

ADB Business Opportunities Fair 2011

Recruitment of consultants

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Regional Multi-lateral Development Bank with HQ in Manila, Philippines



ADB

Since it was established, ADB financed

2,206 loan projects in 41 countries, totaling \$155.94 billion

315 grant projects, totaling \$5.19 billion

6,863 technical assistance projects, totaling \$3.81 billion.

Operations Update 2010 (as of 30 November 2010)

Public Sector (Sovereign) Operations: ADB has approved, in 2010, 85 loans to 20 developing member countries totaling \$7.69 billion. Approved loans from ADB's ordinary capital resources (OCR) total about \$5.59 billion, while \$2.10 billion came from ADB's concessional Asian Development Fund (ADF).

Private Sector (Nonsovereign)
Operations: ADB has approved 16
nonsovereign projects worth \$1,44 billion.

Grants: ADB has approved 45 grant-financed projects totaling \$642.3 million, and 226 technical assistance projects wor \$202.00 million.

Where most opportunities are?

- 1. Infrastructure
- 2. Environment
- 3. Regional Cooperation and Integration
- 4. Finance Sector Development
- 5. Education





Limited opportunities for consultants

Health
Agriculture
Disaster and Emergency
Assistance





ADB Project Cycle and Business Opportunities





Business Opportunities

Consultants

Technical

Assistance*

Staff Consulting*

Grants**

Loans**

Suppliers and

Contractors

Grants**

Loans**

Institutional

Procurement*

* Procured by ADB (exception – delegated TA)

** Procured by the Borrower



How big is the market?

Consulting Contracts Awarded in 2010

	No. of	Total Contract
	Contracts	Amounts
Staff Consultants	1,225	33,361,929
Admin budget	1, 104	24,276,475
Training	93	3, 914, 366
Capital Expenditures	18	4, 664, 799
Other Adm in Expenses	10	506,289
TA Consultants	1,920	159,199,676
Grant Consultants	31	2,063,083
Loan Consultants	705	257,841,327



Procurement Ranking*

Consulting Services (Loans)

2000	2000	2010
2008	2009	2010

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USA	SPA	VIE

*based on Nationality of Bidder
** ADB has 67 member countries



Procurement Ranking*

Consulting Services - TA

2008 2009 2010

AUS AUS USA

USA UKG IND

UKG IND AUS

FRA USA UKG

IND PHI PHI

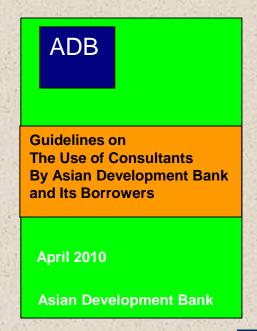


^{*}based on Nationality of Bidder
** ADB has 67 member countries

Guidelines on the Use of Consultants by ADB and its Borrowers (2010)

Policies and procedures for selecting, contracting and monitoring consultants.

Applicable to both ADB and Borrower-administered contracts





Guidelines on the Use of Consultants by ADB and Its Borrowers - Sources

ADB Charter



ADB

Guidelines on The Use of Consultants By Asian Development Bank and Its Borrowers

April 2010

Asian Development Bank



Commercial Practices

Other MDBs





ADB Board Policy

ADB Experience



Coverage of the Guidelines

Procurement Guidelines

Procedures apply to all contracts for goods and works financed in whole or in part by ADB.

Consulting Guidelines

Consulting services to which these Guidelines apply are generally of an intellectual and advisory nature covering a wide range of sectors, both public and private, and a wide range of services at all stages of the project cycle. These guidelines do not normally apply to other types of services in which the physical aspects of the activity predominates (e.g. construction of works).



General Considerations

- need for high-quality service
- 2. Need for economy and efficiency
- 3. Need to give all qualified consultants an opportunity to compete in providing the services financed by ADB
- 4. ADB's interest in encouraging the development and use of national consultants from developing member countries (DMCs)
- 5. Need for transparency in the selection process
- 6. Need for increasing focus on anticorruption and observance of ethics



Governance

Conflict of Interest is any situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations

- Conflict between consulting and procurement activities
- Conflict among consulting assignments
- 'Family' relationship between the consultant and the borrower
- Government officials a special case

Unfair Competitive Advantage

- Equal access to information
- Upstream (PPTA) and downstream (Loan Projects) issues

Fraud and Corruption

Penalties (Misprocurement and Sanctioning)



Consulting Trends

Gradual increase of national inputs.

Gradual decrease of international inputs.

Inter-disciplinary assignments
PPP/ PSP/ Non-sovereign lending



Networking Opportunities

ADB set-up network to facilitate collaboration between consultants looking for business partners to pursue ADB-funded opportunities. Consultants/consulting entities will need to have LinkedIn profile to be able to use the facility

ADB Consultants Network:

http://www.linkedin.com/e/qfo72y-gkf0zuh8-6r/vgh/3796524/



Selection Methods and Determination of Consultants' source (International or National)



Selection Methods (Firms)

Selection Method	Technical Proposal Evaluation	Financial Proposal	Selection procedure
LCS – Least Cost Selection	>= 750 out of 1000	Lowest priced	Firm with lowest priced responsive proposal wins
QCBS – Quality and Cost based selection	>= 750 out of 1000	Competitive (Quality-cost ratio 70:30; 80:20; 90:10)	Firm representing the best combination of quality and price wins
Selection	>= 750 out of 1000 And Highest Technical Score	<= budget	Firm with the best technical proposal and the financial proposal within the budget wins
Selection	>= 750 out of 1000 And Highest Technical Score	Supporting documents to prove financial position of the firm, remuneration of experts, social and overhead charges	Negotiations are conducted with the firm that presented the best technical proposal
Qualification Selection	Amplified Expression of Interest (EOI) Structured EOI submission >= 750 out of 1000		Negotiations are conducted with the firm that presented the best expression of interest
SSS – Single Source Selection	>= 750 out of 1000		

Factors Affecting Choice of Selection Method

ADB's recruitment principles emphasize competition
Technical complexity of the assignment
Size and value of the assignment
Assessment of national consulting industry
Budget constraints/transaction costs
Urgency / response to emergency situations/ natural disasters



Selection of an NGO

- Quality and Cost Based Selection (QCBS) if only NGOs are competing
- Quality Based Selection (QBS) if firms and NGOs are competing
- Consultants Qualification Selection (CQS) ALSO used for NGO selection for small contracts



Commercial Practices.

2.33. In the case of loans on-lent by a financial intermediary to private sector enterprises or autonomous commercial enterprises in the public sector, the sub-borrower may follow well-established private sector or commercial practices that have been determined by ADB to be acceptable to it. Consideration shall also be given to the use of competitive procedure outlined earlier, particularly for large assignments.



Contracting Arrangements



Contract Types

"Old" contracting arrangements

Time based contract

Lump sum contract

New additions

Indefinite delivery contract (Price Agreement)

Retainer and/ or Contingency (Success) Fee Contract

Performance based contracts/hybrid



Other important issues

Disclosure of Information/ Debriefing procedure

Dealing with Complaints

Dealing with allegations of corruption (Report to OAI)



Summary of Recruitment Cycle

Consulting Services Recruitment Notice (CSRN)

ADB/EA prepares Short-list

ADB/EA issues Request for Proposal (RFP)

ADB/EA evaluates Technical Proposal

Public opening of Financial Proposal

ADB/EA does overall ranking

ADB/EA conducts negotiations and signs contract



Shortlist and preparation of proposal

Not every qualified and eligible consultant that expressed interest in the project will be included in the shortlist. Shortlist is generally consist of 6 firms.

If consulting assignment is defined as national, only nationals of the country can undertake the assignment. However, international firms can be shortlisted for the assignment (to provide national experts).



Basic Strategies/Market Intelligence

Register in ADB Consultant Management System (CMS)

Study the ADB Country Partnership Strategy

Visit ADB (HQ and RM)

Review procurement plans [Loan consultants]

Consulting Services Recruitment Notice (CSRN)

Report and Recommendations of the President (RRP)

Express interest to ADB and/or the EA



Consultant Management System

Is an integrated system for registration and maintaining profiles of both consulting entities and individuals.

Allows consultants to register online via the Internet.

It replaced DACON (for consulting entities registration) and DICON (for individual consultant registration).

Embedded Validations within the system evaluate the correctness of the data and the eligibility of the registrant for ADB-financed projects.

Once the registration is accepted, the individual or firm is automatically included in the pool from which consultants are selected for consulting assignments.

Consultant Management System (CMS) registration of consultant or consulting entity is necessary to express interest online. There are 2 types of CMS registration — i) simplified (shall not take more than 15 minutes to complete; ii) full (depends on the qualifications). Full registration is required prior to issuance of contract



CMS - Simplified and Full Registration

Simplified Registration Allows consultants to register quickly. Information required in the simplified registration process would be the **Basic Information** and **Attachments and Certification** for both individuals and firms

Tip: Registration must be completed within 30 minutes to avoid time-outs. Consultant information must be ready prior to registration.

Full Registration ADB encourages consultants to complete the full registration to increase chances of being selected as the selection process of consultants starts with a search based on the consultants' experience and other related information. Allows consultants to provide additional information about their consultancy experience.

Information required in the **full registration of individual consultants** would include **Work Experience**, **Credentials** and **Additional Information**

Consulting firm full registration would require Business Details, Employees of the Organization and Key Experts

Note: It is mandatory for consultants to be registered in CMS prior to expressing interest in ADB-financed TA projects and staff consulting assignments. During negotiations, consulting firms must have their team members register in CMS before contract award.

Features & Benefits – For Consultants

- web-based application which will allow eligible consultants and consulting entities to register and update their profiles in real time
- a choice between a simplified registration which is designed to be completed within no more than 30 minutes and a full registration similar in information requirements to DACON/DICON
- a facility to upload documents (resumes, annual reports) and web-links (websites, web-publications)
- a facility for linking of profiles of associated/ affiliated consulting entities and individual consultants to reflect operations of the consulting entity
- Webmail facility informing on currently advertise consulting opportunities (started 1st week September 2010)

CMS features

Consultant Management System (CMS) provides facility for online registration, recruitment and management of qualified and eligible consultants for ADB-financed projects.

Through CMS, consultants can:

register and keep their profiles updated;

receive weekly email notifications on new consulting opportunities;

receive and respond to Requests for Proposals (RFPs) for firms' engagements*;

receive and respond to Non-Committal Inquiries (NCI) for individual consultants' engagements*;

create and submit proposals online*;

negotiate and finalize contracts*; and

submit feedback on completed projects.*

*currently available only for the selected ADB-administered projects

Consulting Services Recruitment Notice (CSRN)

- The Consulting Services Recruitment Notice (CSRN) provides detailed information on the consulting services required for ADB financed or administered technical assistance, loans and grants and provides the ability to collect expressions of interest (EOI).
- Starting from 26 January 2009, the system also allows advertisements of Staff Consulting Assignments, Indefinite Delivery Contracts and Special Assignments.
- Starting 1st week of September 2010, use webmailing facility to inform consultants on currently advertised opportunities.

Expressions of Interest (EOIs)

For projects and assignments administered by ADB, EOIs are expected to be presented <u>online</u> through CSRN (Consulting Services Recruitment Notice)

If for any reason, you are unable to use the efacility, send the EOI to project officer stated in the CSRN. Standard template for EOI shall be followed. You may also attach EOI to your Consultant Management System registration page and cross-reference your submission

Fro EA administered assignments, submit EOI online (if option is available) and also send the copy of the EOI to EA contact person stated in the not

CMS e-Sourcing. Key features

- E-sourcing facility electronic submission of technical and financial proposal
- Not a "drop-box" facility, e.g. requires sustainable internet connection and filling up templated forms.
- Checks technical proposal vis-à-vis data sheet
- Checks financial proposal submission vis-à-vis data sheet and technical proposal. Picks up inconsistencies, that result in "error" or "warning" messages.
- The conflict will need to be resolved prior to submission of the proposal. Internally inconsistent proposals can't be submitted.
- Proposal can be returned to "draft status" from "submitted" before deadline.
- Key lesson: Be prepared; aim to submit proposal several days prior, communicate with ADB if there are technica difficulties

CMS eSourcing – Key procedural changes

QBS submissions require financial proposal at the same time as technical. Financial proposal remain encrypted. Only first ranked consulting entity will need to present substantiation of rates. If you did not prepare financial proposal, you will not be able to submit proposal at all.

All members of association/ JV shall be registered in CMS prior to submission

All proposed personnel shall be registered in CMS prior to contract award.

Copy of government issued IDs is required to establish identity of the individual consultant, his/ her willingness to participate in the tendand eligibility.

How to access CMS?

http://www.adb.org/Consulting/cms.asp

Log-in to http://www.adb.org/

Click on the Opportunities tab http://www.adb.org/Opportunities/

Click on the Business Opportunities http://www.adb.org/Business/Opportunities/default.asp

Click on Consulting Services http://www.adb.org/Consulting/default.asp

Click on Consultant Management System (CMS) http://www.adb.org/Consulting/cms.asp

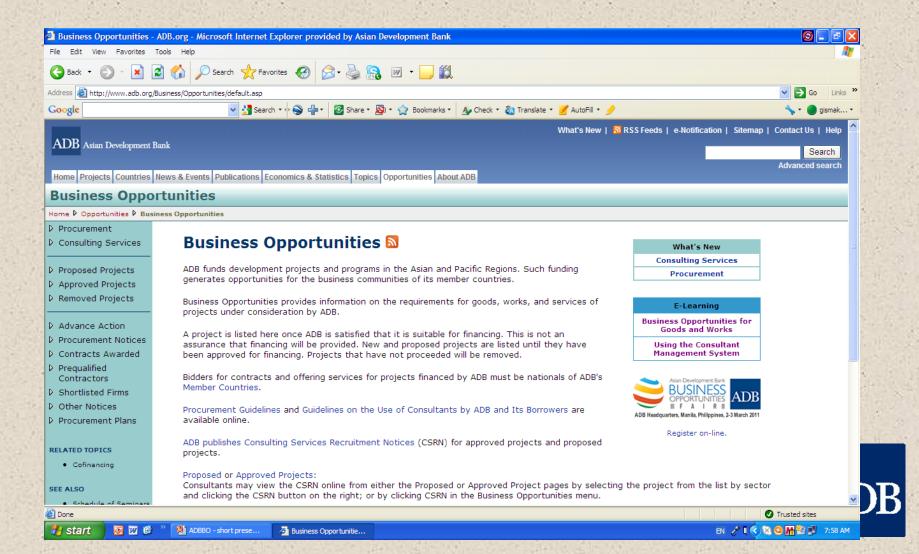
Choose Appropriate Portal (e.g. consulting entity registration or individual consultant registration or consultant portal)



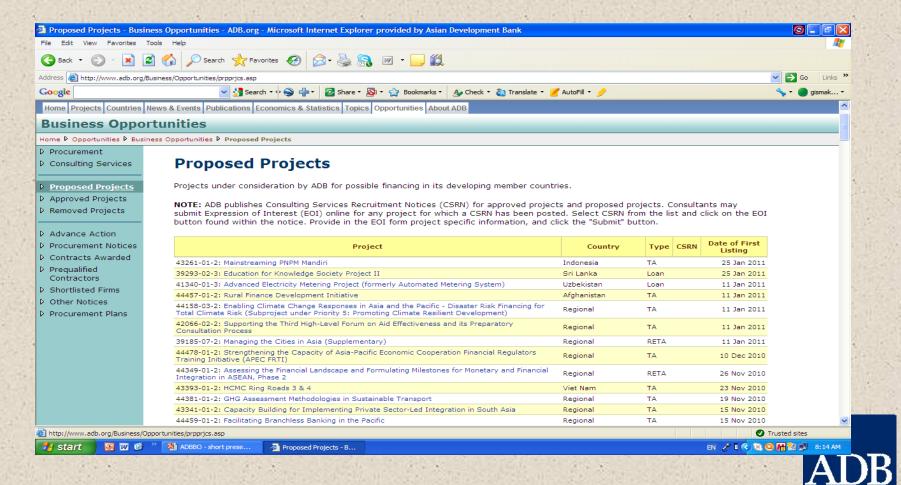
ADB Business Opportunities— Where to Find?



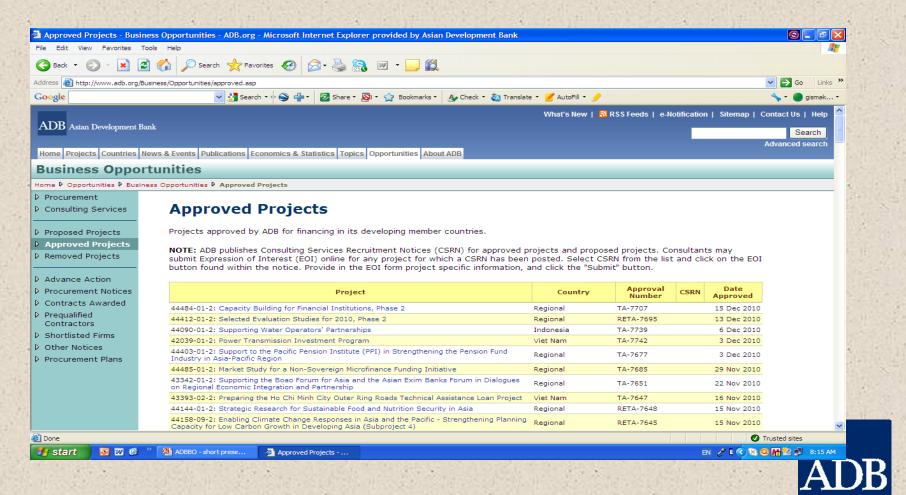
ADB Business Opportunities



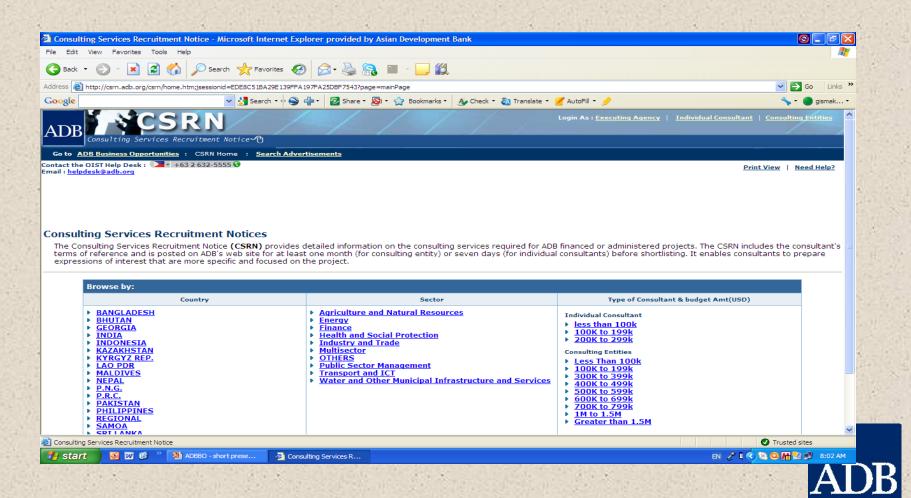
Information on ADB Projects - Proposed Projects



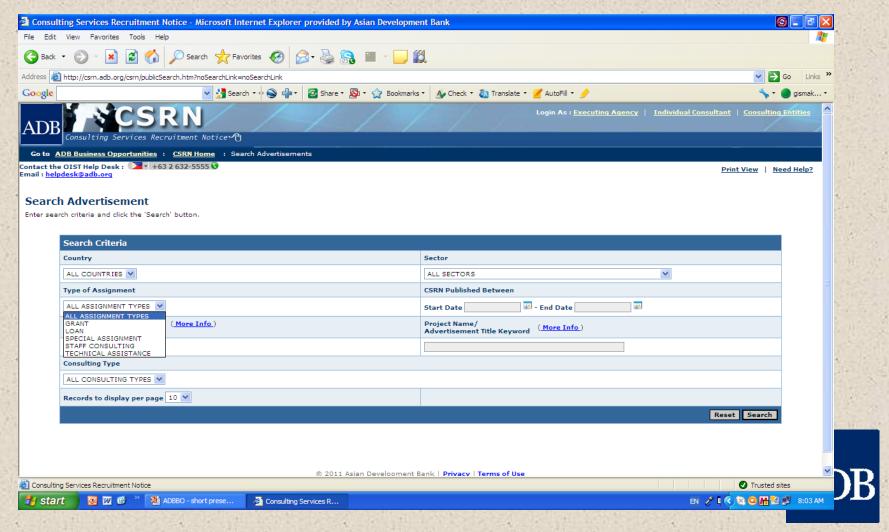
Information on Projects – Approved Projects



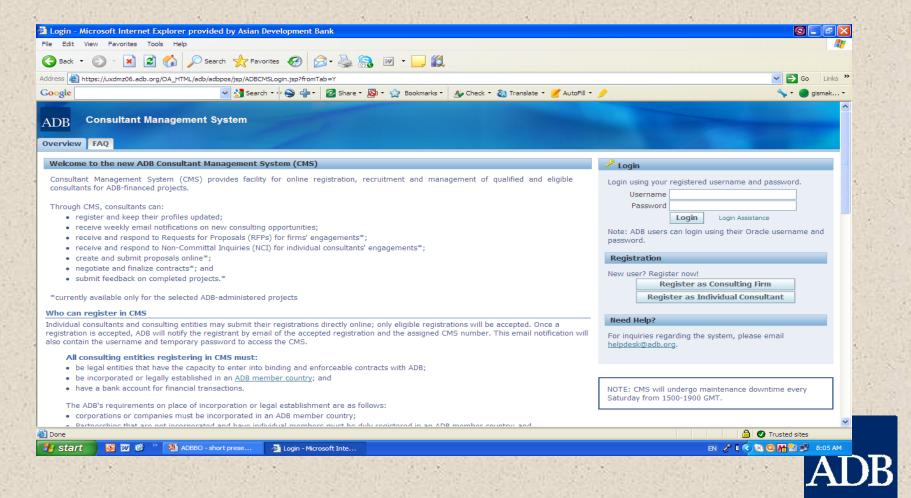
Consulting Opportunities



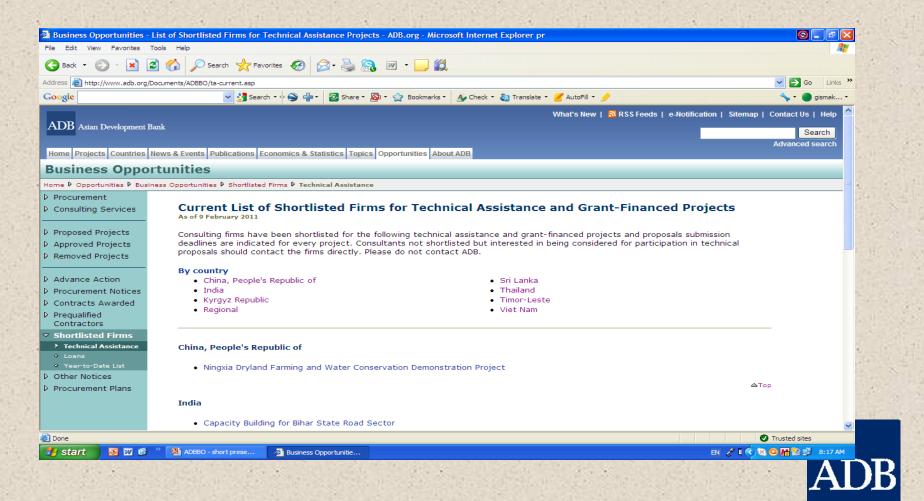
Consulting Services Recruitment Notice



Consultant Management System



Consulting Services – Hop-on Opportunities - <u>Shortlisted Firms</u>



Useful links

List of ADB Member countries http://www.adb.org/About/membership.asp

Consulting Guidelines

http://www.adb.org/Documents/Guidelines/Consulting/Guidelines-Consultants.pdf

Anticorruption and Integrity http://www.adb.org/Integrity/

Project Administration Instructions

http://www.adb.org/Documents/Manuals/PAI/default.asp Project Cycle http://www.adb.org/Projects/cycle.asp

Disclosure at ADB http://www.adb.org/Disclosure/default.asp

TA Disbursement Handbook

http://www.adb.org/Documents/Handbooks/TADisbursement/tadisbursement.pdf

Loan Disbursement Handbook

http://www.adb.org/Documents/Handbooks/Loan Disbursement/loan-disbursement-final.pdf



Business Opportunities eLearning

eLearning for Consultants on how to use CMS:

https://uxdmz06.adb.org/OA HTML/adb/xx crs/help/CMS%20Overview.htm



For More Information

www.adb.org

http://www.adb.org/Procurement/contact.asp

http://www.adb.org/Consulting/contact.asp

