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**BUSINESS** 

**OPPORTUNITIES** 

# Asian Development Bank Introduction to the Consultant Management System (CMS)

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## Consultant Management System

- Scope and coverage
- Main features
- Individual consultants
- Individual consultants through firms/ organizations
- Consulting firms and organizations offering consulting services (NGOs, universities, research institutions)





# Consultant Management System (CMS) Scope and Coverage

- ADB's Consultant Management System is designed to facilitate ADB funded consulting services recruitment.
- ADB administered consulting services ADB is a Client. Coverage Technical Assistance (TA) and Staff consulting (SC).
- ADB funded, Borrower (or Grant recipient) administered consulting services Borrower (Grant Recipient) is a Client. Coverage Loans and Grants.





# Consultant Management System – Scope and Coverage – <u>ADB administered</u>

- ADB Staff Consultant (Internal Administrative budget funded) SC budget system, advertisement (CSRN), shortlisting, RFP (firms) and NCIs (individuals), ranking, contract negotiations, contract administration (payment requests (claims), variations, termination), performance management.
- ADB Technical Assistance Consultant (TA funding, including trust funds) Advertisement, shortlisting Government concurrence on the shortlist, RFPs (firms) and NCIs (individuals), ranking, contract negotiations and performance management. Note: contract administration is hybrid (TACP TA Claims portal) and manual (not processed by CMS). CMS Single Sign- ON (SSO) is used to facilitate TACP access.





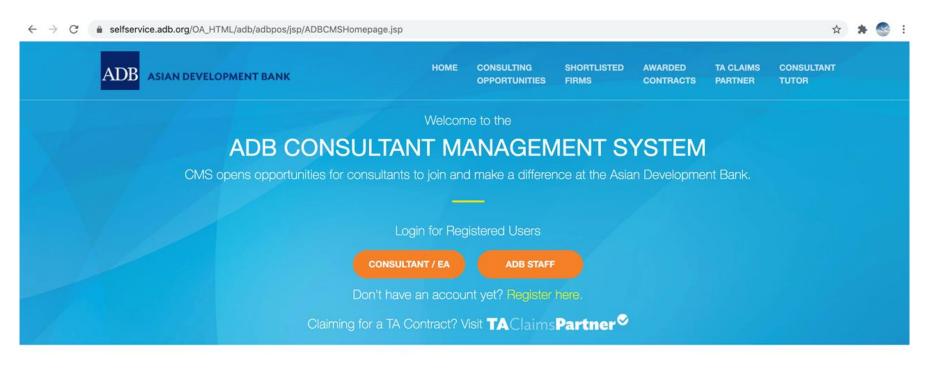
# Consultant Management System – Scope and Coverage – <u>Client administered</u>

- ADB Loans and Grants Clients (Borrowers or Grant Recipients) use CMS to advertise consulting opportunities (CSRN) and to facilitate shortlisting.
- In rare cases, when the selections are delegated to ADB for recruitment (not for administration), CMS is used to advertise consulting services (CSRN), shortlist, issue RFP, collect proposals, evaluate proposals and rank proposals. Clients (Borrowers or Grant Recipients) negotiate the contracts offline and administer the contract offline.





## ADB Consultant Management System













# ADB CMS – Main features Searching information

selfservice.adb.org/OA\_HTML/adb/adbpos/jsp/ADBCMSHomepage.jsp



CONSULTING

SHORTLISTED FIRMS

**AWARDED** 

**TA CLAIMS** PARTNER

CONSULTANT

TUTOR

Don't have an account yet? Register here.

Claiming for a TA Contract? Visit TAClaimsPartner



#### Search Consulting Opportunities

Get detailed information on consulting services requirements and send expression of interests (EOIs) for ADB-financed or administered projects.



#### View Shortlisted Firms

ADB publishes the names and contact details of firms invited to submit proposals. This is for the information of consultants who wish to associate with them. Interested consultants should contact the firms directly.



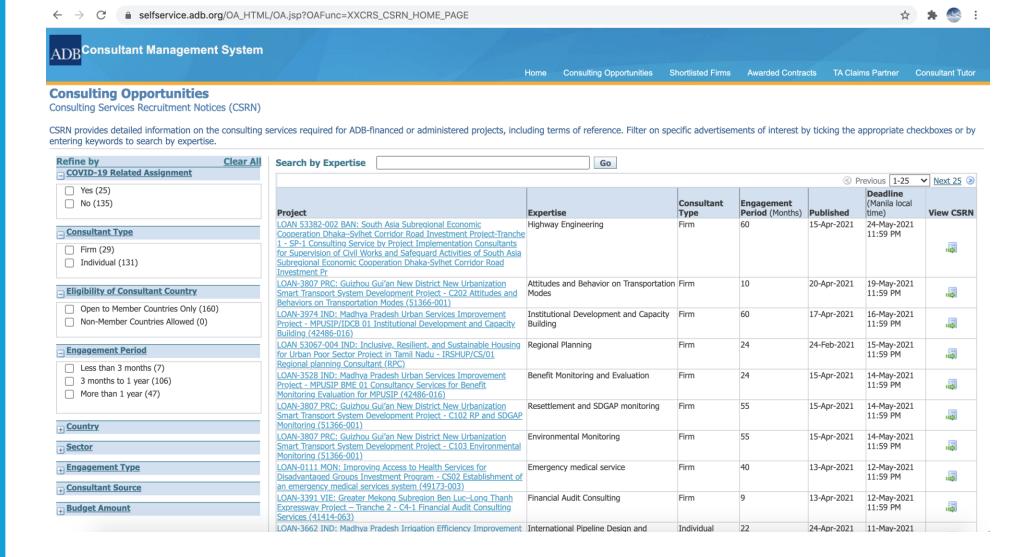
#### **View Awarded Contracts**

ADB Project contracts that are awarded to consulting firms are disclosed to the public. Visit the page to view the list of contracts awarded to consulting firms, along with associated contract details.





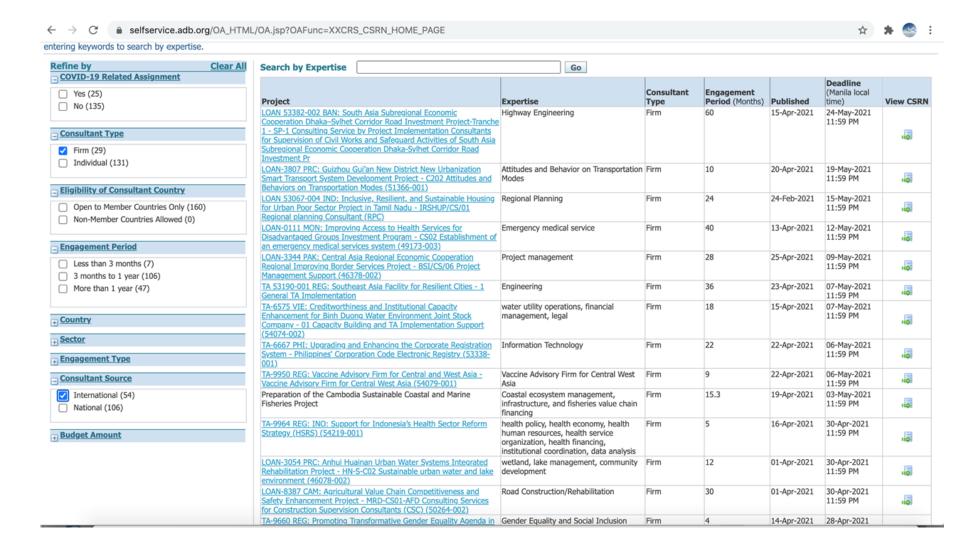
## Consulting Opportunities - CSRN







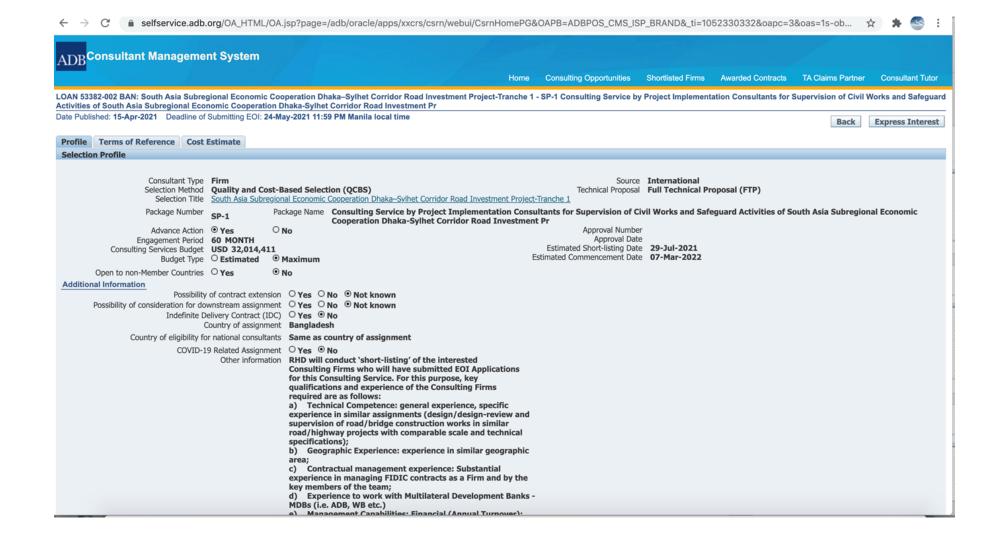
## Consulting Services Recruitment Notice







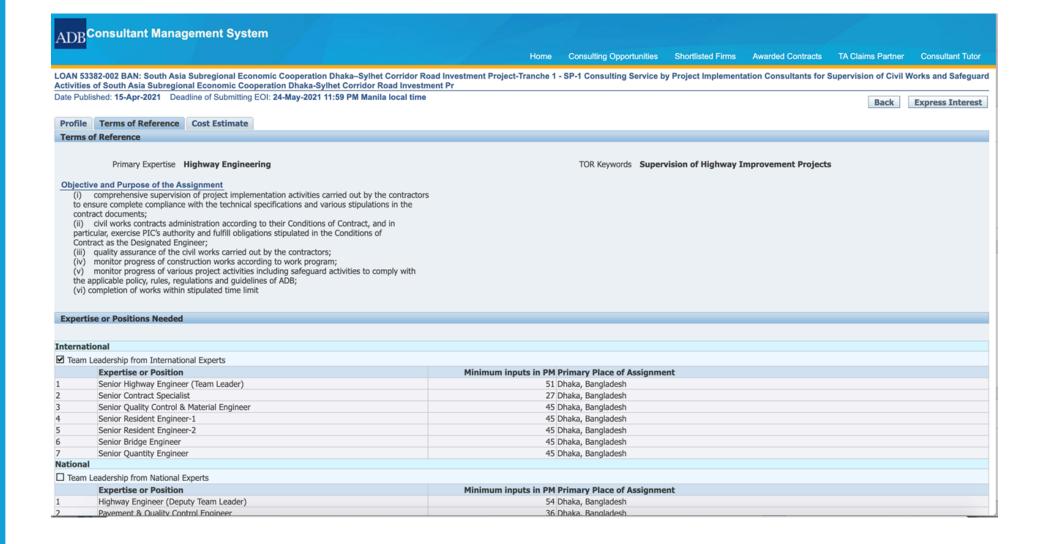
### **CSRN Profile**







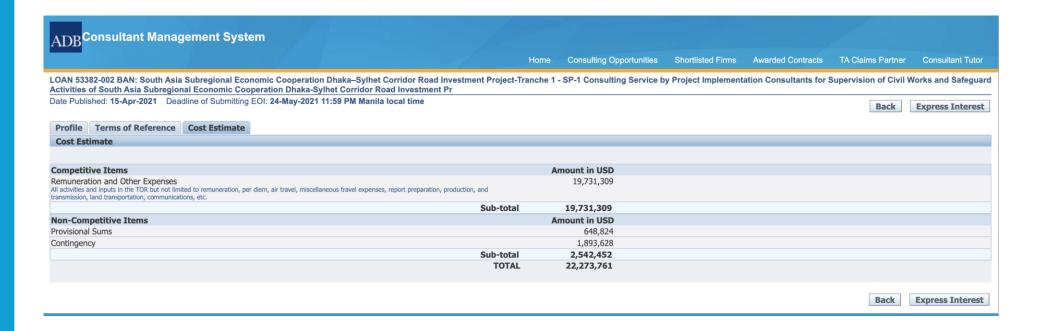
#### **CSRN-ToR**







## CSRN – disclosure of budget







# CMS main feature – Express interest in the consulting opportunity

- Individual consultants
- Individual consultants through firms (affiliated with the firms' consultants)
- Consulting firms and other organizations offering consulting services





# CMS main feature – Respond to the Non-committal Inquiry

- Individual consultants shortlisted for the assignment are contacted to reconfirm their availability for the assignment – the process called non-committal inquiry (NCI)
- Receiving NCI request is not a guarantee of getting the contract
- If you don't respond to the NCI, it means you are not interested
- Advertised budget is not a guarantee of the contract value.





# CMS main feature - distribution of the RFPs and RFP process

- Shortlisted firms receive the link to the Request for Proposal (RFP)
- Once the representative of the shortlisted firm confirms that they are planning to submit the proposal, the RFP forms become available
- The representative of the shortlisted firm may request clarifications through CMS messaging
- All clarifications shall be sent through CMS messaging
- ADB has visibility of the process status (how many firms plan to submit the proposal, how many submitted by the deadline). ADB cannot open any proposals before the deadline.
- Consultants are notified on the status of evaluation (technical scores, financial opening)





## CMS main feature - Negotiations

- Negotiations are conducted online using CMS messaging and CMS attachments.
- Signed contracts are stored electronically and can be accessed by ADB and Consultant.
- Issued contracts trigger performance evaluation process at the end of the contract and Post-Assignment Questionnaire (PAQ)





# CMS main feature – Contract Administration

- Available only for Staff Consulting engagements
- Seamless contract administration from contract finalization to payment claims, advances, variations.





# CMS main feature – Visibility of the status of consulting engagement

Available only for ADB administered assignments

- Status of EOI
- Status of RFP
- Status of contract award
- Status of the shortlisting of the consulting firms
- Contract award disclosure consulting firms.





## Shortlisted Firms – Ongoing RFPs



#### **Shortlisted Firms**

Transport (2)

ADB makes this information available for consultants who may wish to deal directly with a shortlisted firm. Consultants interested in participating through association with a shortlisted firm should not contact ADB, but get in touch with the firm directly. Filter on specific contracts by ticking the appropriate checkboxes. Only projects for which the deadlines for submitting proposals have not yet expired will be shown.

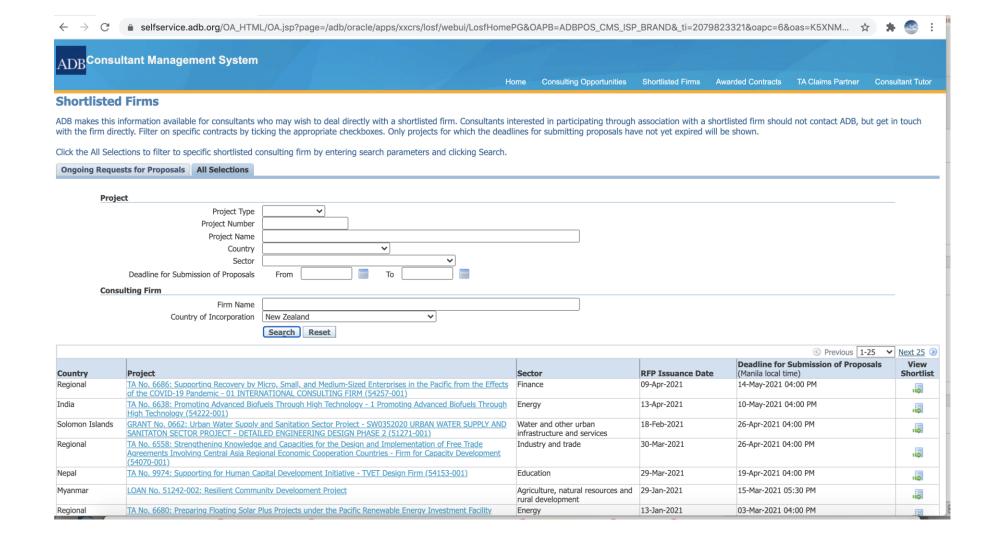
Click the All Selections to filter to specific shortlisted consulting firm by entering search parameters and clicking Search.

Refine by <u>Clear All</u>						Vext 25
Country Select All   Select None	Country	Project	Sector	RFP Issuance Date	Deadline for Submission of Proposals (Manila local time)	View Shortlist
Regional (14)	Myanmar	LOAN No. 3984: Yangon City Water Resilience Project - CS-01 Project Management Consultant (52176-001)	Water and other urban infrastructure and services	27-Jan-2021	03-Jun-2021	II.
Bhutan (1) China (2)	India	TA No. 6636: Uttar Pradesh Power Distribution Network Rehabilitation Project – Tranche 1 - Implementation of Outputs 1 & 2 of the TA (51395-003)	Energy	23-Apr-2021	28-May-2021	i i j
India (6) Mongolia (1)	India	LOAN No. 53264-001: Maharashtra Agribusiness Network Project	Agriculture, natural resources and rural development	12-Apr-2021	27-May-2021	
Myanmar (1) Solomon Islands (1) Tajikistan (1)	Regional	TA No. 6714: Climate Resilience Capacity Building for Women in Poultry and Fish Farming (54197-002)	Agriculture, natural resources and rural development	22-Apr-2021	27-May-2021	Щ
Turkmenistan (1) Viet Nam (3)	China	TA No. 6661: Customized Low-Carbon Development Models in Rural and Small and Medium-Sized Towns - C1 Component 1: Research on optimal models with policy and guidelines for rural vitalization via low-carbon energy infrastructure in rural areas (\$4024-001)	Energy	21-Apr-2021	26-May-2021	пф
Sector	China	TA No. 6560: Climate Change Financing Acceleration Platform - QBS-1 Consulting Firm - QBS (53224-001)	Energy	15-Apr-2021	20-May-2021	II A
Select All   Select None  Agriculture, natural resources and rural	Regional	TA No. 9792: Preparing Sustainable Energy Projects in Central Asia - 53222-001 TAJ: Sughd Renewable Energy Generation Program (53222-001)	Energy	23-Apr-2021	18-May-2021	ı.
development (5)  Education (0)	Regional	TA No. 9848: Pacific Private Sector Development Initiative, Phase IV - Digital Gender Gap Audits (53072-001)	Finance	23-Apr-2021	18-May-2021	ı
☐ Energy (6) ☐ Finance (4) ☐ Health (2)	Viet Nam	GRANT No. 0630: Water Efficiency Improvement in Drought-Affected Provinces Project (49404-002)	Agriculture, natural resources and rural development	12-Apr-2021	18-May-2021	щф
☐ Health (2) ☐ Industry and trade (3)	Mongolia	TA No. 9158: IT Auditing for the Mongolian E-Government Procurement (e-GP) System (49193-001)	Public sector management	20-Apr-2021	17-May-2021	ıı
☐ Information and communication technology (0) ☐ Multisector (0)	Regional	TA No. 6686: Supporting Recovery by Micro, Small, and Medium-Sized Enterprises in the Pacific from the Effects of the COVID-19 Pandemic - 01 INTERNATIONAL CONSULTING FIRM (54257-001)	Finance	09-Apr-2021	14-May-2021	i di
Public sector management (5)	India	TA No. 9849: India Urban and Water Projects Support Facility (53067-002)	Water and other urban	14-Δnr-2021	10-May-2021	





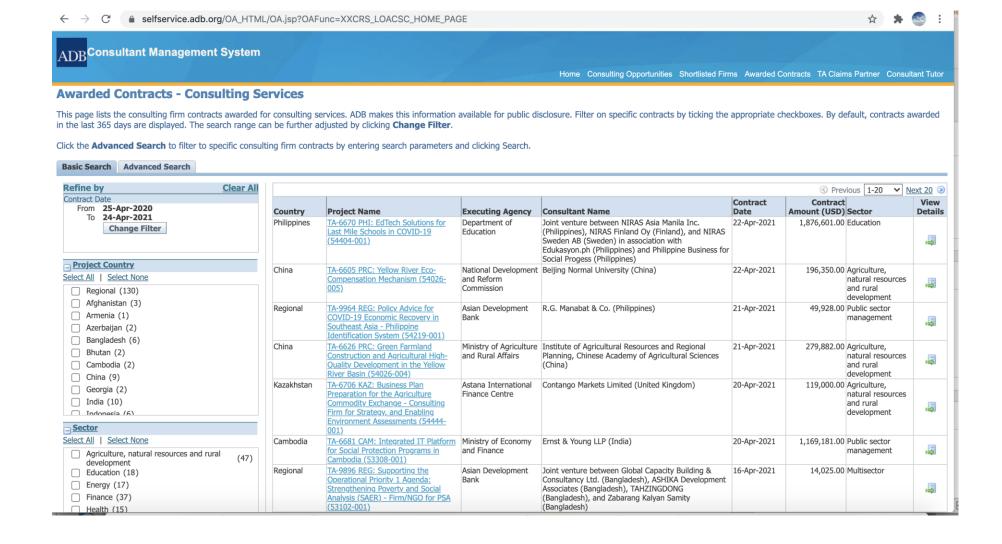
### Historic information – shortlisted firms







### Awarded contracts







### Awarded contracts



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

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

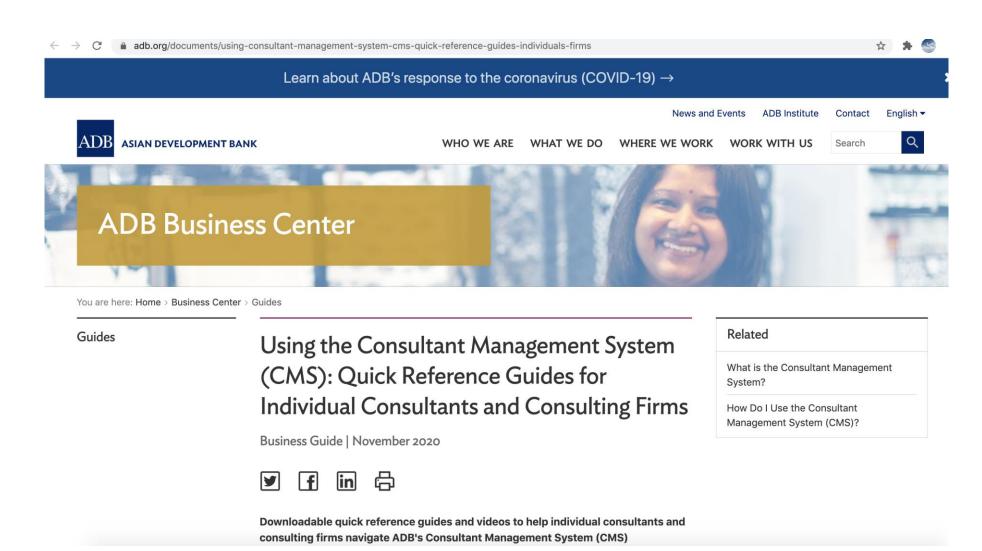
Click the Advanced Search to filter to specific consulting firm contracts by entering search parameters and clicking Search.

Basic Search Advanced Search								
Refine by Contract Date	lear All Country	Project Name	Executing Agency	Consultant Name	Contract Date	Contract Amount (USD)		View Details
From 25-Apr-2020 To 24-Apr-2021 Change Filter	Indonesia	TA-6653 INO: Trans Sumatra Toll Road Risk Monitoring - DEVELOPING RISK MONITORING MODEL (54396-001)	Ministry of Finance Directorate General of Budget Financing and Risk Management	Castalia (New Zealand)	26-Feb-2021	137,730.00	Transport	ıığı
Project Country Select All   Select None	Regional	TA-9340 REG: Supporting Finance Sector and Private Sector Development in the Pacific - Software Developer/Provider (50396-001)	Asian Development Bank	Trust, Integrity & Compliance Limited (New Zealand) in association with GravityLab Limited (New Zealand) and Verifi Identity Services Limited (New Zealand)	21-Jan-2021	296,450.00	Finance	ii p
Regional (130) Afghanistan (3)	Regional	TA-9760 REG: NAU: Improving State Owned Enterprise Governance Project - NAU SOE Reform (52073-002)	Asian Development Bank	Vinstar Consulting International (New Zealand)	01-Oct-2020	499,945.00	Public sector management	пф
Armenia (1) Azerbaijan (2) Bangladesh (6) Bhutan (2) Cambodia (2) China (9)	Regional	TA-9971 REG: Greater Mekong Subregion Cross-border Livestock Health and Value Chains Improvement Project under TA 54002-001 REG: Southeast Asia Agriculture, Natural Resources and Rural Development Facility - Phase II (54002-001)	Asian Development Bank	Joint venture between FCG ANZDEC Limited (New Zealand) and Finnish Consulting Group Asia Pte. Ltd (Singapore) in association with Application Europienne De Technologies Et De Services (France), Community and Environmental Services Ltd (Lao People's Democratic Republic), Synergia - Consulting & Training (Myanmar), and TANCONS (Cambodia) Co., Ltd (Cambodia)	31-Aug-2020	2,300,000.00	Agriculture, natural resources and rural development	<b>□</b>
Georgia (2) India (10) Indonesia (6)								
Firm Country Of Incorporation Select All   Select None  Indonesia (11) Ireland (2) Japan (4)								





### **Consultant Tutor**







### **Consultant Tutor**



3

adb.org/documents/using-consultant-management-system-cms-quick-reference-guides-individuals-firms

• Responding to the offer letter for resource persons

#### 2. Consulting firm

#### Consulting firm basics and registration

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

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

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

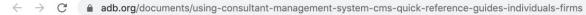
#### Requests for proposals (RFP) and negotiating contracts

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



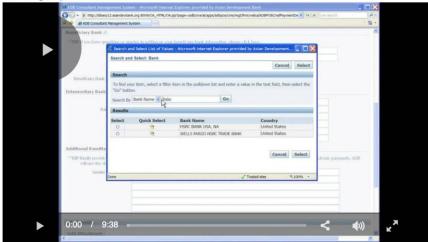


## **Consultant Tutor**



#### Staff consulting contract administration

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



• Entering Timesheets in CMS







#### For further information:

- www.adb.org
- http://cms.adb.org/
- www.adb.org/news/features/winning-adbconsultancy-contracts
- www.adb.org/business/main

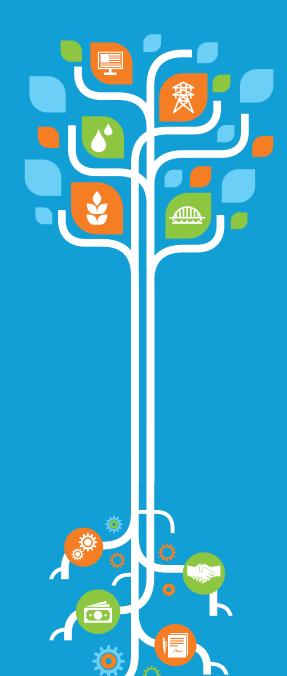




# in ADB @LinkedIn

- https://www.linkedin.com/company/asiandevelopment-bank/
- https://www.linkedin.com/groups/3796524/
- https://www.linkedin.com/groups/3796532/







# THANK YOU!

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