



Opportunities for Consultants to Work on ADB Projects:

A simple roadmap

Business Opportunities Fair: 16 November 2009

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HOW TO 'JUST DO IT': $A = 3W + H$

- What are the types of ADB consultants?
- When are ADB consultants needed?
- Where are ADB consulting opportunities listed?
- How to win ADB consultancy contracts?



What type of consultant does ADB need?

- **International Consultants**
- **National Consultants**
 - **Individual experts**
 - **Consulting firms**

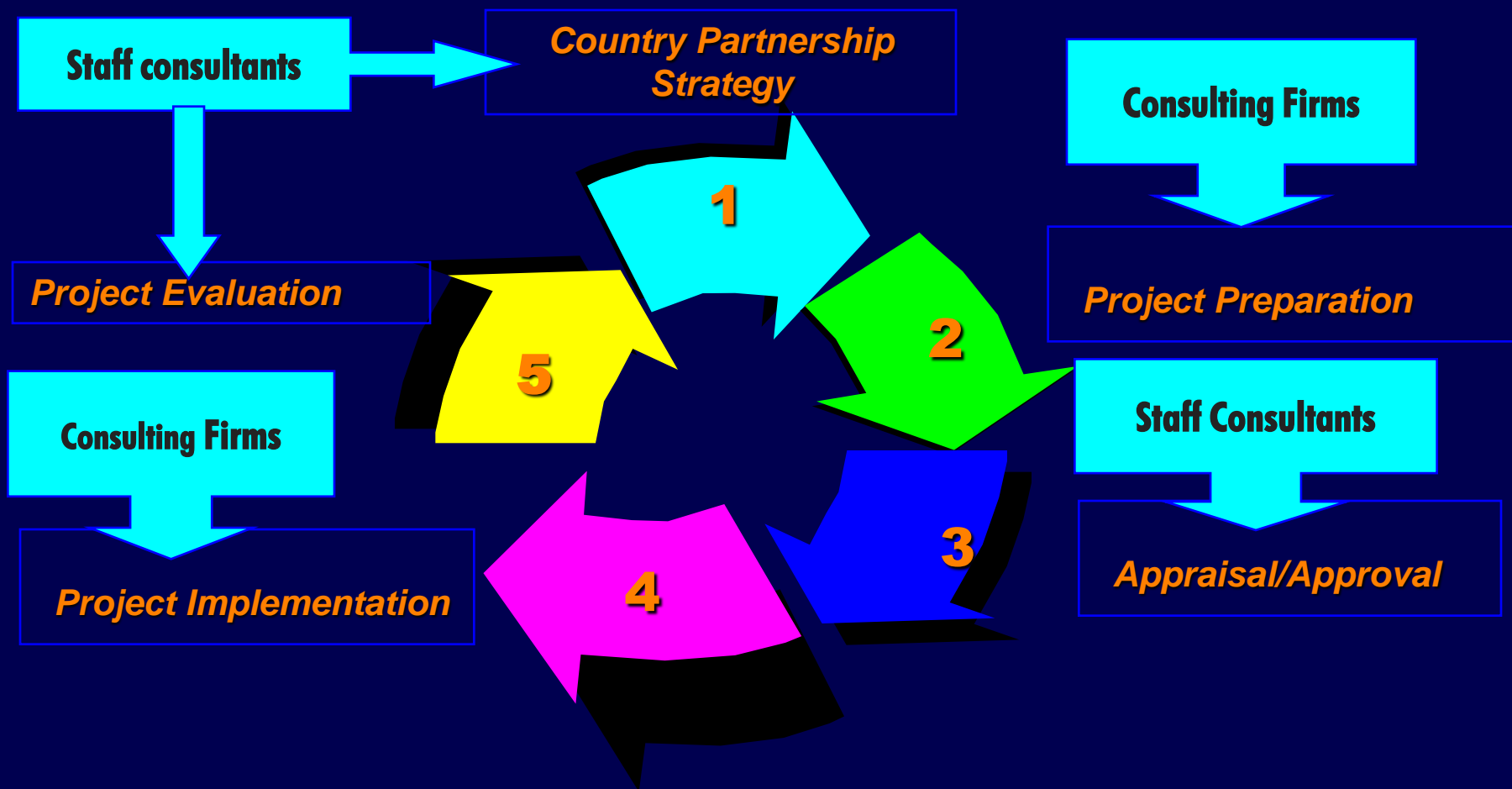


What kind of consultant does ADB need?

- Loan Project Consultants
- TA Consultants
- Staff Consultants
- Co-financed Consultants (if funds administered by ADB)

When does ADB need consultants?

Project cycle



Where to get information on ADB Consultancy Opportunities?

www.adb.org

Business Opportunities - ADB.org - Microsoft Internet Explorer provided by Asian Development Bank

File Edit View Favorites Tools Help

Address <http://www.adb.org/Business/Opportunities/default.asp>

Google Go Bookmarks 538 blocked

ADB Asian Development Bank

Home Projects Countries News & Events Publications Economics & Statistics Topics Opportunities

Business Opportunities

Home > Opportunities > Business Opportunities

- Procurement
 - Consulting Services
 - New Projects
 - Proposed Projects
 - Removed Projects
- Advance Action
- Procurement Notices
- Consulting Services Recruitment Notices
- Contracts Awarded
- Prequalified Contractors
- Shortlisted Firms
- Other Notices

Business Opportunities

RSS This button takes you to current procurement & consulting

Updated: 30 March 2008

ADB funds development projects and programs in the Asian Regions. Such funding generates opportunities for the benefit of its member countries.

Business Opportunities provides information on the requirements for projects under consideration by ADB.

A project is listed here once ADB is satisfied that it is suitable for financing. This is not an assurance that financing will be provided. New and proposed projects are listed until they have been approved for financing. Projects that have not proceeded will be removed.

Bidders for contracts and offering services for projects financed by ADB must be nationals of ADB's [Member Countries](#).

[Procurement Guidelines](#) and [Guidelines on the Use of Consultants by ADB and Its Borrowers](#) are available

Trusted sites

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▷ New Projects

▷ Proposed Projects

▷ Removed Projects

▷ Advance Action

▷ Procurement Notices

▷ Consulting Services
Recruitment Notices

▷ Contracts Awarded



Where to get information on ADB Consultancy Opportunities?

ADB and its borrowers spent about \$350-\$400 million/year for consulting services financed by loan or TA/grant

Consulting Services Recruitment Notices

The Consulting Services Recruitment Notice (**CSRN**) provides detailed information on the consulting services required for ADB financed or administered projects. The CSRN includes the consultant's terms of reference and is posted on ADB's web site for at least one month before shortlisting. It enables consultants to prepare expressions of interest that are more specific and focused on the project.

Browse by:	
Country	Sector
<ul style="list-style-type: none">▶ AFGHANISTAN▶ CAMBODIA▶ INDONESIA▶ LAO PDR▶ P.R.C.▶ PALAU▶ PHILIPPINES▶ REGIONAL▶ SAMOA▶ SRI LANKA▶ VIETNAM	<ul style="list-style-type: none">▶ Agriculture & Natural Resources▶ Education▶ Energy▶ Finance▶ Health, Nutrition, & Social Protection▶ Industry & Trade▶ Law, Economic Management & Public Policy▶ Multisector▶ Transport & Communications▶ Water Supply, Sanitation & Waste Management



Where to get information on ADB Consultancy Opportunities?

ADB **CSRN**
Consulting Services Recruitment Notice

Login As : [Executing Agency](#) | [Individual Consultant](#) | [Consulting Entities](#)

Go to [ADB Business Opportunities](#) : [CSRN Home](#) : [Search Advertisement](#)

Search Advertisement Result

The following are the results based on provided search criteria

[PPTA:INO 38264-01 Second Local Government Finance and Governance Reform Program \(LGFR 2\)](#)

30-APR-2008

[Print View](#) | [Need Help?](#)

[Go to Bottom](#)

3 items found, displaying all items.

[Back to Search Criteria Page](#)

Project Name	Sector	Type of Assignment	Package No./Name	Published Date	Deadline for Submission of EOI	CSRN
<u>AOTA:PHI 41675-01 Enhancing Revenue Collection and Strengthening the Criminal Prosecution of Tax Evasion Cases</u>	Law, Economic Management & Public Policy	TECHNICAL ASSISTANCE	T1	28-MAR-2008	27-APR-2008	view
<u>PPTA:INO 38264-01 Second Local Government Finance and Governance Reform Program (LGFR 2)</u>	Law, Economic Management & Public Policy	TECHNICAL ASSISTANCE	T1	20-MAR-2008	30-APR-2008	view
<u>RETA:REG 37716-01 Training and Enhancing Loan Accounting System of OCR Public Sector Borrowers and Executing Agencies</u>	Law, Economic Management & Public Policy	TECHNICAL ASSISTANCE	T1	27-MAR-2008	26-APR-2008	view




Where to get information on ADB Consultancy Opportunities?

38264-01 TECHNICAL ASSISTANCE: Second Local Government Finance and Governance Reform Program (LGFR 2)

Country:	INDONESIA	Sector:	Law, Economic Management & Public Policy
Finance Source:	Technical Assistance Special Fund, Japan Special Fund	Amount (USD):	700,000.00 / .00
Type of Assignment:	TECHNICAL ASSISTANCE		

List of CSRN Packages

Package T1			Submit EOI (For Individual Consultants)
Start Date of Publication	Anticipated Deadline for Submitting EOI		
20-MAR-2008	30-APR-2008		
Duration of Assignment (In Months)	Tentative commencement date		
8.5	15-MAY-2008		
Anticipated completion date	Types of consultants		
30-JAN-2009	Individual		
Selection method for entities	Budget (USD)		
N/A	400,000.00		



Where to get information on ADB Consultancy Opportunities?

[TOR Document](#)

DETAILS

Total number of International Experts

Assignment period in person-months (for International Experts)

5

8

Total number of National Experts

Assignment period in person-months (for National Experts)

7

26

Types of Proposal Requested from Entities

Tentative Shortlisting Date

N/A

01-MAY-2008



Where to get information on ADB Consultancy Opportunities?

10

Appendix 3

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

A. Introduction

1. These outline terms of reference allow flexibility in aligning the consultants' tasks with the Government's emerging needs for required and agreed policy actions for the proposed program loan for the Second Local Government Finance and Governance Reform Program (LGFGFRP 2). As the project preparatory technical assistance (PPTA) is focused on supporting the preparation and completion of required policy actions for the LGFGFRP 2 program loan, the PPTA experts will need to provide inputs and expertise flexibly in the design and implementation of program actions.

2. The PPTA will require a combination of international and national experts who are experienced with the Indonesian decentralization approaches and framework and who have the skills required for particular positions in program loan preparation, fiscal policy aspects of decentralization, intergovernmental financial arrangements, optimal sizes of local governments, property taxation, structuring of specific grants, deconcentration funding, and preparation of amendments to financial laws and regulations. About 14 person-months of international consulting inputs and about 33 months of national consulting inputs will be required. All consultants will be hired individually.

B. International Consultants (14 person-months)

1. Fiscal Decentralization Adviser/Team Leader (international, 9 person-months)

3. The fiscal decentralization adviser/team leader will have appropriate postgraduate qualifications in economics and finance and be experienced in the management of large project teams, preferably in Indonesia. Significant experience is required in fiscal aspects of decentralization, particularly with regard to intergovernmental financing arrangements including grant transfer mechanisms and central and local taxation policies in unitary states, preferably in Indonesia. The fiscal decentralization adviser/team leader will have the following main tasks:



Who selects consultants?

For Technical Assistance (TA) and Staff Consultancy, ADB selects and engages the consultants:

- Central Operations Services Office (COSO)
- Division of Operations Group 1 (COS1)
- Division of Operations Group 2 (COS2)
- The Consultant Selection Committee -
- The Operational Departments

For Loan Project and Delegated Technical Assistance (TA) the Executing Agency selects and engages the consultants

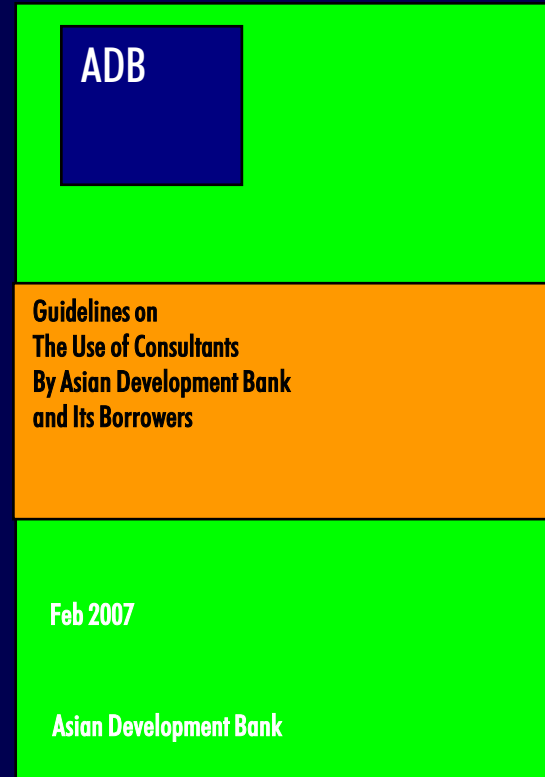


How to win a ADB contract know the rules!

All consultants financed by ADB are engaged in accordance with
the Guidelines



- **Selection Methods**
 - QCBS
 - QBS
 - FBS
 - LCS
 - CQS
- SSS needs justification
- Individual Consultants are recruited based on CV
- **Anticorruption policy**
- **REVIEW AND UNDERSTAND THE PROJECT ADMINISTRATION INSTRUCTIONS OR PAIs**





How to win a ADB contract
know the rules!

ADB Policy - General Considerations:

- Quality of services
- Economy and efficiency
- Equal opportunity
- Development of DMC consultants
- Transparency
- Anticorruption

**IMPORTANT - PAIs: Publicly available at adb.org —
'projects': see PAI 2 — Consulting Services**

Some potential problem areas:

- Conflict of Interest: Drafting of TOR for ensuing project?
- Executing agency employees: retired and no COI?
- Government employees: leave of absence and no COI?



How to win a ADB contract

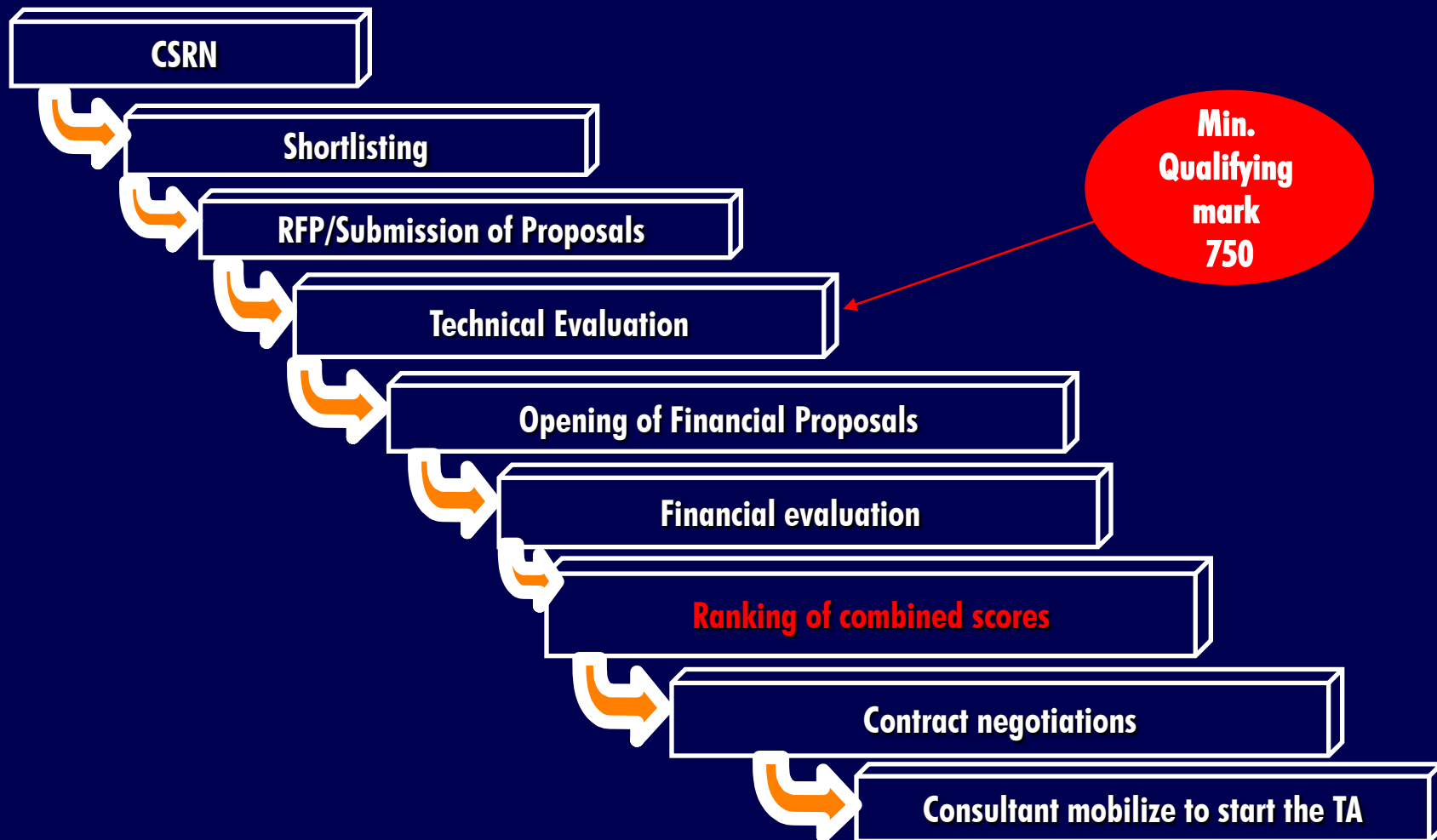
know the rules - QCBS

QCBS – Quality and Cost Based Selection

- **standard procedure**
- **for majority of projects**
- **with well defined TORs**

How to win a ADB contract

know the rules – QCBS for TA





How to win a ADB contract

know the rules – QCBS for TA

**Ranking of proposals is based on the total score
combining the technical score (Q) and financial score (C):**

$$\text{Total Score} = Q_w S_t + C_w S_f$$

Where:

$$S_f = 1000 \times C_m / C$$



How to win a ADB contract

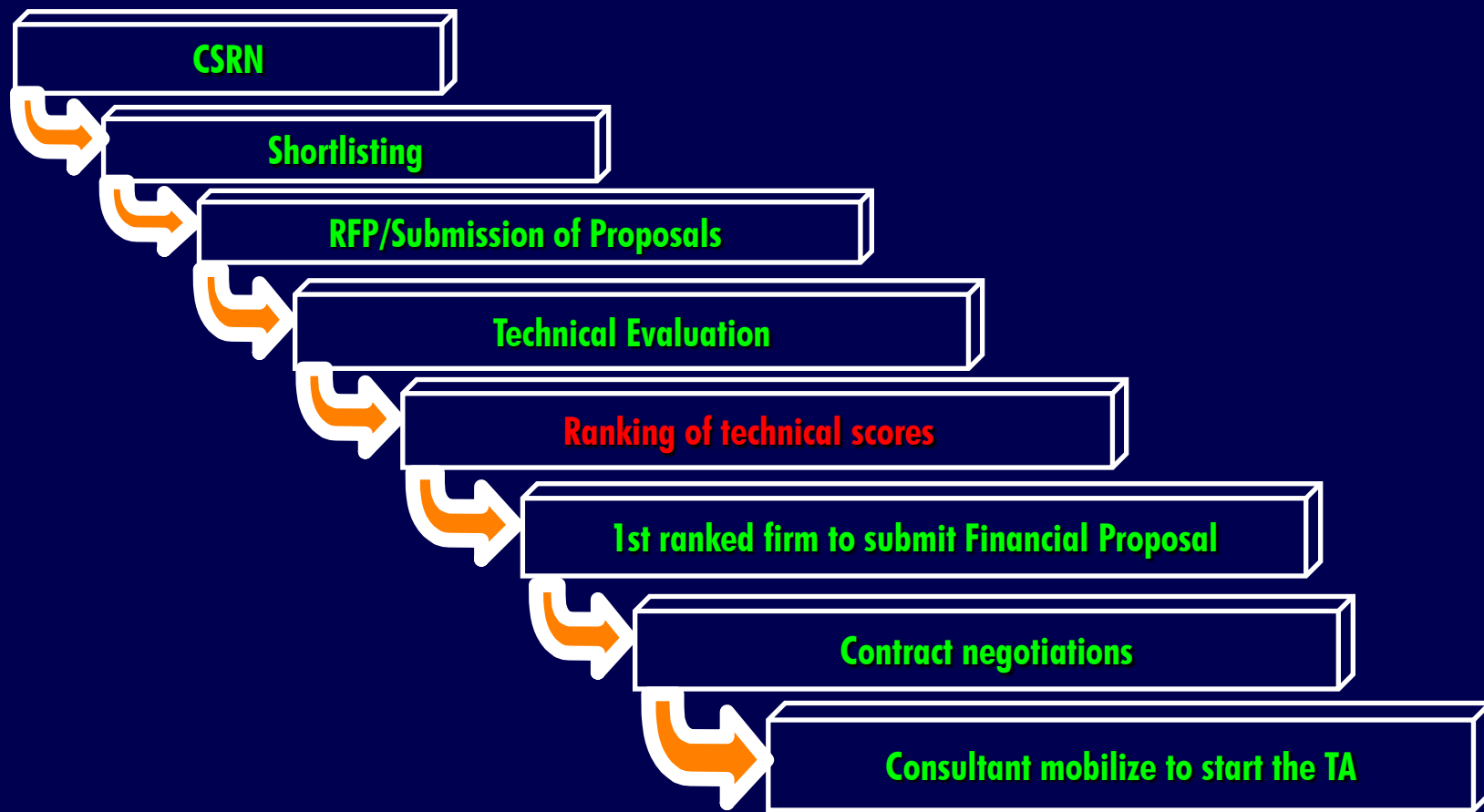
know the rules - QBS

- **QBS – Quality Based Selection**
 - **for complex assignments**
 - **assignments where the quality is of overriding importance**
 - **assignments that can be carried out in substantially different ways**
 - **Critical Factors: Complexity ----- Impact**



How to win a ADB contract

know the rules – QBS for TA





How to win a ADB contract

know the rules - SSS

- **SSS – Single Source selection**
 - **used only in exceptional cases**
 - **for tasks that represent a natural continuation of previous work**
 - **in emergency cases**
 - **for very small assignments (<\$100,000)**
 - **when only one firm is qualified**
- **usually bio-data proposal and a financial proposal are required.**



How to win a ADB contract

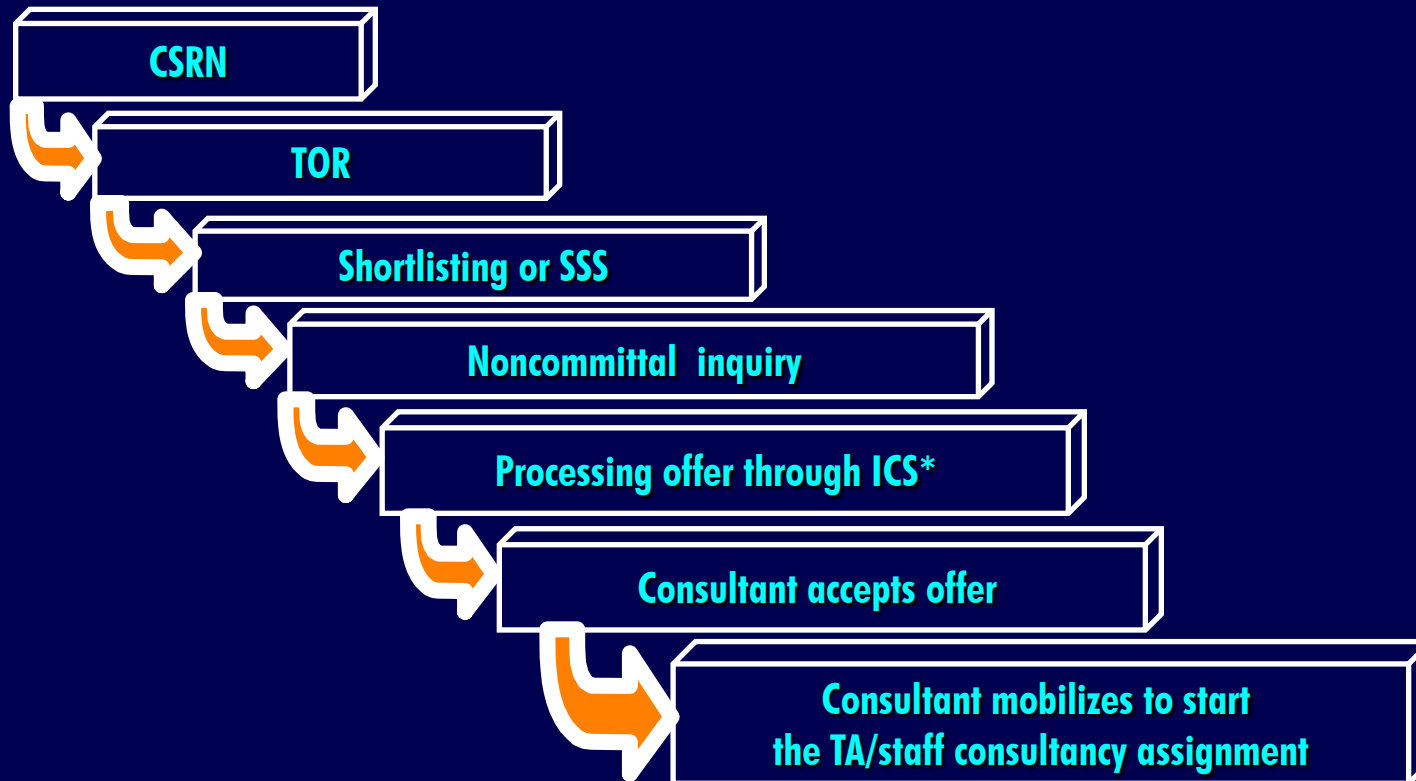
know the rules — Individual consultants

- **Individual Consultants**
 - **TA individual consultants**
 - **Staff consultants**
 - **Loan individual consultants**



How to win a ADB contract

know the rules – Individual consultants (TA or Staff consultants)



*** ICS – Web-based Individual Consultant Recruitment System)**



How to win a ADB contract

know the rules — consultants engaged by the Borrower

**For assignments under loan projects,
Delegated TAs and grant financed projects:**

- **Shortlisting by EA, approved by ADB**
- **RPF issued by EA using ADB standard format**
- **Evaluation of technical proposal, and financial proposal
for QCBS, FBS and LCS, will be done by
EA's CSC and approved by ADB**
- **EA negotiates contracts will be done by EA and contract approved by ADB**

How to win a ADB contract

Your action — work out a long term strategy

Country Partnership Strategy

Country Strategy and Program Update 2007-2008 - People's Republic of China - ADB.org - Microsoft Internet Explorer

Address: <http://www.adb.org/Documents/CSPs/PRC/2006/default.asp>

Regions and Countries

Home » Regions and Countries » Country Partnership Strategy » Document

People's Republic of China

Country Strategy and Program Update 2007-2008

Publication Date: August 2006

The Country Strategy and Program (CSP) is prepared in active consultation with developing member country stakeholders: the government, NGOs, civil society groups, the private sector and other development agencies. It is usually prepared once every five years. A CSP update is prepared every year to reflect any important country developments and adjustments to the program.

Contents

- I. Current Development Trends
 - A. Country Strategy and Program
 - B. Recent Political and Economic Developments
 - C. Economic Assessment
 - D. Implications for Country Partnership Strategy
- II. Implementation of the Country Partnership Strategy
 - A. Progress in Poverty Reduction
 - B. Progress in the Country Partnership Strategy
 - C. Highlights in Coordination
- III. Portfolio Management Issues

See also: Available Country Partnership Strategy papers for People's Republic of China

CONTENTS OF REGIONS AND COUNTRIES

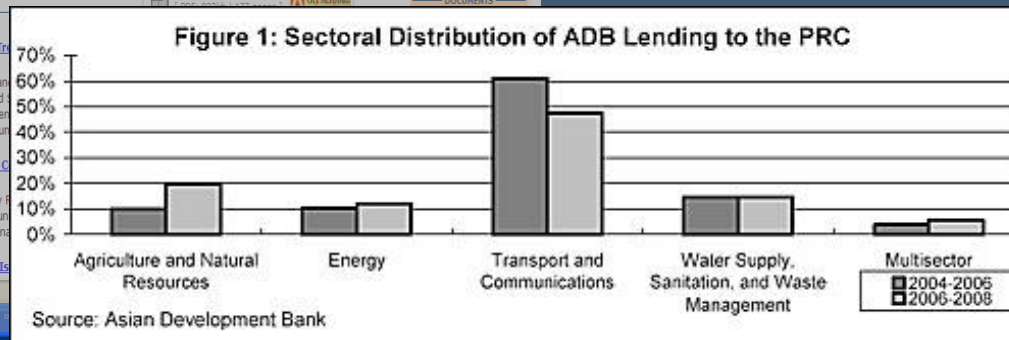
- East Asia
- Central and West Asia
- The Pacific
- South Asia
- Southeast Asia
- Regional Cooperation
- Sub-regional Programs

DOCUMENTS

View the document | Get Acrobat

What's in the pipeline?
Sectors/Projects

Your marketing strategy
and operational plan





How to win a ADB contract

Your action — make your company/yourself known to ADB

Registration in

Consultant Management System (CMS)

Business Opportunities

Home ▸ Opportunities ▸ Business Opportunities

- Procurement
- Consulting Services

Business Opportunities

Consulting

Home ▸ Opportunities ▸ Consulting Services

- What's New
- Guidelines
- Consultant Management System (CMS)
- Documents on Consulting Services

Consulting Services

Updated: March 2008

Consultant Management System

Alert for Previously Registered Consultants

Prior to March 2008, ADB provided separate facilities for registering individual consultants (DICON). Entities and individuals currently registered need to re-register; existing profiles have been transferred from DICON to the CMS. You will receive an email containing your user access to the CMS within a few weeks. If you need to access your profile urgently, please contact cmsregister@adb.org.



How to win a ADB contract

Your action — Submit an Expression of Interest EOI in time

38264-01 TECHNICAL ASSISTANCE: Second Local Government Finance and Governance Reform Program (LGFR 2)			
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EOI

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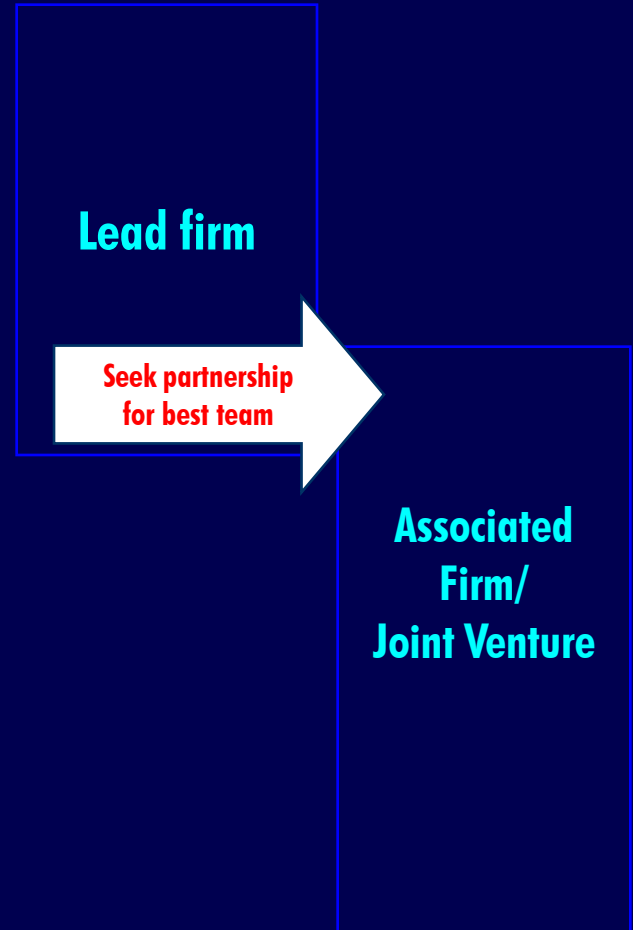
How to win a ADB contract

Submit a focused and responsive EOI

Upon identifying a suitable CSRN, submit EOI on time:

- ✓ **focus on relevant project and country/region experience**
- ✓ **be succinct and responsive to indicative TOR**
- ✓ **identify JV/association arrangements**

[Seek clarification from project officer if necessary]





How to win a ADB contract

Short-listing

Upon short-listing and receiving a RFP,

- ✓ **Identify the right team is top priority**
- ✓ **Personnel carry $> 50\%$ of the weight in technical score.**
- ✓ **Team Leader carries the heaviest weight**

**Set out proposal
preparation timeline**

Seek best team

**Identify experts
carefully**



How to win a ADB contract

Your action – Visit the project site and the EA

- **First hand information**
- **Field assessment**
- **Estimate the local costs**
- **Identify local partner**
- **Get to know the EA**





How to win a ADB contract

Your action — Prepare a strong technical proposal

Technical proposal usually carries 80% weight under QCBS and 100% weight under QBS and FBS.

Keys to success:

- ✓ Understand ADB's Policies & Procedures
- ✓ Study the TOR
- ✓ Select the best personnel
- ✓ Visit the project site
- ✓ Follow the instructions in the RFP
- ✓ Understand the evaluation criteria





How to win a ADB contract

Your action — Prepare a strong technical proposal

Types of Technical Proposals

Full Technical Proposal

Simplified Technical Proposal

Bio-data Proposal



How to win a ADB contract

Your action — Prepare a strong technical proposal

Technical Proposal Evaluation Criteria

	Full Technical Proposal	Simplified Technical Proposal	Biodata Proposal
Weight			
Experience of the firm	100-200	--	--
Methodology Work program Personnel schedule, etc.	200-400	300	100 for personnel schedule and 50 for proposal presentation
Personnel	500-700	700	850



How to win a ADB contract

Your action — Prepare a strong technical proposal

Personnel Evaluation Criteria

- **General Qualifications 10-25%**
- **Project Experience 60-70%**
- **International/Regional/Country Experiences 10-15%**

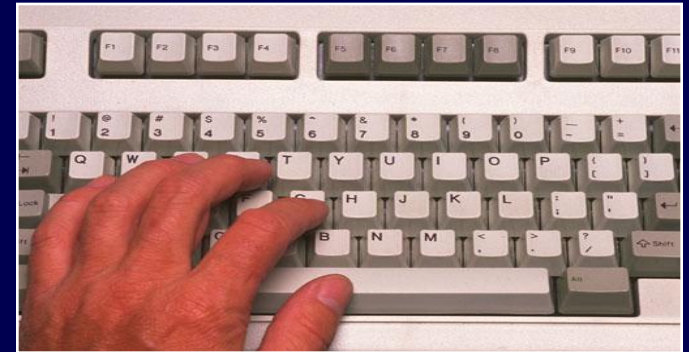


How to win an ADB contract?

Prepare a competitive financial proposal

Some tips:

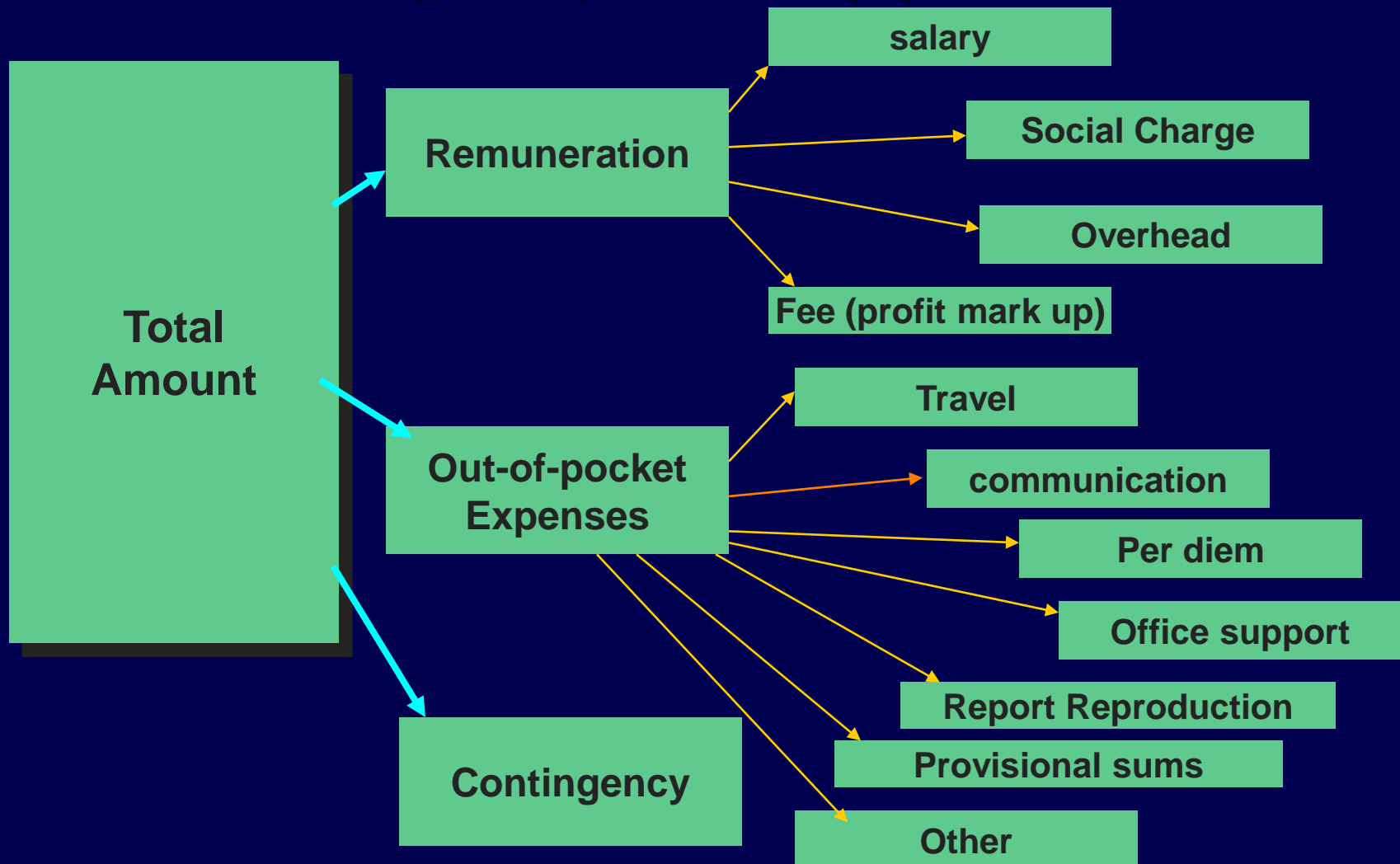
- **most suitable expert with lowest cost**
- **use DMC consultants**
- **shop for best airfares and local hotel**
- **optimize the personnel schedule to maximize cost-effectiveness.**



How to win an ADB contract?

Prepare a competitive financial proposal

Typical components in a cost proposal



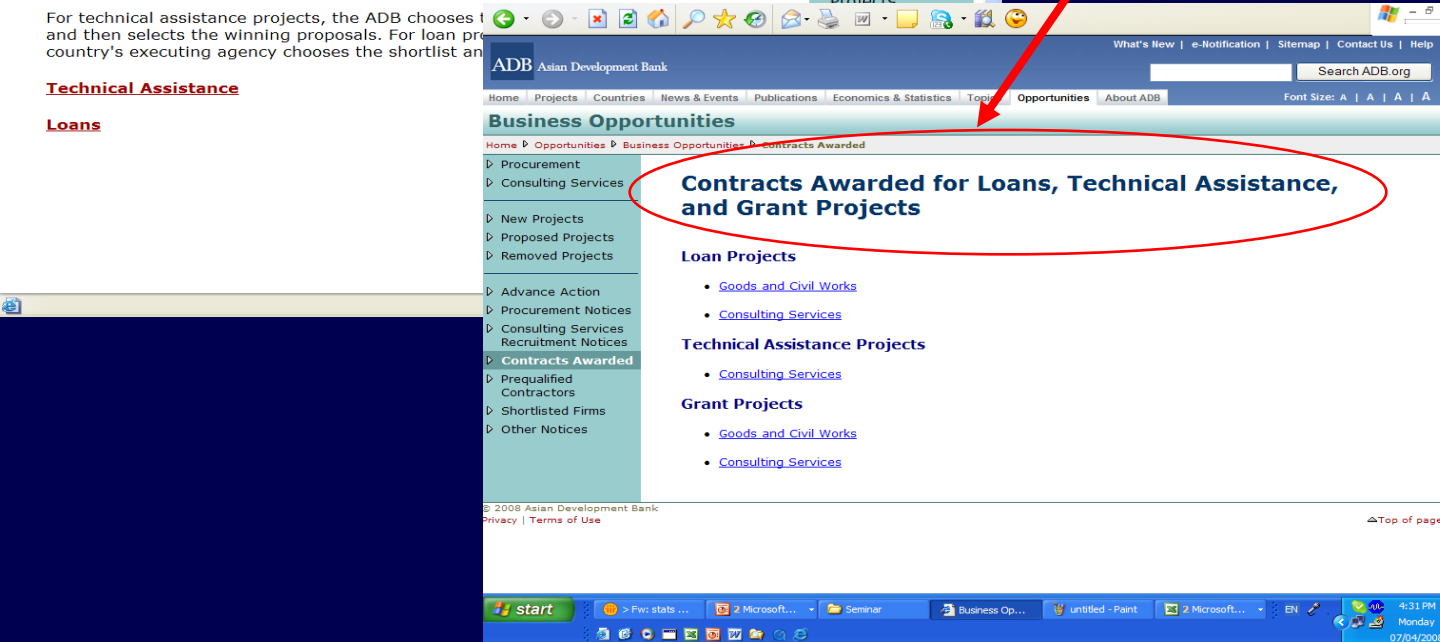


How to win an ADB contract?

Offer partnership to firms which are likely to be shortlisted or join up with shortlisted firms



- Check ADB website for a record of the firms awarded contracts in the past
 - **Contracts Awarded**
- If EOI submission is unsuccessful, try to associate with shortlisted firms
 - **Shortlisted Firms**





How to win an ADB contract?

Deliver the best service as you can

ADB does PER for every assignment

**Good performance
will lead to more
contracts in
the future!**

Summary - Lessons learned

- **Misunderstanding ADB policy & procedures — know the rules!**
- **Mediocre methodology**
- **Illogical work program**
- **Wrong personnel (eligibility-competence) & incomplete CVs**
- **Ambiguous financial proposal**
- **Last minute delivery — poor proposal presentation**
- **Unavailability of personnel**



THANK YOU!

