

# 10th BUSINESS OPPORTUNITIES FAIR 2019



## Consultants' Clinic



Galiya Ismakova / Karl Lomibao PPFD / OIST, ADB 28 March 2019



## Overview



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



# **Navigate the Login screen**





## The CMS Login Screen





**ASIAN DEVELOPM** 

Navigate here.

HOME

CONSULTING

SHORTLISTED FIRMS

**AWARDED** CONTRACTS 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 ye ? Register here.

1<sup>st</sup> time users









# The CMS Login Screen



	ADB ASIAN DEVELOPMENT BANK		
	Username		Quick Links ADB.org
	Password	Ø	Consultant Management System
	Login Forgot your password?		
Email with	instructions.		



# **Consulting Opportunities**



<b>***</b> • • • • • • • • • • • • • • • • • •							
ADB Consultant Managem	n <b>ent System</b> Diagnostics	Home	Consulting Opportunities	Shoirms	Awarded Contracts Consultant	Tutor	
Consulting Opportunities Consulting Services Recruitment Notices (CSRN)  CSRN provides detailed information on consulting services required for ADB-financed or administered projects, including terms of reference. Filter to specific advertisements of interest by ticking the appropriate check boxes and clicking Search. Alternatively, click on the numeric links at the end of each row to view advertisements of the indicated type.  Search							
By Country	By Sector		By Eligibility of Consultant Country		By Engagement Period		
Select All Select None	Select All Select None		Select All Select None		Select All Select None		
Regional (1)	Agriculture, natural resources and rural	(2)	Open to Member Countries Only (	3)	3 m onths to 1 year (2)		
☐ Bangladesh (1)	development				☐ More than 1 year (1)		
Cambodia (1)	Education (0)		By Consultant Source				
Lao People's Democratic (1)	Energy (0)		Select All Select None		By Budget Amount		
Republic	Finance (0)		☐ International (1)		Select All Select None		
☐ Viet Nam (2)	☐ Health (0)		☐ National (2)		Less than \$100,000 (1)		
	☐ Industry and trade (0)				s100,000 to \$199,999 (0)		
	☐ Information and communication technology (	ology (0)	By Consultant Type		\$200,000 to \$299,999 (2)		
	☐ Multisector (0)		Select All   Select None		\$300,000 to \$399,999 (0)		
	☐ Public sector management (1)		Firm (3)		\$400,000 to \$499,999 (0)		
	☐ Transport (0)		☐ Individual (0)		\$500,000 to \$599,999 (0)		
	☐ Water and other urban infrastructure and	(0)			\$600,000 to \$699,999 (0)		
	services	(0)			\$700,000 to \$799,999 (0)		
	Uncategorized (0)						
					\$800,000 to \$899,999 (0)		
	By Expertise				= \$900,000 to \$999,999 (0)		
					_ \$1,000,000 to \$1,500,000 (0)		
	Enter the exact text to further filter your search by expertise				☐ Greater than \$1,500,000 (0)		
	and the east ext o forther men your sent if by expense						

Reset

Search



## **Shortlisted Firms**



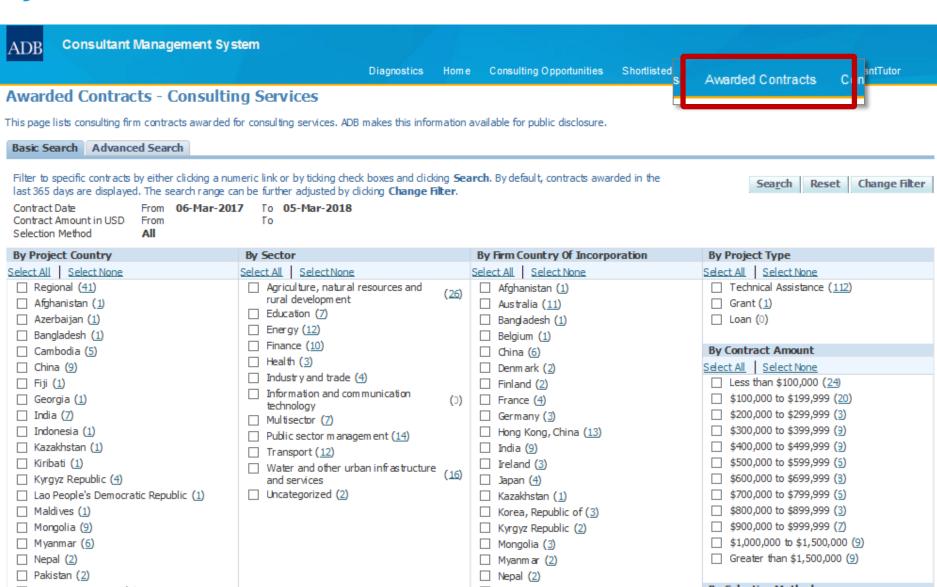
$\operatorname{ADB}$ Consultant Managem		hortlist ed Firms Awarded Contracts ConsultantTutor
Shortlisted Firms		CMS Shortlisted Firms
ADB makes this information available for contact ADB, but get in touch with the fir	consultants who may wish to deal directly with a shortlisted firm. Consultants into m directly.	erested in participating through association with a shortlisted firm should not
Ongoing Requests for Proposals	All Selections	
Filter to specific projects by either ticki shown.	ng check boxes and dicking Search or by dicking a numeric link. Only projects for	Sea <u>r</u> ch Reset  which the deadlines for submitting proposals have not yet expired will be
By Project Country	By Sector	By Project Type
Select All   Select None   Regional (1)	Select All   Select None   Agriculture, natural resources and rural development (0)   Education (0)   Energy (1)   Finance (0)   Health (0)   Industry and trade (0)   Information and communication technology (0)   Multisector (0)   Public sector management (0)   Transport (0)   Water and other urban infrastructure and services (0)   Uncategorized (0)	Select All   Select None  Technical Assistance (1)  Grant (0)  Loan (0)  Staff Consultant (0)
		Search Reset

Diagnostics



### **Awarded Contracts**







## Consultanttutor.adb.org







Email: cmshelp@adb.org Support Hours: 08:00 - 17:00 (GMT+8)

#### ■ About CMS



CMS is an integral ADB's:

#### Videos and Guides

- Consultant Information Management
- Consulting Opportunities Advertisement
- Consulting Services Recruitment
- Contract Administration

#### ■ Training Materials



Materials and Videos for Individual Consultants

Materials and Videos for Consulting Firms

ADB Treasury Department's Guidance on Intermediary



## CMS Tip 1: use compatible browsers



### Using incompatible browsers

- Inability to access the TOR & Cost Estimate tabs in CSRN
- Errors in downloading Technical Proposal templates
- Appearance of additional Go command buttons on the screen



## **Browser Compatibility**



Log In

ADB ConsultantTutor

٩ Search this place HOME INDIVIDUALS **FIRMS** You are in consultant tutor>Individuals Info Center List of compatible browsers can ■ Frequently Asked Home Guides for Individual Consultants be seen in the FAOs under the Show All Answers FAQs for Individual Consultants Introduction Individuals and Firms page in the Currency Restriction advisory in CMS What is CMS? Consultanttutor. What is CSRN? Who can use CMS? What can the various users do in CMS? What is the scheduled downtime of CMS? support What is the recommended browser to be used when visiting the CMS website? Email: cmshelp@adb.org CMS works best using the following browsers: Support Hours: 08:00 - 17:00 (GMT+8) 32-bit Internet Explorer Browser Internet Explorer 11 on Windows 10 (Desktop Mode) (32-bit & 64-bit) Internet Explorer 11 on Windows 8.1 (Desktop Mode) (32-bit& 64-bit)

64-bit Internet Explorer Browser

Internet Explorer 11 on Windows 7 (32-bit& 64-bit)
 Internet Explorer 9 on Windows Vista (32-bit)

Internet Explorer 11 on Windows 10 (Desktop Mode) (64-bit)
 Internet Explorer 11 on Windows 8.1 (Desktop Mode) (64-bit)



Email: cmshelp@adb.org Support Hours: 08:00 - 17:00 (GMT+8) 2 Who can use CM

#### 6. What is the recommended browser to be used when visiting the CMS website?

CMS works best using the following browsers:

- · 32-bit Internet Explorer Browser
  - Internet Explorer 11 on Windows 10 (Desktop Mode) (32-bit & 64-bit)
  - Internet Explorer 11 on Windows 8.1 (Desktop Mode) (32-bit& 64-bit)
  - Internet Explorer 11 on Windows 7 (32-bit& 64-bit)
  - Internet Explorer 9 on Windows Vista (32-bit)
- 64-bit Internet Explorer Browser
  - Internet Explorer 11 on Windows 10 (Desktop Mode) (64-bit)
  - Internet Explorer 11 on Windows 8.1 (Desktop Mode) (64-bit)
  - Internet Explorer 11 on Windows 7 (64-bit)
- Firefox ESR 45.x on Windows Vista (32-bit)
  - Firefox ESR 45.x on Windows 7 (32-bit& 64-bit)
  - Firefox ESR 45.x on Windows 8.1 (32-bit & 64-bit)
  - Firefox ESR 45.x on Windows 10 (32-bit& 64-bit)
- Chrome v44 on Windows 10 (32-bit& 64-bit)
  - Chrome v44 on Windows 8.1 (32-bit & 64-bit)
  - Chrome v35 on Windows 7 (32-bit & 64-bit)
  - Chrome v35 on Android v4.1 or Higher
- · Safari 9.1.1 or higher for OSX v10.1D.2 or higher
  - Safari 9.I.I or higher for OSX v10.11.5 or higher
  - Safari 8.0.3 or higher for OSX v10.1D.2 or higher
  - Safari 8.0.3 or higher for OSX v10.11.5 or higher
  - Safari 7.0.1 or higher for OSX vl0.9.1 or higher
  - Safari 6.0.2 or higher for OS X v10.7.5 or higher
  - Safari 6.0.2 or higher for OS X v10.8.2 or higher

What should the individual consultant do if he/she forgets his/her password for CMS?



# **Consultant Registration**





# **Consultant Registration**





ASIAN DEVELOPMENT BANK

HOME

CONSULTING **OPPORTUNITIES**  SHORTLISTED FIRMS

AWARDED CONTRACTS

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.







to enter

with the

n an ADB



Register and be part of ADB's pool of experts.

### Choose your account type.



#### All Individual Consultants must:

- Be a citizen of an ADB member
- Have appropriate work/consult of at least three years.

\*Note: Consultants from non-ADB c engaged only if a project allows it.

### All Consulting Firms must:

# Click on the images to go to the registration form

· Have a bank account for financial transactions.

The ADB's requirements on place of incorporation or legal establishment are as follows:



### **Executing Agencies**

Executing Agencies (EAs) are government or nongovernment agencies that work with ADB to monitor/implement a project or program. The executing agency may also be a "borrower." To request an EA account for posting recruitment notices, email the following details to your ADB Project Officer, with csrn@adb.org, in copy.

- 1. Name and address of the agency
- ADB Agency Code (can be obtained from ADB Project Officer/Analyst)
- 2 Preferred Username



## **Basic Information screen**



ADB Co	onsultant Mana	gement System			
Simplified Re	gistra	<del>O</del> Iformation	Α	Attachments and Certification	
* Indicates red NOTE: Complete		vithin 30 minutes to avoid losing o	data Plea	Cancel Basic Infor	rmation ▼ <u>Continue</u>
needed informa	ation prior to filling	in the registration.	Enter details in thes	e pages to	
Important			complete the Simplified	d Registration	
By providing your consulting entity's details, you are agreeing that the information is accurate and true to the best of your know					are also certifying ation User Guide.
To know more	about the eligib	ility criteria click on this icon:	<u></u>		
*	Firm/Organization Name				
	Acronym				
	Overall Narrative Description of the Firm/Organization			^	
		Please limit to 500 words.			

#### Firm/Organization Information

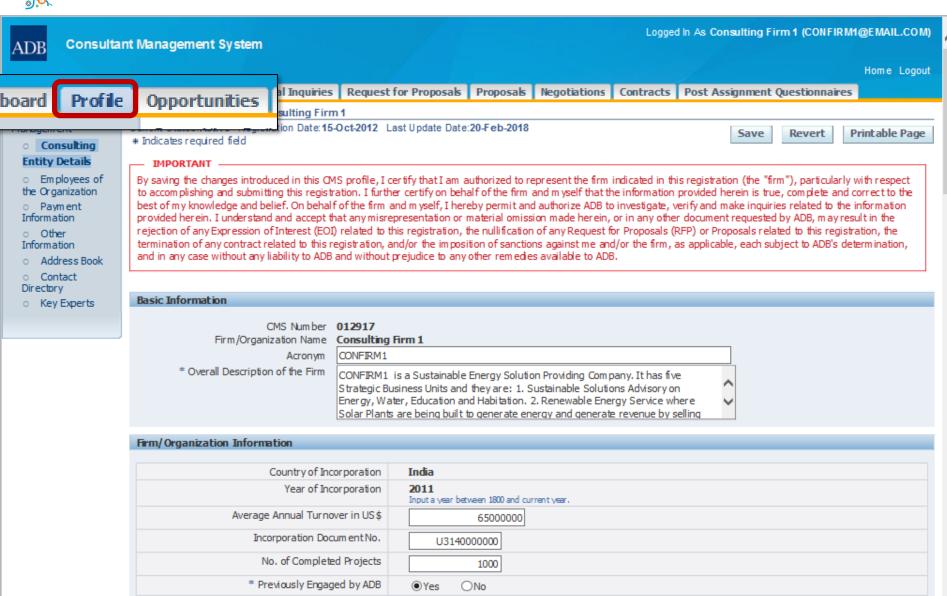
By providing the incorporation/registration details below, you are agreeing to submit copies of your registration documents, at ADB's request. If the Country of Incorporation/Registration you have selected below is not among the <u>list of ADB member countries</u> then you are only allowed to express interest in opportunities open to non-member countries defined as part of project requirements.

\* Country of Incorporation/Pogistration



### Profile tab







# **CMS Tip 2:** 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.



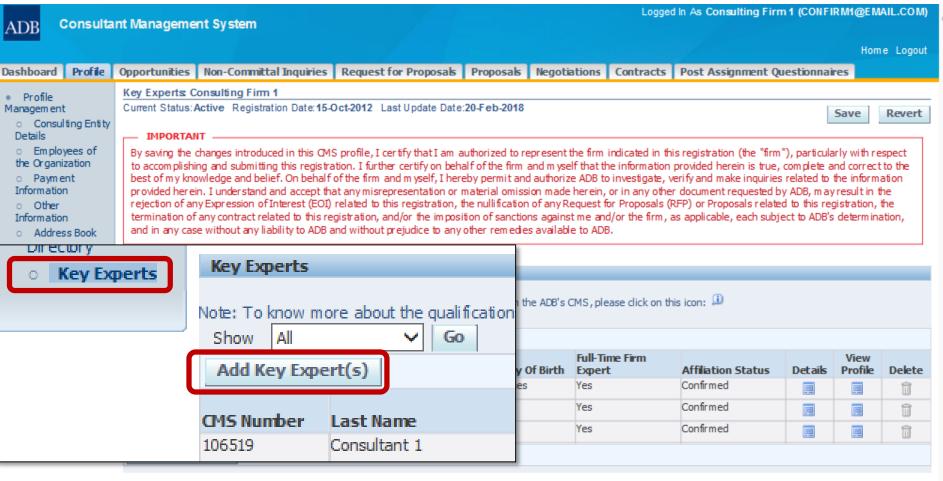
# Affiliating Profiles: Firm with an Individual Consultant





# Affiliating Firm Profile with an Individual Consultant





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

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Save

Revert



# Firm Key Experts screen

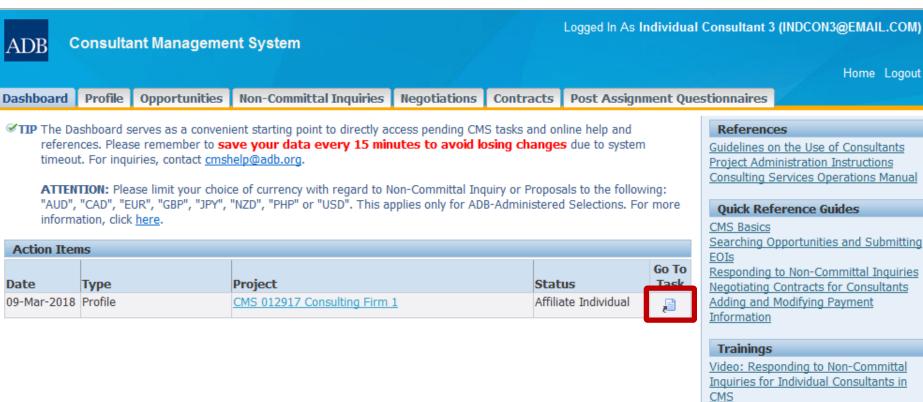


ADB Consultant Management System  Key Experts  * Indicates required field		<u>O</u> K Cancel
Is the Expert registered in CMS?".  Is the Expert registered in CM  * CMS Num!  * Last Nar  * First Nar  * Country of Bi  Full-Time Expert of the Fire	S?	Make sure details are correct!
atter name will be used instead upon confirmation of	uie an mauori request.	<u>Q</u> K Cancel
		Copyright (c) 2006, Oracle. All rights reserved.



## Individual Consultant's Dashboard





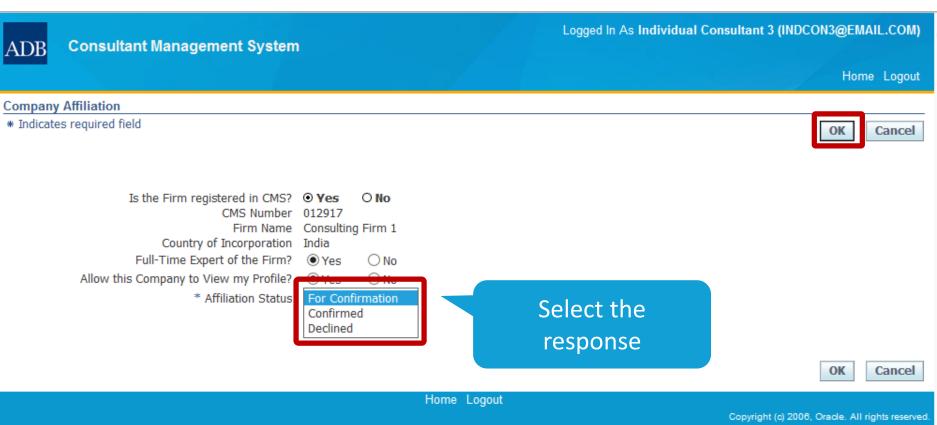
Dashboard Profile Opportunities Non-Committal Inquiries Negotiations Contracts Post Assignment Questionnaires Home Logout

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# Individual Consultant's Response







# Affiliating Profiles: Individual Consultants with a Firm

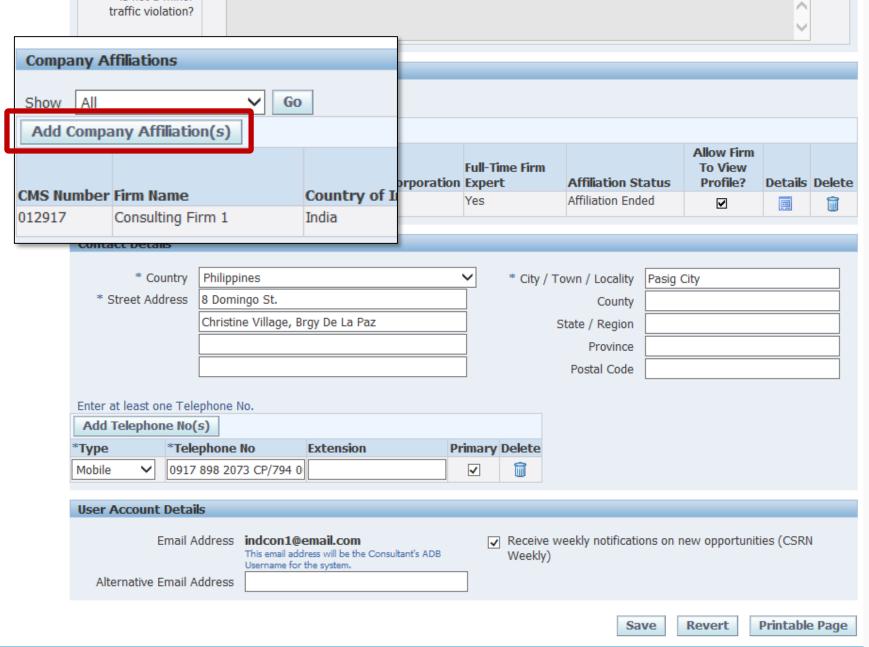




# Affiliating Individual Consultant Profile with a Firm



ADB Consultan	nt Managem	nent System		Logged In As II	ndividual Consultant 1 (INDC	CON1@EMAIL.COM)
		Non-Committal Inquiries	Negotiations Con	tracts   Post Assign	ment Questionnaires	Home Logout
<ul> <li>Profile</li> <li>Management</li> <li>Consultant</li> <li>Details</li> <li>Work Experience</li> <li>Credentials</li> <li>Payment</li> <li>Information</li> <li>Other</li> <li>Information</li> </ul>		nsultant Details: Individual C :Active Registration Date:28-J quired field  NT  changes introduced in my CMS ge and belief. I hereby permit an erstand and accept that any mis the rejection of any Expression s registration, the termination o B's determination, and in any co hat my CMS profile may be seen	onsultant 1 Jul-2015 Last Update S profile, I certify that the dauthorize ADB to invested authorize ADB to invested to find any contract related the tase without any liability	Date: 20-Feb-2018  The information provided hestigate, verify and make a rial omission made here and to this registration, the othis registration, and/out of ADB and without prejects.	Save Revert  nerein is true, complete and complete inquiries related to the information, or in any other document remailification of any Non-Comport the imposition of sanctions a judice to any other remedies are	nation provided requested by ADB, mittal Inquiry (NCI) gainst me, each
	Last	Title Mr. Name Consultant 1				
	First Middle	Name <b>Individual</b>	name, aliases)			
		er Name(s) or Other Name(s)				
	Last Name No results for	und.	First Name		Middle Name	Delete
		Gender O Female			. If multiple, enter primary first enship you have selected belov	





# **Company Affiliation Screen**



${ m ADB}$ Consultant Management System	n	Logged In As Individual Consultant 1 (INDCON1@EMAIL.COM)
Company Affiliation		
* Indicates required field		OK Cancel
Is the Firm registered in CMS?  * CMS Number  * Firm Name  * Country of Incorporation Full-Time Expert of the Firm?  Allow this Company to View my Profile?	Yes	Make sure details are correct!
		OK Cancel
		Copyright (c) 2006, Oracle. All rights reserved.



## Firm's Dashboard



ADB

**Consultant Management System** 

Logged In As Consulting Firm 1 (CONFIRM1@EM.

Dashboard

**Profile** 

Opportunities 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.

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Ac			•		-	ш		5

Date	Туре	Project	Status	Go To Task
09-Mar-2018	Profile	CMS 106519 Individual Consultant 1	Affiliate Organization	<u>=</u>

#### References

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

#### **Quick 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

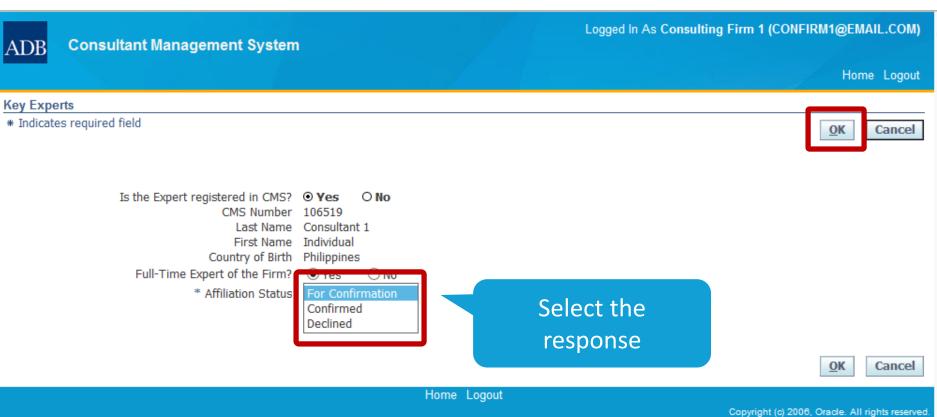
Video: Responding to RFPs and Preparing & Submitting Proposals for Firms in CMS

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







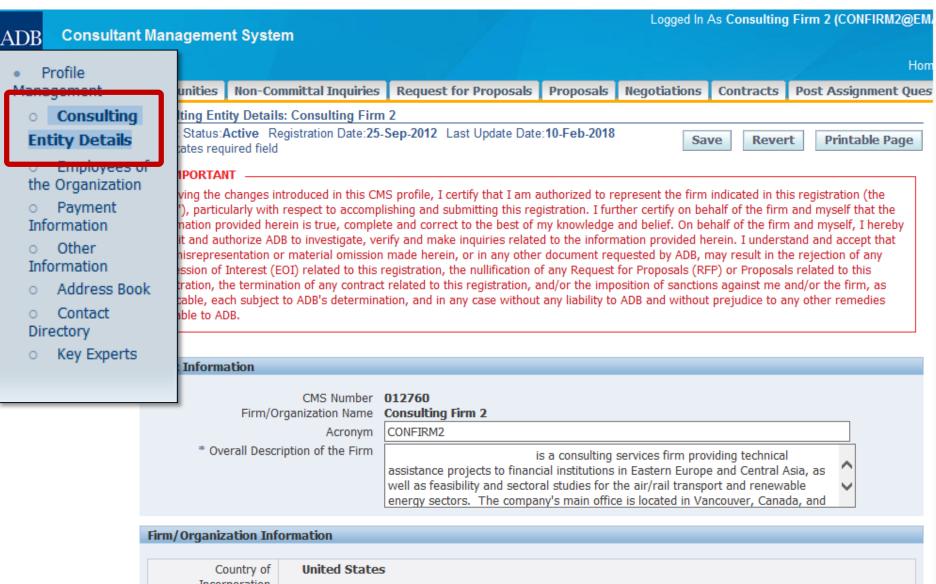
# Affiliating Profiles: Firm with Another Firm





# Affiliating Firm Profile with another Firm





**Affiliate Organizations** Show All Go Country of Affiliation Add Affiliate Organization(s) Incorporation Details Delete Status Sector Expertise Add Sector Expertise **Update Delete** Sector Subsector Renewable energy Energy Large hydropower generation Energy Small and medium enterprise development Industry and trade Banking systems Finance Housing finance Finance Inclusive finance Finance Industry and trade Trade and services Transport Air transport Rail transport (non-urban) Transport Industry and trade Large and medium industries Add Sector Expertise **Project Summary** ✓ TIP Indicate projects undertaken as consultancy assignments. This information is mandatory for submission of expressions of interest. Please ensure that projects here reflect the Sector Expertise indicated in the section above. You are encouraged to list only your more recent and relevant projects for easier review and lookup. Show All Go Add Project Detail(s) **Assignment** Loan / Period Eunding TA /

Continuous /



# Affiliate Organizations screen



ADB Consultant Management	: System	Logged In As	Consulting Firm 2 (CONFIRM2@EMAIL.COM)
Affiliate Organizations  * Indicates required field  Signifying affiliation with a firm requires CMS choosing "No" to the question below, "Is the		ot registered in CMS or you are u	OK Cancel unsure as to this fact, you may still proceed by
Is the firm registered  * CMS  * Firm/Organizat  * Country of Inco	S Number 012: ion Name Consulting Firm 1		Make sure details are correct!
	to the Firm. If the firm/organization na ne will be used instead upon confirmatio		erent from the name appearing in the firm's  OK Cancel
			Copyright (c) 2006, Oracle. All rights reserved.



## Firm's Dashboard



**Consultant Management System** ADB

Logged In As Consulting Firm 1 (CONFIRM1@EM.

Profile Dashboard

Opportunities Non-Committal Inquiries

Request for Proposals Proposals

Negotiations

To

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
--------------

ı	Date	Туре	Project	Status	Go Ta:
ı	12-Mar-2018	Profile	CMS 012 Consulting Firm 2	Affiliate Organization	E

#### References

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

#### **Quick 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

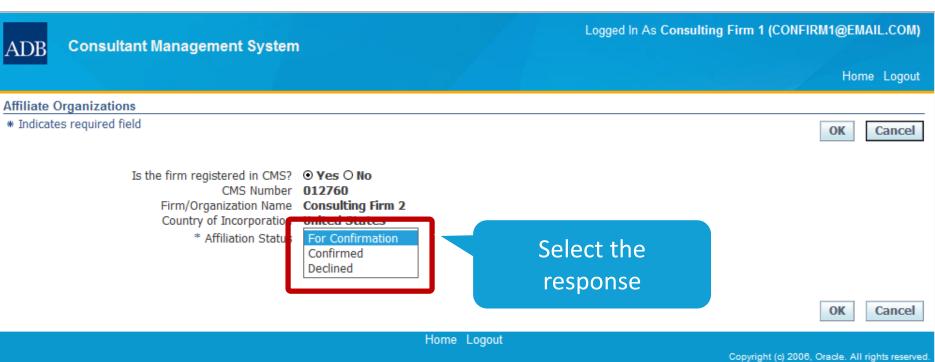
Video: Responding to RFPs and Preparing & Submitting Proposals for Firms in CMS

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







# **Payment Information**





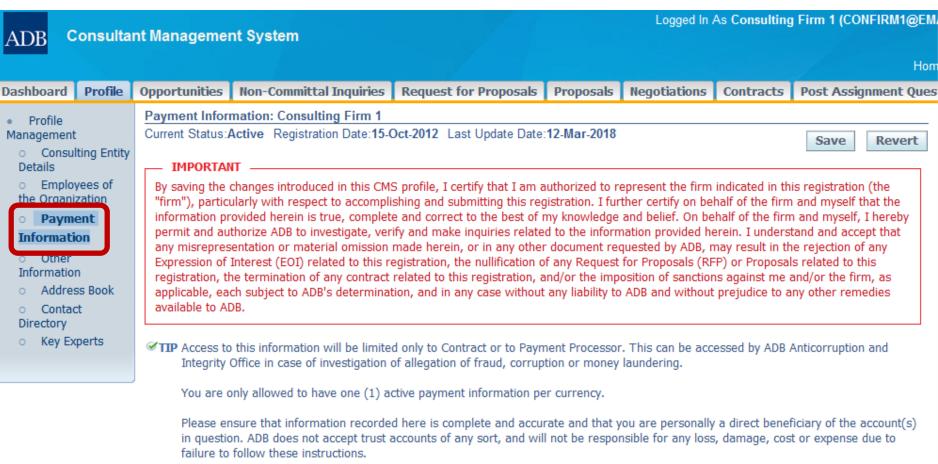
# **Payment Information**

**Payment Information** 

Currency Account Name

Add Payment Instruction





Branch

Bank

Account

Number

**Payment** 

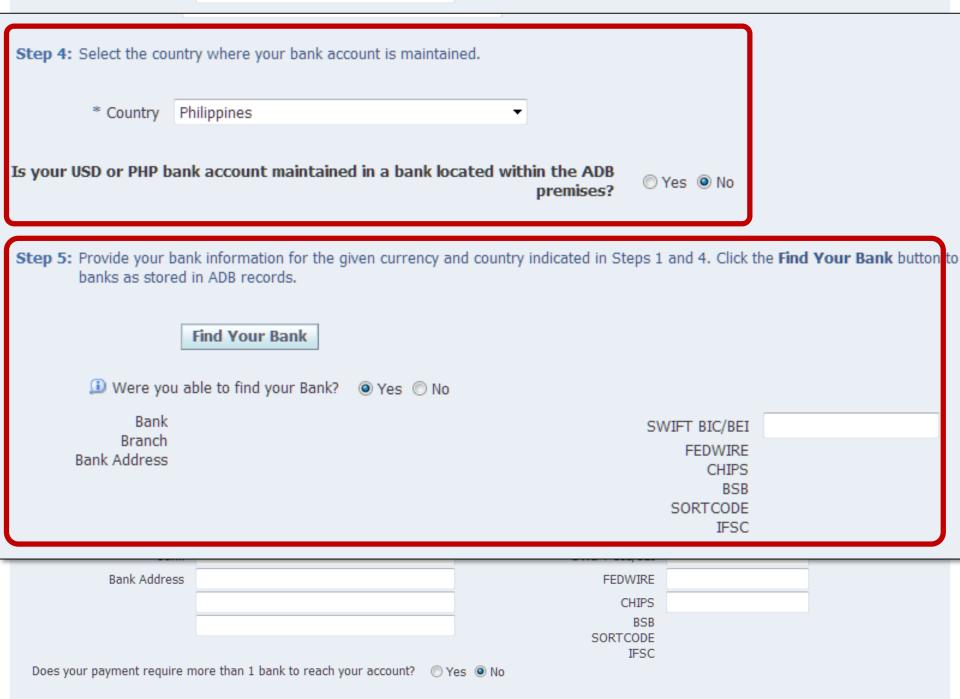
Status

Update Delete

Method

_	yment Information: Consulting Firm 1		
Curre * In	rent Status: Draft   Last Undate Date: 12.Mar. 2018	ac	k
* TI	Step 1: Select your contract currency.		
Pa			
f	* Contract Currency	Yo ca	
	Step 2: Select your preferred Mode of Payment. Check payments (Payer mailed.	ee only) are available only for HQ Manila-based cor	
ı	Payment Method   Electronic   Check		
	Step 3: Enter your Bank Account Number, Account Holder Name and Account Provided when you opened your bank account. Please use alph		
l	Please ensure that information recorded here is complete and question. ADB does not accept trust accounts of any sort, and these instructions.		
	* A		
ı	* Account Number		
ı	* Account Holder Name		
	Account Holder Address		
ı			
ı			

**Step 4:** Select the country where your bank account is maintained.

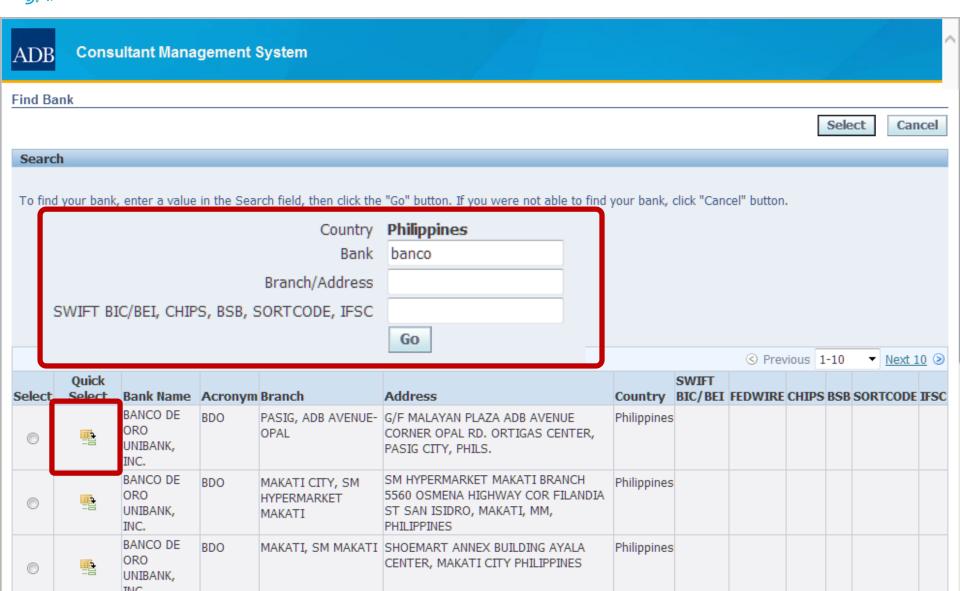


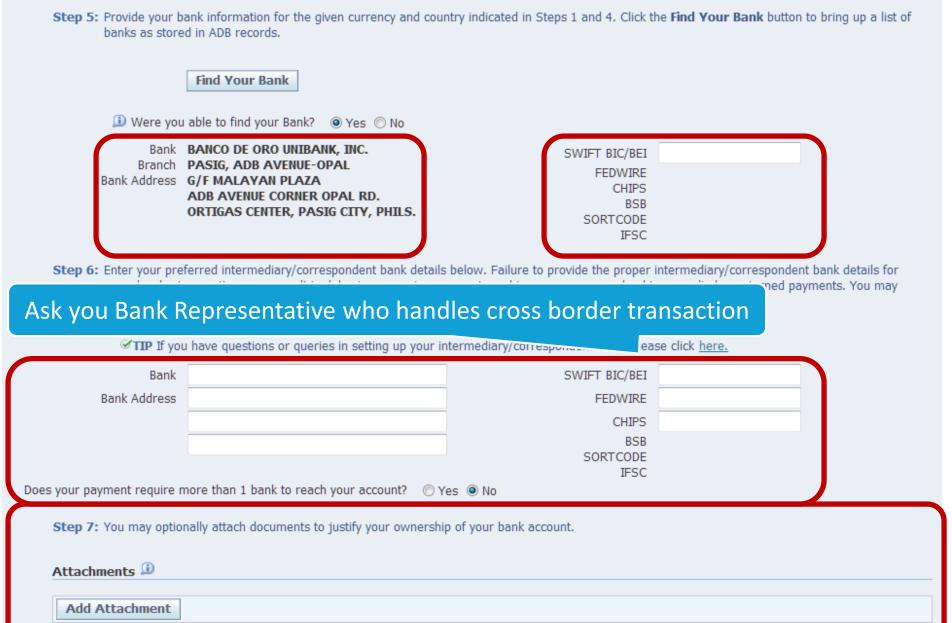
Step 7: You may optionally attach documents to justify your ownership of your bank account.



## Find Bank screen







Last Updated By

**Last Updated** 

Update

Delete

Description

Type

Category

Title

No results found.



# **CMS Tip 3:** Provide intermediary bank details.



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.

IFSC

cross borde	preferred intermediary/correspondent bank details below. Failure to provide the proper intermediary/correspondent bank details for er transactions may result in delay in processing payments and in some cases can lead to unapplied or returned payments. You may o ask your bank representative for the intermediary/correspondent details specific to your contract currency.
<b>₹TIP</b> If	you have questions or queries in setting up your intermediary/correspondent bank, please click here.
Ba	nk SWIFT BIC/BEI
Bank Addre	rss FEDWIRE
	CHIPS
	BSB
	SORTCODE
	IFSC
Does your payment requi	re more than 1 bank to reach your account? 🔘 Yes 🂿 No
Step 7: You may o	ptionally attach documents to justify your ownership of your bank account.
Add Attachn Title No results found	You have the option to put a comment to provide ADB additional information when validating your bank account.
☐ Comments	
New Comment	_
	_
+ Process History	
	Submit Save Revert Back



# **Consulting Opportunities**





# Viewing Consulting Opportunities



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



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



ADB	Consultant Management System				1/2-1	
		Home	Consulting Opportunities	Shortlisted Firms	Awarded Contracts	ConsultantTutor
	Iting Opportunities g Services Recrutment Notices (CSRN)					Search Reset
	ides detailed information on consulting services required for ADB-financed or ac e check boxes and dicking Search. Alternatively, dick on the numeric links at the					nterest by ticking the
Search						
By Cour	try By Sector		By Fligibility of Consultant	Country	Ry Engagement Derig	od

Search			
By Country	By Sector	By Eligibility of Consultant Country	By Engagement Period
Select All Select None	Select All Select None	Select All Select None	Select All Select None
Regional (50)	Agriculture, natural resources and rural	☐ Open to Member Countries Only (163)	Less than 3 months (13)
☐ Afghanistan (7)	development	<b>'</b>	☐ 3 m onths to 1 year (92)
Armenia (3)	☐ Education (11)	By Consultant Source	☐ More than 1 year ( <u>58</u> )
☐ Azerbaijan ( <u>7</u> )	☐ Energy ( <u>11</u> )	Select All Select None	
☐ Bangladesh (7)	Finance (13)	☐ International ( <u>55</u> )	By Budget Amount
Cambodia (8)	☐ Health ( <u>14</u> )	☐ National (108)	Select All Select None
China (4)	☐ Industry and trade (11)		Less than \$100,000 (119)
☐ Fiji ( <u>2</u> )	☐ Information and communication technology (1)	By Consultant Type	s100,000 to \$199,999 (14)
Georgia (1)	Multisector (7)	Select All Select None	\$200,000 to \$299,999 ( <u>6</u> )
☐ India ( <u>5</u> )	Public sector management (15)	☐ Firm (31)	s300,000 to \$399,999 (6)
☐ Indonesia (4)	Transport (20)	☐ Individual (132)	\$400,000 to \$499,999 (2)
☐ Kazakhstan (1)	Water and other urban infrastructure and services (14)	)	s500,000 to \$599,999 (1)
☐ Kiribati (1)	Sci wees		500,000 to \$699,999 ( <u>2</u> )
☐ Kyrgyz Republic (1)			0,000 to \$799,999 (0)
Lao People's Democratic Republic (10	Specify Filter options	and click Search to v	iew 0,000 to \$899,999 (2)
☐ Mongolia ( <u>17</u> )		to the second second	)00,000 to \$1,500,000 (3)
☐ Myanmar ( <u>5</u> )	targeted consu	Iting opportunities	ater than \$1,500,000 (8)
☐ Nepal ( <u>5</u> )			
Pakistan (12)			
Papua New Guinea (4)			
Philippines (26)			
Solom on Islands (2)			
Sri Lanka (7)			

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#### **Consulting Opportunities**

Consulting Services Recruitment Notices (CSRN)

Back

Click icon on the last column to display the advertisement or click on the project name for information about the project. You can sort advertisements by clicking on the headers.

roject	Sector	Consultant Source		Open to non- Member Countries		Engagement Period	_		<b>Deadline</b> (Manila local time)	Remarks (	View CSRN
Subproject: Guizhou Gui'an New District Smart Transport System Development - N3 Environmental Specialist (51044-001)		International	Individual	No	Environment	10 Months	,		16-Mar -2018 11:59 PM		
OAN, 2501 PBC: Cuppoi Regional Cooperation and Integration Promotion Investment Program - Tranche 1 - GX-CS3 Project Management and Procurement Specialist (50050-003)		National	Individual		Project Management and Procurement	12 Months			15-Mar -2018 11:59 PM		
LOAN-3443 PRC: Qinghai Haidong Urban-Rural Eco Development Project - HD-CB-CS2 External Social Safeguard and Social Monitoring and Evaluation (48102-002)	other urban			No	and social monitoring and				14-Mar -2018 11:59 PM		
TA-9381 PRC: Independent Third-Party Institution: Guangxi Modern Technical and Vocational Education and Training Development Program (49308-002)		Click on the Project link to view the Project Data Sheet in ADB.org							23-Mar -2018 11:59 PM	Extension	

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#### **Consulting Opportunities**

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Click icon on the last column to display the advertisement or click on the project name for information about the project. You can sort advertisements by clicking on the headers.

Project	Sector	Consultant Source		Open to non- Member Countries		Engagement Period	_	<b>Deadline</b> (Manila local time)	Remarks	View CSRN
TA-9437 PRC: Supporting Project Preparation - Subproject: Guizhou Gui'an New District Smart Transport System Development - N3 Environmental Specialist (51044-001)	Health	International	Individual	No	Environment	10 Months		 16-Mar -2018 11:59 PM		
LOAN-3501 PRC: Guanqxi Regional Cooperation and Integration Promotion Investment Program - Tranche 1 - GX-CS3 Project Management and Procurement Specialist (50050-003)	Industry and trade	National	Individual		Project Management and Procurement	12 Months		15-Mar - 2018 11:59 PM		
Safequard and Social Monitoring and Evaluation	other urban			No	and social monitoring and		145,000	14-Mar -2018 11:59 PM		
TA-9381 PRC: Independent Third-Party Institution: Guangxi Modern Technical and Vocational Education and Training Development Program (49308-002)	Clic	Click the View CSRN icon to view the consulting opportunity						23-Mar -2018 11:59 PM	Extension	-

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





HOME CONSULTING SHORTLISTED OPPORTUNITIES FIRMS

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#### ADB CONSULTANT MANAGEMENT SYSTEM

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

Login for Registered Users

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ADB STAFF

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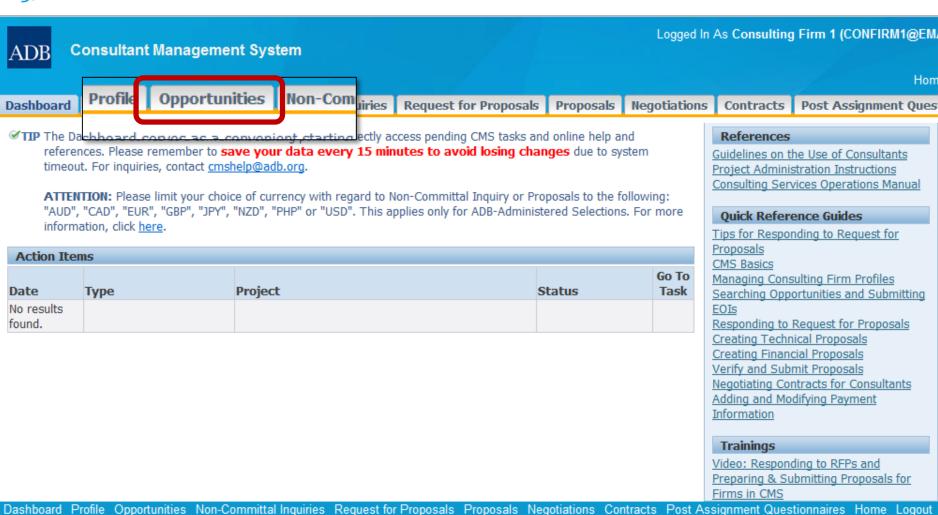




# Searching opportunities inside the CMS Dashboard



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Hom

Dashboard   Profile   Opportunities   Mon-Committal Inquiries   Request for Proposals   Proposals   Regotiations   Contracts   Post Assignment Ques   Opportunities with Consulting Services Recruitment Notices  **TIP Click Go to display all available consulting opportunities in ADB. You may also apply search filters below. To monitor your expressions of interest (EOIs), untick "Not Submitted" before clicking on Go.    Search															
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Consultant Source Consultant Type					pportunities i	n ADB. You n	nay also app	ly search filter	rs below. To m	onitor you	expression	ns of intere	est (EOIs), unt	ick "Not	
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Development Support for management development 2017 2018		Sunnort fo	r	management				develonment				2018			



# Searching opportunities via the CSRN Weekly email notification



# ADB Consultant Management System

**CSRN Weekly** 

#### Consulting Opportunities for the Week of 12 March 2018

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 for the assignment.

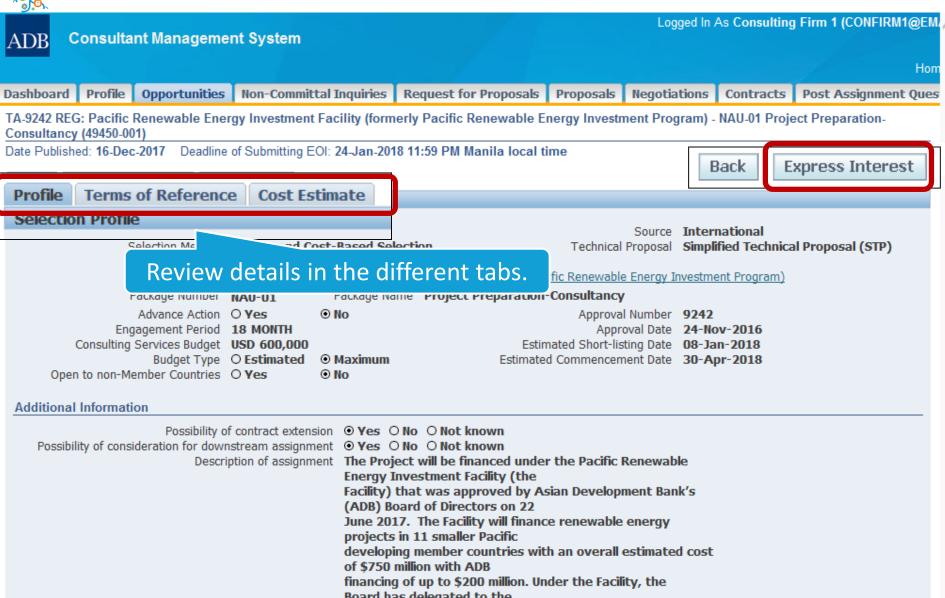
#### AGRICULTURE, NATURAL RESOURCES AND RURAL DEVELOPMENT

,,					
Project	Package Name	Consultant Type	Consultant Source	Published Date	Deadline for EOI
G RANT-0433 VIE: Greater Mekong Subregion Biodiversity Conservation Corridors Project (Additional Financing) (40253-035)	CPMU Accounting Assistant	Individual	National	06-Mar- 2018	15-Mar- 2018
G RANT-0433 VIE: Greater Mekong Subregion Biodiversity Conservation Corridors Project (Additional Financing) (40253-035)	Assistant Accountant	Individual	National	08-Mar- 2018	17-Mar- 2018
G RANT-0126 AFG: Agriculture Market Infrastructure Project (formerly Commercial Agriculture Development Project) (39370-022)	MAIL/ADB/AMIP/ISWME1 International Slaughterhouse Waste Management Expert	Individual	International	12-Mar- 2018	18-Mar- 2018
L OAN-8331 CAM: Tonle Sap Poverty Reduction and Smallholder Development Project - Additional	017-018 Provincial Livelihood Advisors	Individual	National	12-Mar- 2018	19-Mar- 2018



# Viewing the CSRN screen







# **Express Interest**

\* Provide details of past experience working with similar project authorities.



ADB Consultant Management System  Home Consulting Opportunities Shortlisted Firms Awarded Contracts Consultant Tutor									
Expression of Interest: TA-7659 SRI: Lagging Local Authorities Infrastructure Development Project - Initiating Consultant Recruitment 001 (FIRM) (42459-012 Status: Draft Deadline: 15-Apr-2012 11:59 PM GMT +08:00 (26 days 13 hours remaining)    Back   Reuse Similar EOI   Printable Page   Submit   Save   Revertible Table Page   Save   Revertible Table Page   Save   Revertible Table Page   Save   Revertible Page   Save   Revertible Table Page   Save   Revertible Page   Save   Save   Revertible Page   Save   Revertible Page   Save   Revertible Page   Save   Revertible Page   Save   Save									
Consulting Firm Information									
CMS Number 005699 Country of Incorporation China, People's Republic of Consultant Name 25258FN * Acronym									
Associations (Joint Venture or Subconsultancy)									
CMS Number Add Consultant									
CMS Number Consultant *Acronym Country Joint Venture EOI Submission Authorized By Position Delete									
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									
Assignment Specific Qualifications and Experience									
<ul> <li>TIP Your EOI shall demonstrate technical competence and geographical experience based on project references entered in Full registration under your CMS profile.</li> <li>We encourage you to update Project Information under your CMS registration prior to filling EOI.</li> <li>A. Technical Competence</li> </ul>									
TIP Cross-referencing the selected from your CMS profile projects, highlight the technical qualifications of your entity/ consortium in undertaking similar assignments.									



IIP This may include, but not limited to comments on clarity of the assignment's inputs, outcome and impact.

#### Comments on Budget Adequacy

In evaluating the cost-effectiveness and budget adequacy of your proposed program, the Corporation considers the following:

(1) Whether your program is cost-effective based on:

#### **Additional Questions**

- \* Indicates required field
- \* If you are proposing an association, or a joint venture, outline the proposed management coordination of the arrangement.

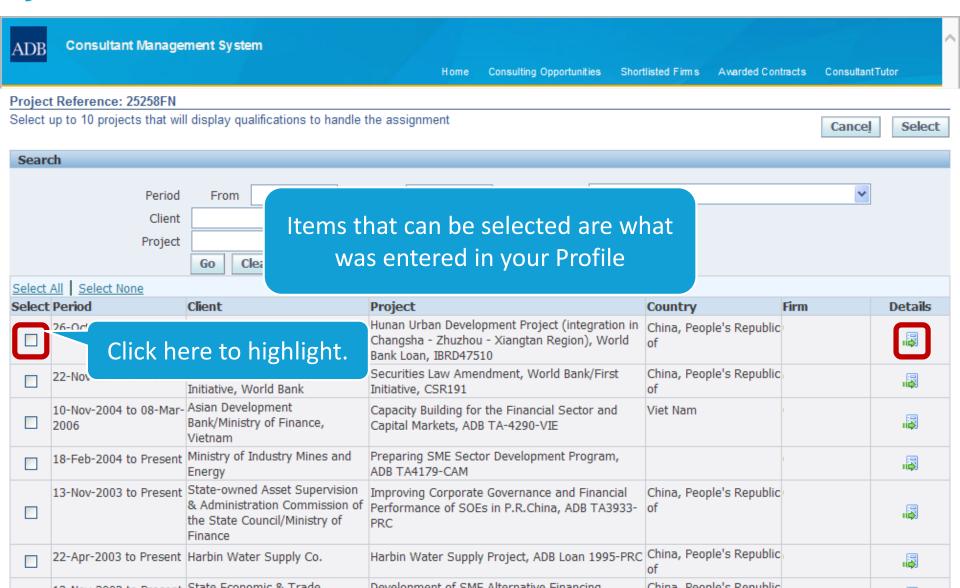
  Our awareness, motivation and ability are the drivers of competitive behavior. They influence the firm's actions toward and responses to competitors. Awareness is the extent to which competitors recognize the degree of their mutual interdependence that results from market commonality and resource similarity.

#### Key considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)



# **Add Project Information**







# Project Details screen





**Project Details** 



# Project Name / Activities Project Name / Activities Country Location of Services Rendered Consite Onsite Onsite Onsite Onsite Onsite/Offsite Project Location within the Country Start Date Completion Date Type of Assignment Client Name Funding Source Loan / TA / Grant No Number of Person-Months for the Entire Project Project Name / Activities Hunan Development Project (integration in Changsha - Zhuzhou - Xiangtar Onsite Onsite Onsite Onsite Onsite Onsite/Offsite Onsite/Offsite

Have you been involved as the: O Lead Firm ⊙ Associate Firm

Total Value of Whole Project (in US\$)

18-Feb-2004 to Present

13-Nov-2003 to Present

Ministry of Industry Mines and

State-owned Asset Supervision

the State Council/Ministry of

Commission/NDRC

Finance

22-Apr-2003 to Present Harbin Water Supply Co.

12-Nov-2002 to Present State Economic & Trade

& Administration Commission of

ADB

Home Consulting Opportunities

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Projec	t Reference: 25258FN					
Select	up to 10 projects that wil	l display qualifications to handle t	he assignment		Cance <u>l</u>	Select
Sear	ch					
	Period Client	From	To Country Firm	Click Se	lect to ad	d.
	Project	Go Clear				
Select	All Select None					
Select	Period	Client	Project	Country	Firm	Details
	26-Oct-2005 to Present	Hunan Dev. and Reform Commission, World Bank	Hunan Urban Development Project (integration in Changsha - Zhuzhou - Xiangtan Region), World Bank Loan, IBRD47510	China, People's Republic of	GlocalWi	
	22-Nov-2004 to Present	National People's Congress, First Initiative, World Bank	Securities Law Amendment, World Bank/First Initiative, CSR191	China, People's Republic of	GlocalWi	
	10-Nov-2004 to 08-Mar- 2006	Asian Development Bank/Ministry of Finance, Vietnam	Capacity Building for the Financial Sector and Capital Markets, ADB TA-4290-VIE	Viet Nam	GlocalWi	ıı Ç

Preparing SME Sector Development Program,

Improving Corporate Governance and Financial

Performance of SOEs in P.R.China, ADB TA3933- of

Harbin Water Supply Project, ADB Loan 1995-PRC China, People's Republic GlocalWi

of

ADB TA4179-CAM

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Cancel Select

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GlocalWi

China, People's Republic GlocalWi

China, People's Republic GlocalWi

Diagnostics Home Logout

Mechanism, ADB TA-3930-PRC;

Development of SME Alternative Financing

#### **Project References**

TIP Please select most relevant projects from your CMS Profile to demonstrate the firm's technical qualifications and geographical experience.

Add Project

And Project									
*Period	*Client	*Project	*Country	*Firm	View Details	Delete			
10-Oct-2001 to 13-Apr-2004	World Bank, Asian	China Development Bank Institutional Strengthening, co-financed by World Bank(3212-CHA) and Asian Development Bank(TA 3527-PRC)	China, People's Republic of		ii 🎉				
09-Aug-2001 to Present		Development of Financing Polices and Mechanisms for SMEs, ADB TA-3534-PRC	China, People's Republic of						

#### Comments on Terms of Reference

TIP This may include, but not limited to comments on clarity of the assignment's inputs, outputs, outcome and impact.

#### Comments on Budget Adequacy

In evaluating the cost-effectiveness and budget adequacy of your proposed program, the Corporation considers the following: (1) Whether your program is cost-effective based on:

#### **Additional Questions**

- \* Indicates required field
- \* If you are proposing an association, or a joint venture, outline the proposed management coordination of the arrangement.

Our awareness, motivation and ability are the drivers of competitive behavior. They influence the firm's actions toward and responses to competitors. Awareness is the extent to which competitors recognize the degree of their mutual interdependence that results from market commonality and resource similarity.

Key considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)

Add Expert  Experts that can be selected are									
Name	Email	what w	what was entered in your Profile			ation Status	Firm	View Profile	Delete
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•			Active	Part Time Staff	Pendi	ng		==	

#### EOI Attachments

Add Attachment							
Title	Type	Description	Category A	Last Updated By	Last Updated	Update	Delete
EOI ATTACHMENT SAMPLE.pdf	File		Others	SYSADMIN	24-Nov-2011	0	

#### **Eligibility 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/consortium.
- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm and the expert(s) will be disqualified 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 activities
- The lead entity and associates are NOT currently sanctioned by the ADB or other MDB. Neither the consulting firm nor the associates has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify ADB should any member of the consortium become ineligible to work with ADB or other MDB or be convicted of an integrity-related offense or crime as described above.
- All proposed associate/s are registered in ADB's Consultant Management System (CMS), and contact information contained in CMS is current.
- Associate/s, including all proposed consultants named in this EOI, have confirmed their interest in this activity in writing.
- Associate/s, including all proposed consultants named in this EOI, have confirmed their eligibility to participate in this activity in writing.
- Associate/s including all proposed consultants named in this EOI, have authorized us in writing to represent them in expressing interest in this activity.
- ✓ None of the proposed consortium are subsidiaries of and/or dependent on the Executing or the Implementing Agency or individuals related to them.
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy

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# Add Attachment screen



**Add Another** 

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			Home	Consulting Opportunities	Shortlisted Firms	Awarded Contrac	cts ConsultantTut	or
Add Att	achment							
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TIP You may list experts that you consider for this assignment, if short-listed.

Add Expert							
Name	Email	Consultant Status	Affiliation Type	Affiliation Status	Firm	View Profile	Delete
		Active	Full Time Staff	Pending			
		Active	Part Time Staff	Pending			Î
		Active	Part Time Staff	Pending			

#### **EOI Attachments**

Add Attachment							
Title	Туре	Description	Category 🔺	Last Updated By	Last Updated	Update	Delete
EOI ATTACHMENT SAMPLE.pdf	File		Others	SYSADMIN	24-Nov-2011	0	

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- We confirm that the project references submitted as part of this EOI accurately
- We further confirm that, if any of our experts is engaged to prepare the TOR our firm and the expert(s) will be disqualified from short-listing and participat All consulting entities and experts proposed in this EOI are eligible to participa
- The lead entity and associates are NOT currently sanctioned by the ADB or otl
- integrity-related offense or crime related to theft, corruption, fraud, collusion We understand that it is our obligation to notify ADB should any member of the
- integrity-related offense or crime as described above. All proposed associate/s are registered in ADB's Consultant Management System (CMS), and contact information contained in CMS is current.
- Associate/s, including all proposed consultants named in this EOI, have confirmed their interest in this activity in writing.
- Associate/s, including all proposed consultants named in this EOI, have confirmed their eligibility to participate in this activity in writing.
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- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy

Reuse Similar EOI Printable Page Submit Back Save Revert

Read, review and tick the Eligibility

Declaration items and submit the

EOI to be evaluated.

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# Reusing similar EOI

\* Provide details of past experience working with similar project authorities.

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ADB Consultant Management System  Home Consulting Opportunities Shortlisted Firms Avarded Contracts Consultant Tutor
Expression of Interest: TA-7659 SRI: Lagging Local Authorities Infrastructure Development Project - Initiating Consultant Recruitment 001 (FIRM) (42459-01)
Status: Draft Deadline: 15-Apr-2012 11:59 PM GMT +08:00 (26 days 13 hours remaining)  Reuse Similar EOI Printable Page Submit Save Rever
Consulting Firm Information
CMS Number 005699 Country of Incorporation China, People's Republic of Consultant Name 25258FN * Acronym
Associations (Joint Venture or Subconsultancy)
CMS Number Add Consultant
I confirm that:  Documentation regarding our corporate structure including benarious of Directors has been attached into ADB's CMS  If an EOI was submitted for a similar opportunity, you can reuse the previous submission as your template.
Assignment Specific Qualifications and Experience
TIP Your EOI shall demonstrate technical competence and geographical experience based on project references entered in Full registration under your CMS profile. We encourage you to update Project Information under your CMS registration prior to filling EOI. A. Technical Competence
TIP Cross-referencing the selected from your CMS profile projects, highlight the technical qualifications of your entity/ consortium in undertaking similar



## Search and Select EOI screen



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ADB	Cons	ultant Ma	nageme	nt System		/1			Logge	d In As (	Consultin	g Firm 1 (COI	NFIRM1@EM.
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## Search and Select EOI screen







## How to check status of EOI







# Responding to Request for Proposals





Dashboard Profile Opportunities

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# Responding to RFP

Non-Committal

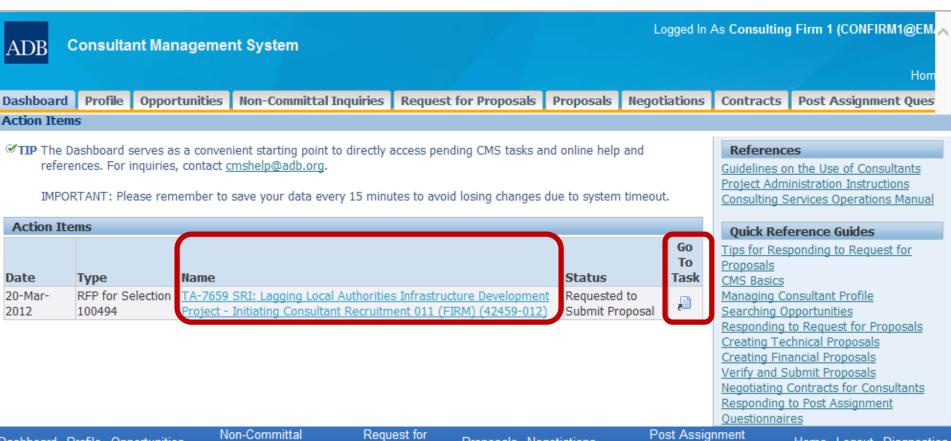
Inquiries

Proposals



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Proposals Negotiations

Questionnaires



# Request for Proposals





Request for Proposal: TA-7659 SRI: Lagging Local Authorities Infrastructure Development Project - Initiating Consultant Recruitment 011 (FIRM) (42459-012)

Status: Requested to Submit Proposal

Save Revert

Back

TIP Please download and review the RFP then inform ADB within 5 working days of receiving this if you will or will not be able to submit a proposal. If you have clarifications, please send a message through CMS. (PAI 2.04, Part I.b)

RFP Attachments							
Title	уре	Description	<u>Category</u> ▲	Last Updated By		Update	Delete
Read This First! - Tips for Responding to RFP	lle	Download and reviev	S	JABUNDO	24-Nov-2011	0	
TA-7659 RFP Section 1 - Letter of Invitation.pdf	ile	Download and leviev		KESPIRITU	20-Mar-2012	0	
TA-7659 RFP Section 2 - Definitions.pdf	lile	RFP Section 2 - Definitions	RFP-2	KESPIRITU	20-Mar-2012	0	
TA-7659 RFP Section 3 - Instructions to Consultants.pdf	lile	RFP Section 3 - Instructions to Consultants	RFP-3	KESPIRITU	20-Mar-2012	0	
TA-7659 RFP Section 4 - Data Sheet.pdf	lile	RFP Section 4 - Data Sheet	RFP-4	KESPIRITU	20-Mar-2012	0	Î
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TA-7659 RFP Section 6 - Standard Forms for Proposal Submission.pdf	ile	RFP Section 6 - Standard Forms for Proposal Submission	RFP-6	KESPIRITU	20-Mar-2012	0	Î
TA-7659 RFP Section 7 - Terms of Reference.pdf	lile	RFP Section 7 - Terms of Reference	RFP-7	KESPIRITU	20-Mar-2012	0	
TA-7659 RFP Section 8 - Standard Form of Contract.pdf	ile	RFP Section 8 - Standard Form of Contract	RFP-8	KESPIRITU	20-Mar-2012	0	
TA-7659 RFP Section 9 - List of ADB Member Countries (http://www.adb)	Veb age	RFP Section 9 - List of ADB Member Countries	RFP-9	KESPIRITU	20-Mar-2012	0	Î
ADB Projects URL(http://www.adb)	Web	ADB Projects URL	Reference	JABUNDO	24-Nov-2011	.9	=



# CMS Tip4: Read the "Read This First!" document in the RFP Attachments



RFP Attachments ①										
Title	Туре	Description	Category -	Last Updated By	Last Updated	Update	Delete			
Read This First! - Tips for Responding to RFP	File		Others	No. 10 Indiana		0	î			
ADB Projects URL(http://www.adb)	Web Page	ADB Projects URL	Reference	r	22 (188g) 1 1981 1	0	Î			
Anti-Corruption Policy URL(http://www.adb)	Web Page	Anti-Corruption Policy URL	Reference	r		0	Î			
Guidelines on the use of Consultants by ADB and its Borrowers(http://www.adb)	Web Page	Guidelines on the use of Consultants by ADB and its Borrowers	Reference	P	12-166p; 1861-1	0	Î			





### Important Information about CMS

Must read to ensure smoother transactions using the system!

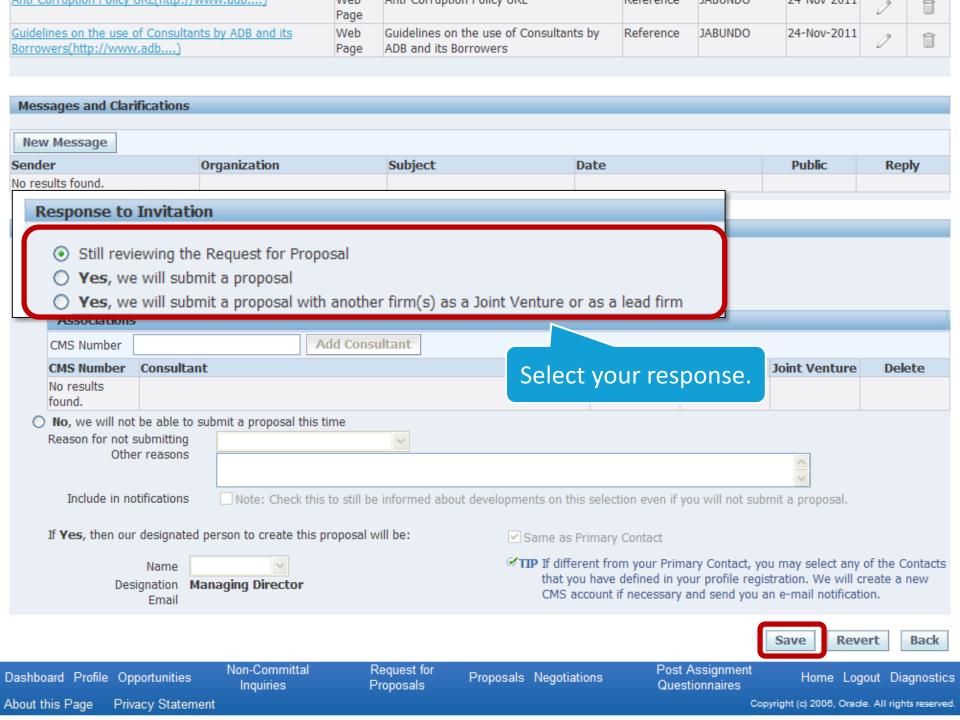
#### **General Reminders**

- As with any online transactional system, **internet connectivity and speed are essential**. Please make sure your connection and speed are able to sustain ongoing transactions and updates to the screens.
- Review Quick Reference Guides (QRG) located at the right side of the CMS home page and view training videos to familiarize yourself with the system prior to working in the system. QRGs might have answers to your questions.
- Do not use the **Back** button of your browser to return to a previous screen. This is likely to result in an "expired page" and all updates may not be seen.
- Remember to click on the Logout link (appearing on the upper right portion of the screen) to properly end your CMS session.

#### Registration

Encourage your associate/joint venture partners to register in CMS if they have not done so already.

Despending to Invitation and Assessing DED Templates





# Regarding online CMS proposals:



- CMS does not function as a dropbox for proposals; ample time for data entry of fields should be reserved
- Access times to CMS is verifiable
- Upload attachments as PDFs rather than DOCs . as these attachments are automatically combined for the benefit of the evaluators



# **Preparing & Submitting Proposals**





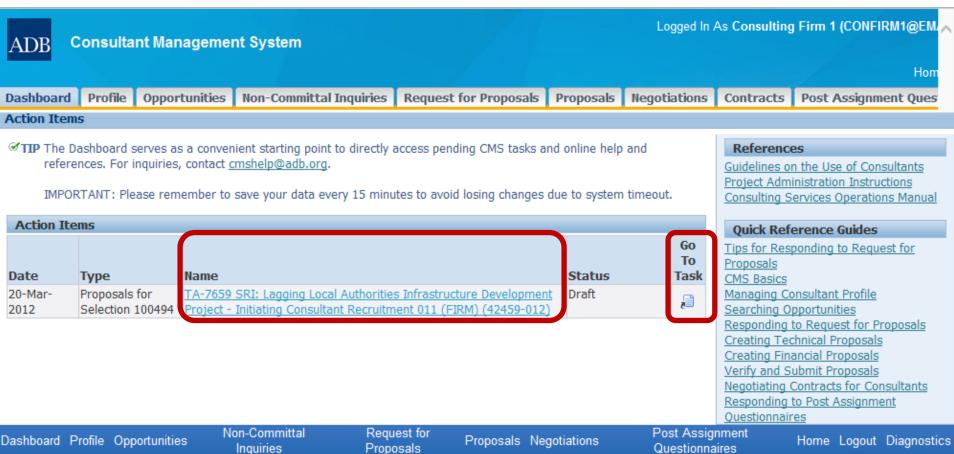
About this Page

Privacy Statement

# **Preparing and Submitting Proposals**



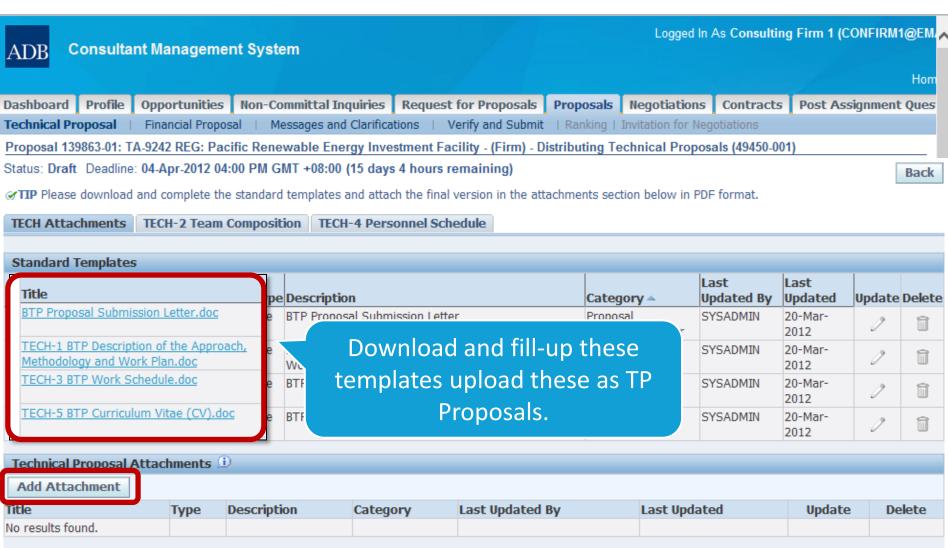
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### **TECH Attachments subtab**







# TECH-2 subtab



ADB	Consulta	nt Managemei	nt Svste	m				Logged I	In As Consult	ing Firm 1 (0	CONFIRM	11@EM.
ADD												Hom
Dashboa	rd Profile	Opportunities	Non-Cor	mmittal Inqui	iries Request for Proposals	Proposa	ls Nen	notiation	s Contract	s Post As	sianmen	t Oues
	l Proposal				arifications   Verify and Submi			•		5 1050715	Significin	t Ques
	•	•		_	/ Investment Facility - (Firm) -		_		_	001)		
					o days 4 hours remaining)	Distributing	reciiii	carriop	USAIS (43430-	001)		
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<b>⊗TIP</b> Cli	ck the Update	icon on each posit	ion to ider	tify the corre			-					
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	lembers					*		•				
	osition				for th	e assig	gnme	ent.				
Internat	tional											
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					Subproject Team Leader and Project Management Specialist	V			0.0 PM	0.0 P	0	1
							Sı	ıb-total	0.0 PM	0.0 PM		
National												
						Required	_					
CMS Number	Name		Country	Firm	Position	in Proposal	Team Leader	Age	Home	Field Inputs	Undate	Delete
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					Specialist	V						Î
					Environmental Safeguard Specialist	V			0.0 PM	0.0 PM	0	î
							St	ıb-total	0.0 PM	0.0 PM		



## Team Member screen



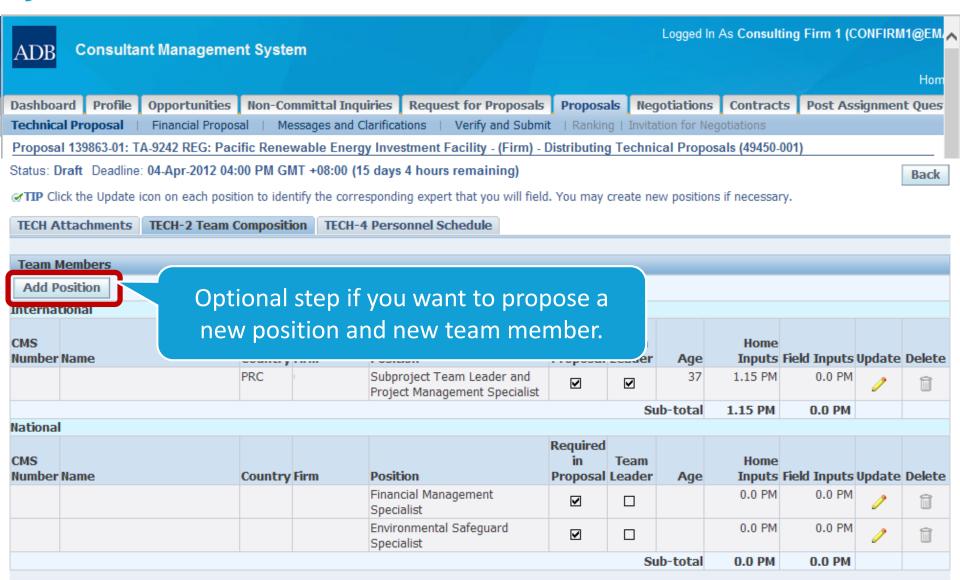


				Apply	Cancel
Team Member ①					
* Indicates required field					
Task Assignment					
* Proposed Position Category	Subproject Team Leader and P  ⊙ International ○ National	roject Management Sp	pecialist ☑ Required in ☐ Team Lea	The second secon	
Personal and Work Information					
Employment Status	Full-Time (regular full-time staff     Other Source (contractual staff or     Independent (free lancer)	· ·	•		
CMS Number * Last Name		CMS No. is	optional duri	ng TP stage	
* First Name		but will	l be required	during	
* Citizenship		Ne	gotiation stag	JE C	
* Experience in Years		110	Bottation sta <sub>k</sub>	50.	
Personnel Schedule					
Add Schedule					
*Start Week Week */	Location Assignment City Country	nome office of	ıll-Time or ntermittent	*Input in Person Months D	elete



### TECH-2 subtab







## Team Member screen

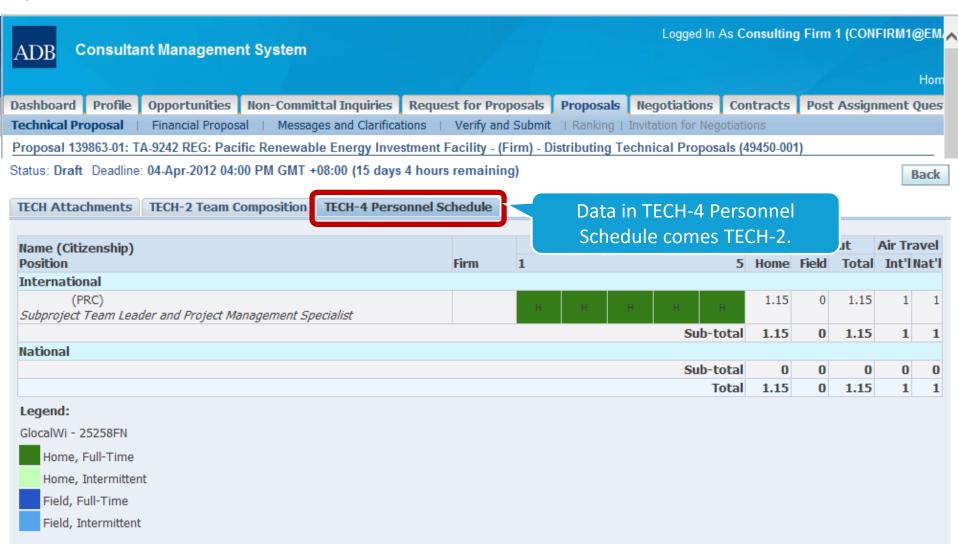


$\overline{ m DB}$ Consultant Ma	nagement Systen	n				
						Apply Ca
eam Member 🗓						
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sk Assignment						
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	Firm <b>25258FN</b>			* Date of Birth		
CMS	Number	Q		Gender	O Male O Female	
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* Fi	rst Name		* City (	of Residence/Home Office		Q
* Ci	tizenship		<b>~</b>	Country		
* Experience				,		
Lyperience	III Tedis					
Personnel Schedule	e					
Add Schedule						
	*End	Location	Home Office or	Full-Time or	*Input in	
*Start Week	Week *Assignmen	t City Country	Field	Intermittent	I I	Months Delete



#### TECH-4 subtab







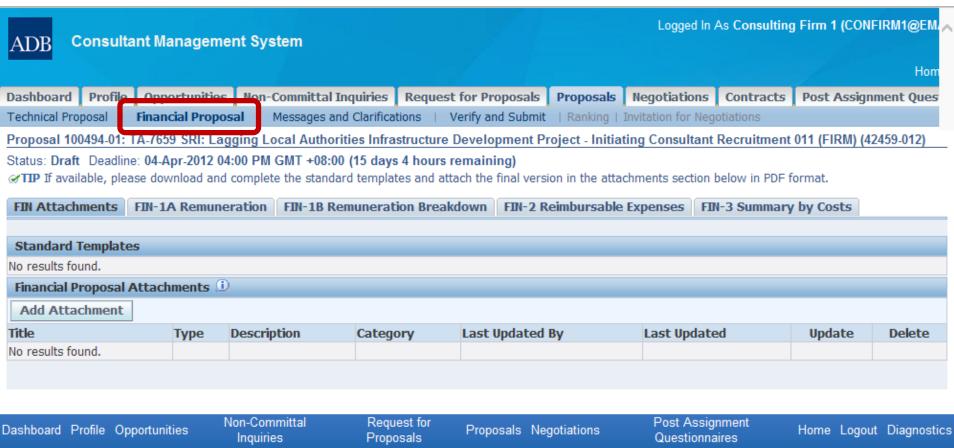
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### FIN Attachments subtab



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#### FIN-1A subtab



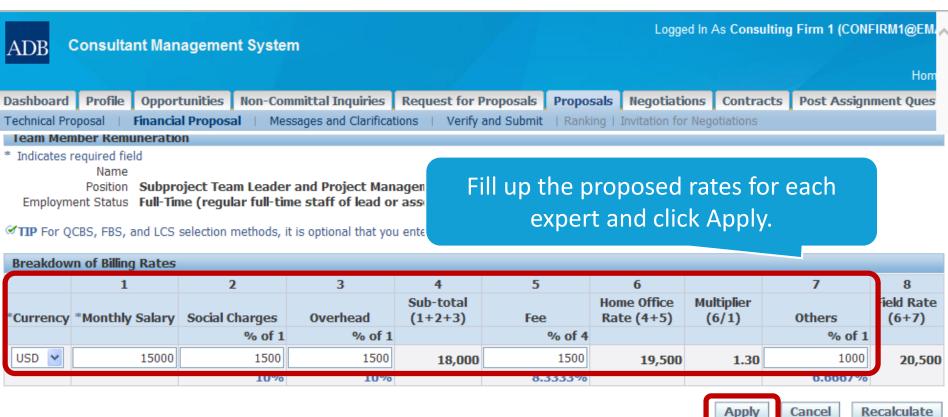


ADB Daily Exchange Rate as of 20-Mar-2012 USD 1.0000 = LKR 113.73



### Remuneration screen





Diagnostics Home Logout

About this Page Privac

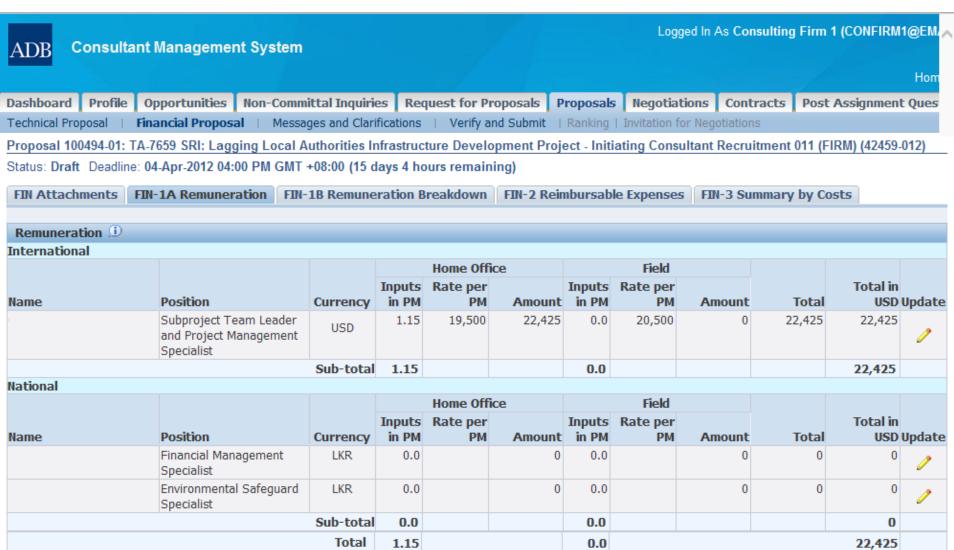
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### FIN-1A subtab



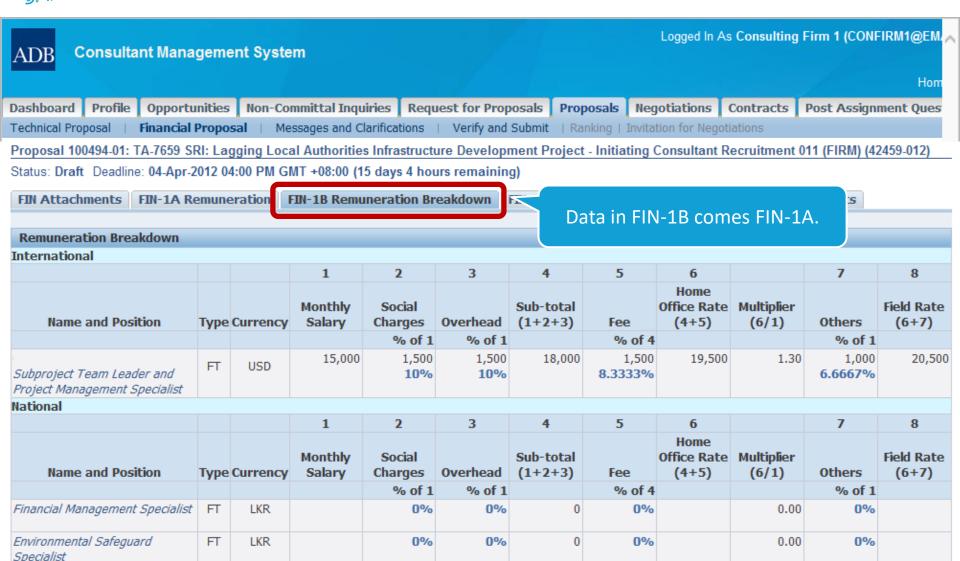


ADB Daily Exchange Rate as of 20-Mar-2012 USD 1.0000 = LKR 113.73



### FIN-1B subtab





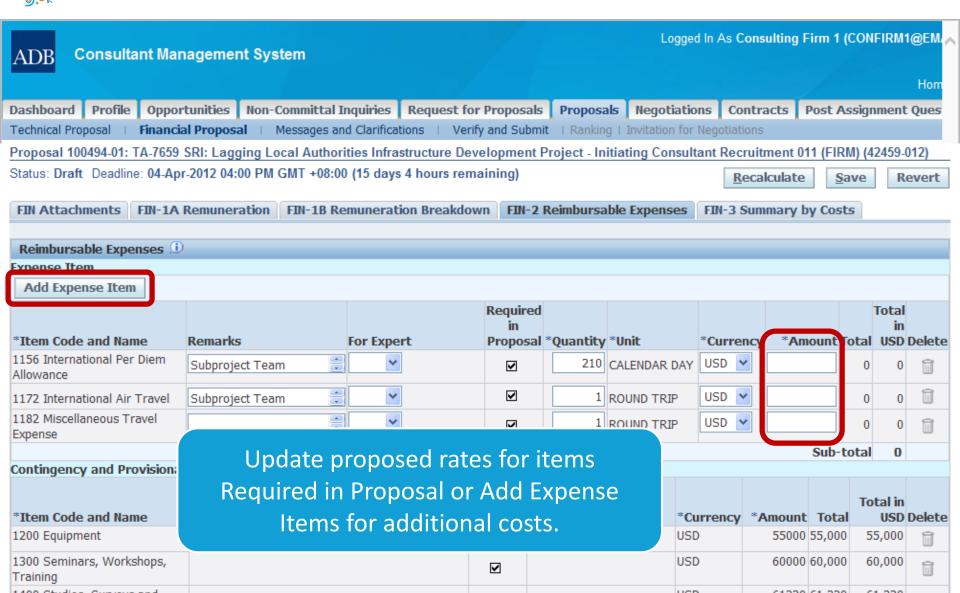
ADB Daily Exchange Rate as of 20-Mar-2012

USD 1 0000 = LKR 113 73



### FIN-2 subtab

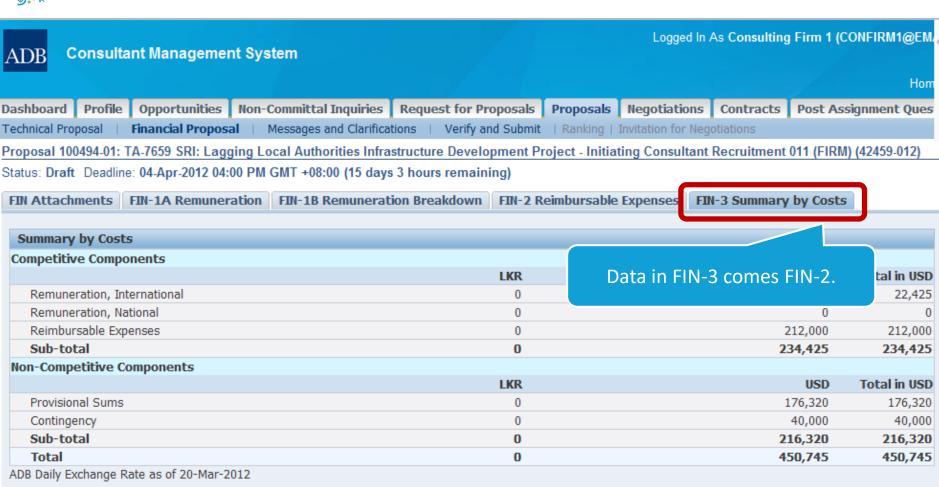






### FIN-3 subtab





USD 1.0000 = LKR 113.73



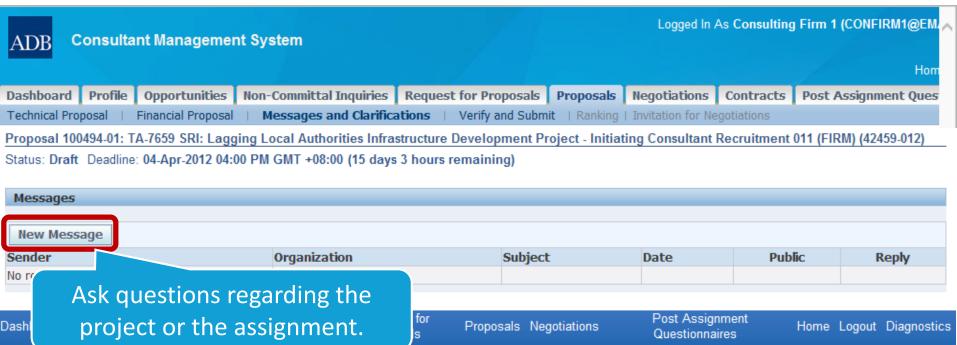
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## Messages screen



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# Create Message screen



ADB Consu	ıltant Management System	
* Indicates required	field	ties Infrastructure Development Project - Initiating Consultant Recruitment 011 (FIRM) (42459-012)  Cancel Send
Send To From * Subject * Message		Enter the question you wish to ask and click Send.
		Cancal
About this Page P	rivacy Statement	Diagnostics Home Logout  Copyright (c) 2006, Oracle. All rights reserved.



# Verify & Submit screen



ADB	Cons	ultan	nt Manageme	ent System				Logged	l In As Consultin	g Firm 1 (CONFI	
											Hom
Dashboar	d Pro	file	Opportunities	Non-Committa	l Inquiries   R	equest for Propo	sals Propos	als Negotiatio	ns Contracts	Post Assignm	ent Ques
Technical F	Proposal	F	inancial Proposa	al   Messages a	nd Clarifications	Verify and S	ubmit Rankir	ng   Invitation for	Negotiations		
Proposal <sup>1</sup>	100494-	01: TA	۸-7659 SRI: Lag	gging Local Auth	orities Infrastr	ucture Developm	ent Project - Ir	itiating Consult	ant Recruitment	011 (FIRM) (424	159-012)
Status: Dra		dline:	04-Apr-2012 04	1:00 PM GMT +08	:00 (15 days 3	hours	xport to PDF	Verify	erify and Finali	ze <u>S</u> ave	Revert
		Clic	sk Verify	for CMS		nere are no errors sal before the Dead				nt field, you may	then
Verify a											
De		che	eck your	proposal		8:00		lization Date			
	٧	allalty	or Proposal <b>U</b>	3-JUI-2012 04:0	U PM GMT +08	:00	Subi	mission Date			
Results	of Prop	osal \	/erification								
Туре	Sectio	n	Message				Refere	ence	Comment		Jump
⚠Warning	g <u>FIN-2</u>		Total per diem	days should not ex	ceed total field	input					
<b>⊗</b> Error	FIN-3		Total financial p consulting servi		not exceed the r	maximum budget fo	or RFP Se	c. 3.31			<b>E</b>
							xport to PDF		erify and Finaliz	ze <u>S</u> ave	Revert
Dashboard	Profile	Орро	ortunities	Non-Committal Inquiries	Request Proposa	Proposa	s Negotiations		ssignment onnaires	Home Logout	Diagnostics
About this F	Page	Privac	y Statement	quiiioo	. 106030			<u> </u>		(c) 2006, Oracle. All	l rights reserved.



# Warnings and error messages in the workflow screen



Results o	Results of Proposal Verification					
Туре	Section	Message	Reference	Comment	Jump	
⚠Warning	FIN-2	Total per diem days should not exceed total field input			P	
<b>⊗</b> Error	FIN-3	Total financial proposal price cannot exceed the maximum budget for consulting services assignment	RFP Sec. 3.31			

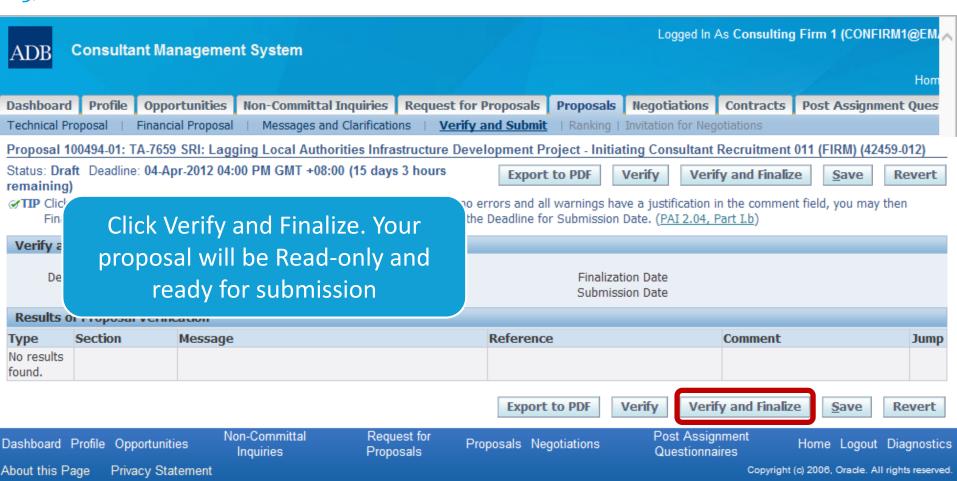
# Clicking the **Verify** button displays any Warnings or Errors that are validated by CMS

- Errors prevent submission and must be properly addressed
- Error messages persist until the Verify button is clicked again
- Warnings only require that a comment be entered



## Verify & Submit screen







## **CMS Notifications**





# CMS Notifications on Technical proposal Scores



CMS: For Information - Selection 100254: TA-7483 (THA) - Implementation Plan for Strategic Intercity Motorway Network Project

To

Sent 27-May-2010 16:11:29

D 2400620

Dearl

Subject: CMS: For Information - Selection 100254: TA-7483 (THA) - Implementation Plan for Strategic Intercity Motorway Network Project

We are pleased that your technical proposal scored 950 points which meets the minimum technical score of 750 points.

The financial proposals will be unlocked and decrypted on:

Date: 28 May 2010 Time: 12:00 pm +8 GMT

We will email you the results of the public opening of financial proposals.

P.S. Do not reply to this automated e-mail. Please send any inquiries to the CMS Administrator at <a href="mailto:cmsadmin@adb.org.xxx">cmsadmin@adb.org.xxx</a>.

CMS: For Information - Selection 100254: TA-7483 (THA) - Implementation Plan for Strategic Intercity Motorway Network Project

To Sent 27-May-2010 16:11:29

Dear

Subject: CMS: For Information - Selection 100254: TA-7483 (THA) - Implementation Plan for Strategic Intercity Motorway Network Project

Unfortunately your technical proposal does not meet the minimum technical score of 750 points.

Your financial proposal has remained locked and encrypted, and will remain so until its deletion from ADB's system after the completion of the selection process, in accordance with Paragraph 39 of the Instructions to Consultants.

We will email you the results of the public opening of financial proposals on 28 May 2010 at 12:00 pm +8 GMT.

We are indeed grateful for your participation and do hope to consider you again for other similar assignments.

P.S. Do not reply to this automated e-mail. Please send any inquiries to the CMS Administrator at cmsadmin@adb.org.xxx.



# CMS Notifications on TP and Price notification



CMS: For Information - Selection 100134: TA-7329 (REG) Promoting Access to Renewable Energy in the Pacific

To Sent

27-May-2010 16:11:29

ID **2400620** 

Dearl

Subject: CMS: For Information - Selection 100134: TA-7329 (REG) Promoting Access to Renewable Energy in the Pacific

Financial proposals from firms whose technical proposals gained a minimum 750 points for this consulting services assignment were electronically opened at ADB's Manila, headquarters on 25 June 2010, 08:00 am GMT +08:00. The results of the public opening of financial proposals were emailed to all short-listed firms.

This summary shows the proposals' technical score and total price:

Ī	No. 1	Name of Consultant	Country United Kingdom	Technical Score	Total Price
	2		Thailand	800	USD 112,859.00
	3		Australia	-	-

ADB will now evaluate the financial proposals and prepare an overall ranking of the proposals. A letter of invitation for contract negotiations will be sent to the first-ranked firm

P.S. Do not reply to this automated e-mail. Please send any inquiries to the CMS Administrator at cmsadmin@adb.org.xxx.



# References





# **CMS Tip 5:** take advantage of online references before resorting to contacting CMShelp



- Learning Videos
- Quick Reference Guides (QRGs)
- Frequently Asked Questions (FAQs)



## consultanttutor.adb.org



Log In

# ADB ConsultantTutor

HOME INDIVIDUALS

FIRMS

Search this place



#### CONSULTING FIRM ACCESS

- Submit Expressions of Interest
- Prepare and submit proposals online
- Negotiate contract details





Email: cmshelp@adb.org Support Hours: 08:00 - 17:00 (GMT+8)

#### ■ About CMS



CMS is an integrated web-based facility system to support ADB's:

- · Consultant Information Management
- · Consulting Opportunities Advertisement
- Consulting Services Recruitment
- Contract Administration

#### ■ Training Materials



Materials and Videos for Individual Consultants

Materials and Videos for Consulting Firms



#### **CMS Dashboard**



ADB

**Consultant Management System** 

Logged In As Consulting Firm 1 (CONFIRM1@EMA

Profile Dashboard

Opportunities 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	Status	Go To Task
No results found.				

Dashboard Profile Opportunities Non-Committal Inquiries Request for Proposals Proposals Negotiations Contracts Post As

#### 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

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# **Questions?**





# Thank you!

