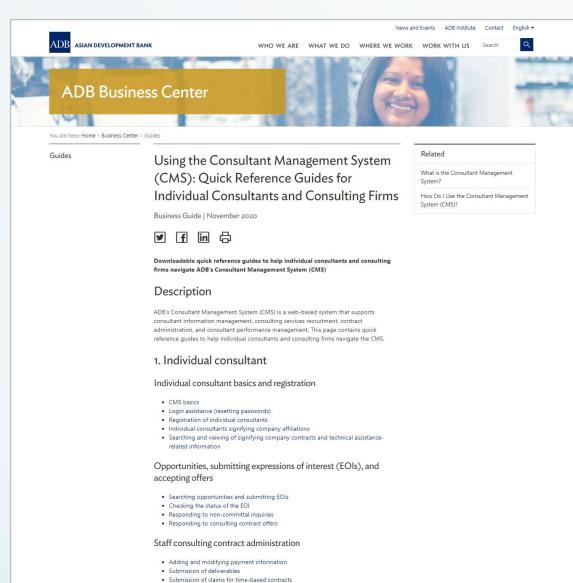
# References

# CMS Tip: Take advantage of online references before resorting to contacting CMS Help

- Learning Videos
- Quick Reference Guides (QRGs)



## ConsultantTutor.adb.org



. Submission of claims for lump-sum contracts

#### 2. Consulting firm

#### Consulting firm basics and registration

- CMS basics
- · Login assistance (resetting passwords)
- · Registration of consulting firms
- · Managing consulting firm profiles
- · Affiliating an individual consultant to a firm
- Searching and viewing of signifying company contracts and technical assistancerelated information

### Opportunities, submitting expressions of interest (EOIs) and accepting offers

- Searching opportunities and submitting EOIs
- · Checking the status of the EOI

#### Requests for proposals (RFP) and negotiating contracts

- · Read this First! Tips for responding to RFPs
- · Responding to request for proposals
- · Creating technical proposals
- Creating financial proposals
- · Sending clarification and submitting proposals
- · Negotiating contracts for consultants

#### Staff consulting contract administration

- · Adding and modifying payment information
- Guide in submitting advances for individual staff consultants engaged through a firm
- · Submitting contract variation requests



### **CMS** Dashboard

Dashboard Profile Opportunities Non-Committal Inquiries Request for Proposals Proposals Negotiations Frameworks Contracts Post-Assignment Questionnaires

**▼TIP** The Dashboard serves as a convenient starting point to directly access pending CMS tasks and online help and references. Please remember to **save your data every 15 minutes to avoid losing changes** due to system timeout. For inquiries, contact <a href="mailto:cmshelp@adb.org">cmshelp@adb.org</a>.

#### ATTENTION:

- Starting 17 December 2022, consultants who have not logged into CMS for more than five years will have their accounts archived. Logging in to CMS will reactivate the account that has been archived.
- To ensure payment before year-end, all requests for claims and advances under Staff Consultant contracts should be submitted online in the CMS along with complete supporting documents and endorsed to CTL for processing **on or before 8 December**. Claims and/or Advances submitted after the deadline will be processed and paid in January 2023.

Action Items				
				Next 2 (>
Date	Туре	Project	Status	Go To Task
03-Oct-2023	Single-Stage Proposal for Selection 184251	TA-10000 REG: Strengthening the Asia Pacific Public Electronic Procurement Network (52109-002)	Draft	
21-Sep-2023	Contract 184096: Claim 00001	SC 119921 PHI: Project for Training	Draft	
20-Sep-2023	RFP for Call-Off Selection 184179	FC 100119: TA-6834 BAN: Support to Southwest Area Integrated Water Resources Planning and Management Project – Additional Financing (34418-024)	Requested to Submit Proposal	<u></u>
19-Sep-2023	RFP for Framework Selection 184103	Framework Contract - Energy Specialist (By Expertise Band)	Requested to Submit Proposal	
28-Jun-2023	Call-Off Negotiation 184178-01	FC 100119: TA-6834 BAN: Support to Southwest Area Integrated Water Resources Planning and Management Project – Additional Financing (34418-024)	Conducting Negotiations	

#### **Account Settings**

**Account Settings** 

#### References

Guidelines on the Use of Consultants
Staff Instructions - Procurement of
Consulting Services
Project Administration Instructions
Consulting Services Operations Manual

#### **Quick Reference Guides**

Tips for Responding to Request for Proposals
CMS Quick Reference Guides
CMS Basics
Managing Consulting Firm Profiles
Searching Opportunities and Submitting
EOIs
Responding to Request for Proposals
Creating Technical Proposals
Creating Financial Proposals
Verify and Submit Proposals
Negotiating Contracts for Individual
Consultants
Negotiating Contracts for Firm Consultants
Adding and Modifying Payment Information







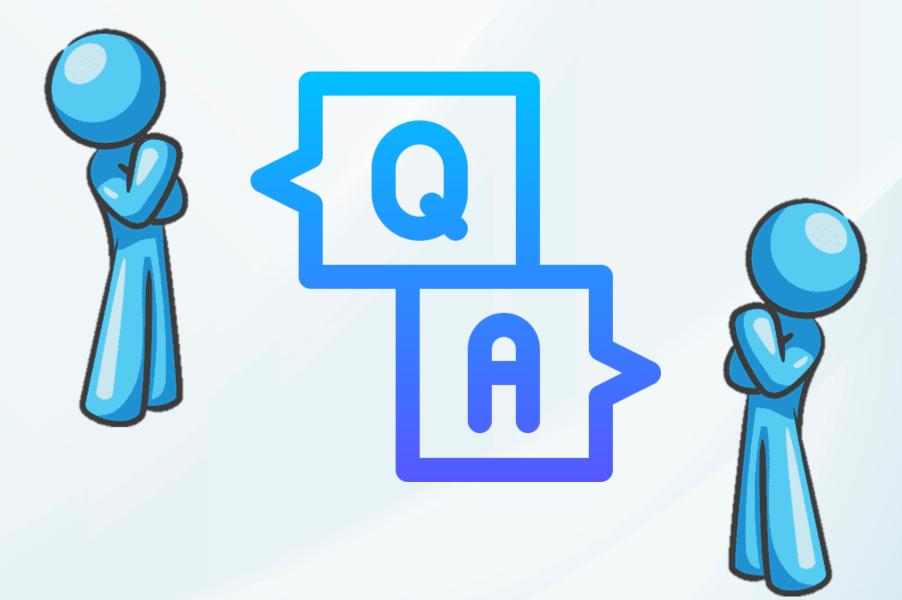




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# Thank you!