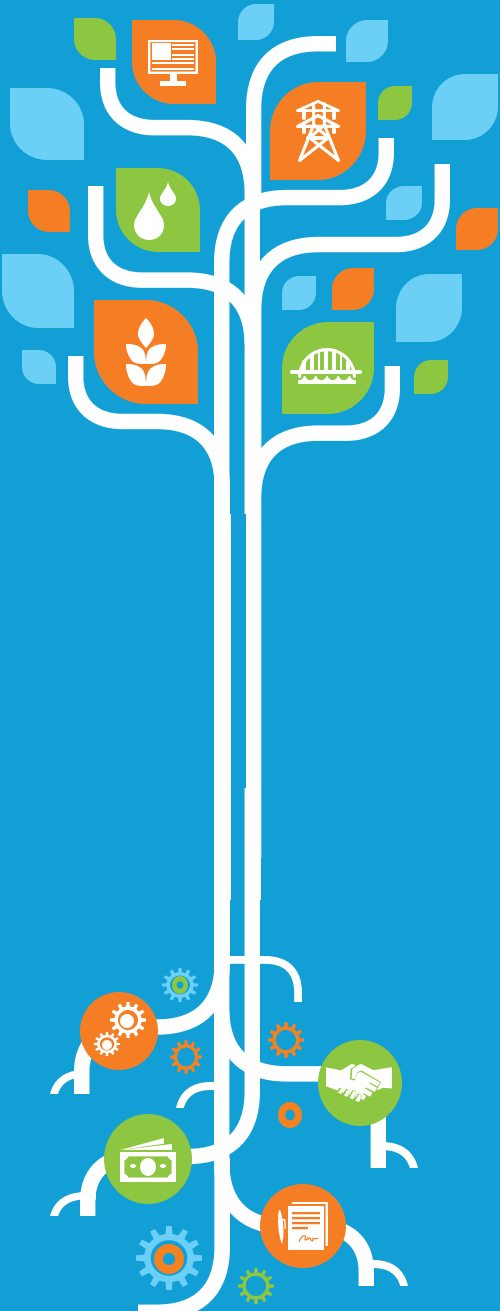




Consultancy Recruitment – CSO Perspective

Steven Gillard
Principal Procurement Specialist
Head of Consulting Services Unit
Procurement, Portfolio and Financial Management Department

Suva, Fiji
10:15 – 11:30 a.m., 28 July 2025

Format



- ① Introduction and Key Statistics
- ② Selection Methods
- ③ Consulting Management System (CMS)
- ④ Finding Information and Opportunities
- ⑤ Bidding - Expressions of Interest, Proposals and How they are Evaluated
- ⑥ Post Contractual and Other Matters
- ⑦ Q&A



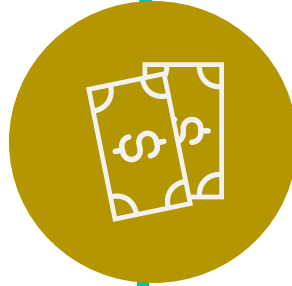
Introduction and Key Statistics



ADB

Funding Source Relevant to Consulting – Main Differences

Loan/ Grant



Selected by

EA (ADB reviews) (delegation?)

Contracted by

EA

Systems

Mainly Offline – SRFP

Complaints/Disputes

EA

Technical Assistance/ Staff Consultancy



Selected by

ADB (delegation?)

Contracted by

ADB

Systems

CMS

Complaints/Disputes

ADB



Firm or Individual Consultant?



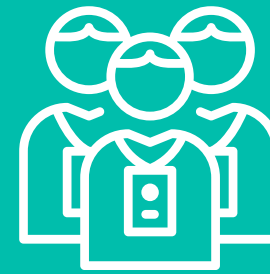
Firm Consultants

Private Sector

CSO/NGO

Universities

International Organizations



Individual Consultants

Private Individual

Individual through firm*

***Tip – Firms can target individuals consulting contracts to gain experience.**

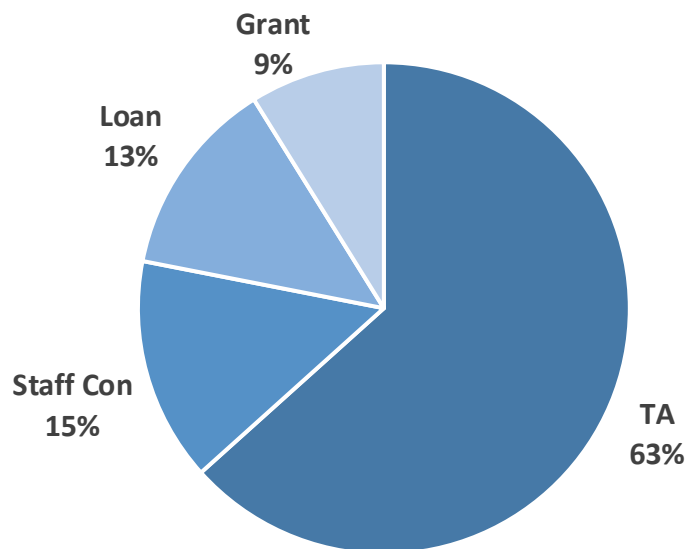
2024 Consultant Recruitment, by consultant type, product type –by value



Individual Consultants



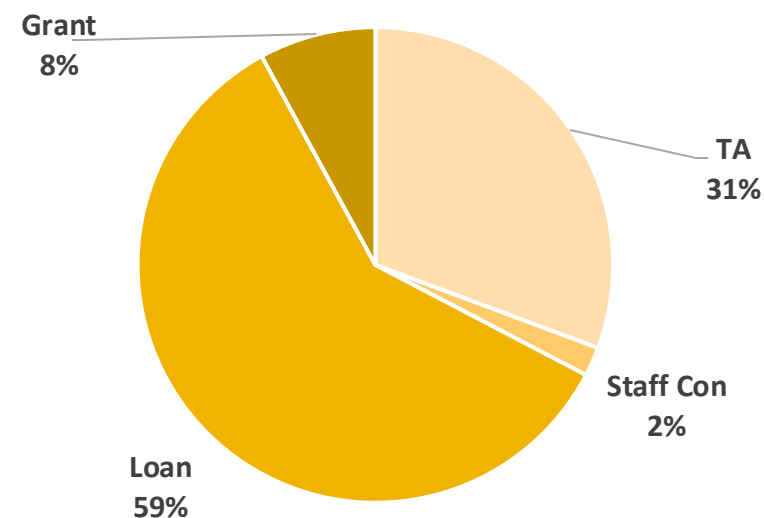
Type	Total Value (\$)	Count
Technical Assistance	106,370,355	2,754
Staff Consulting	24,729,374	738
Loan	21,933,361	406
Grant	14,878,614	252
Total	167,911,704	4,150



Consulting Firms



Type	Total Value (\$)	Count
Technical Assistance	100,899,469	269
Staff Consulting	6,516,785	38
Loan	195,286,064	163
Grant	26,091,245	62
Total	328,793,563	532



Typical Consultancy Opportunities



Project Preparation

Feasibility Studies,
Preliminary Design,
ADB Safeguard
Policies, Capacity
Building,
Procurement

Project Implementation

Detailed Design,
Construction
Supervision, Project
Management,
Capacity Building,
Procurement

Knowledge Products

Studies, Capacity
Building,
Knowledge
Sharing

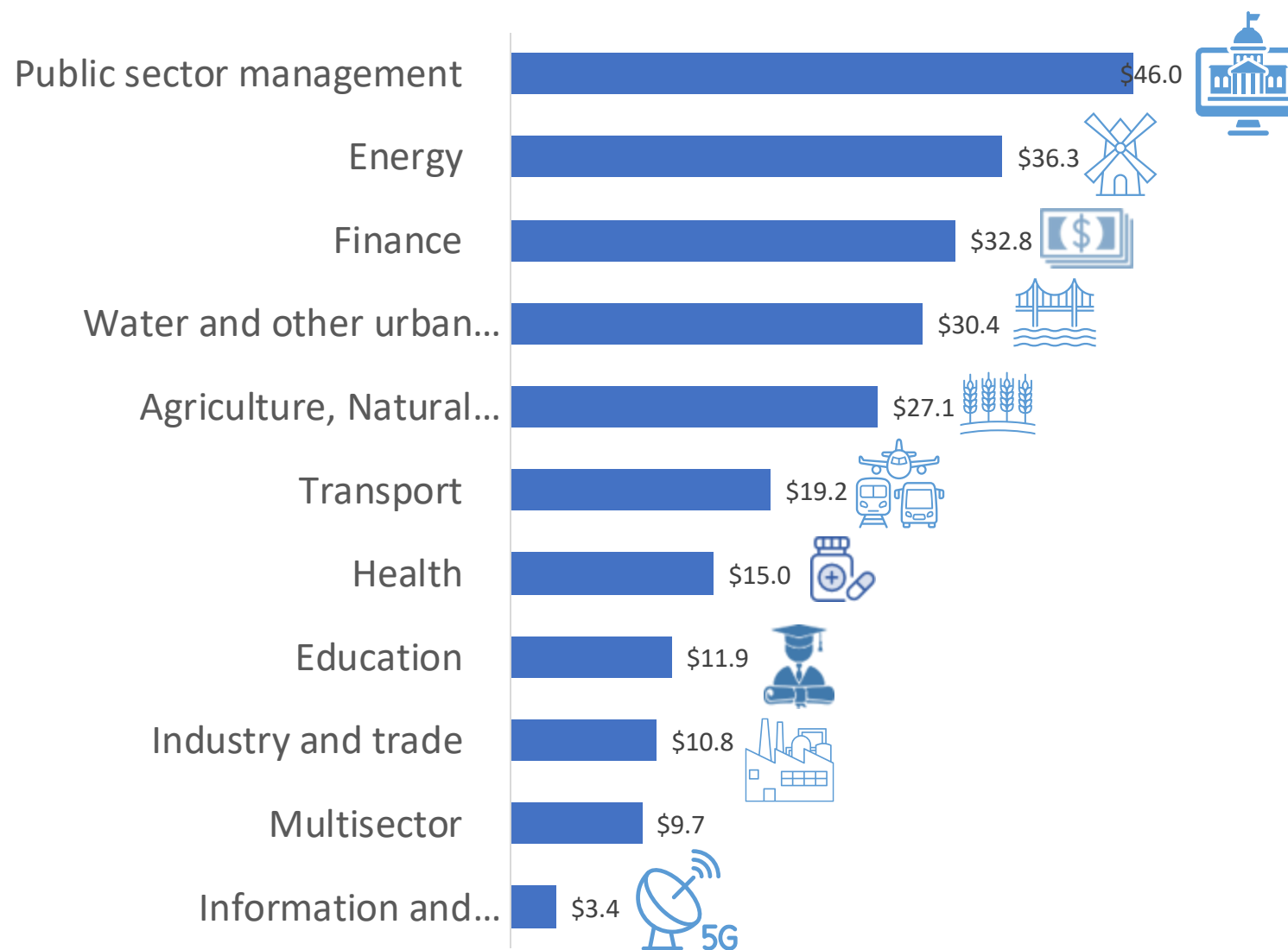
Staff Consultants

Administrative
Assistance to ADB
Operations



ADB

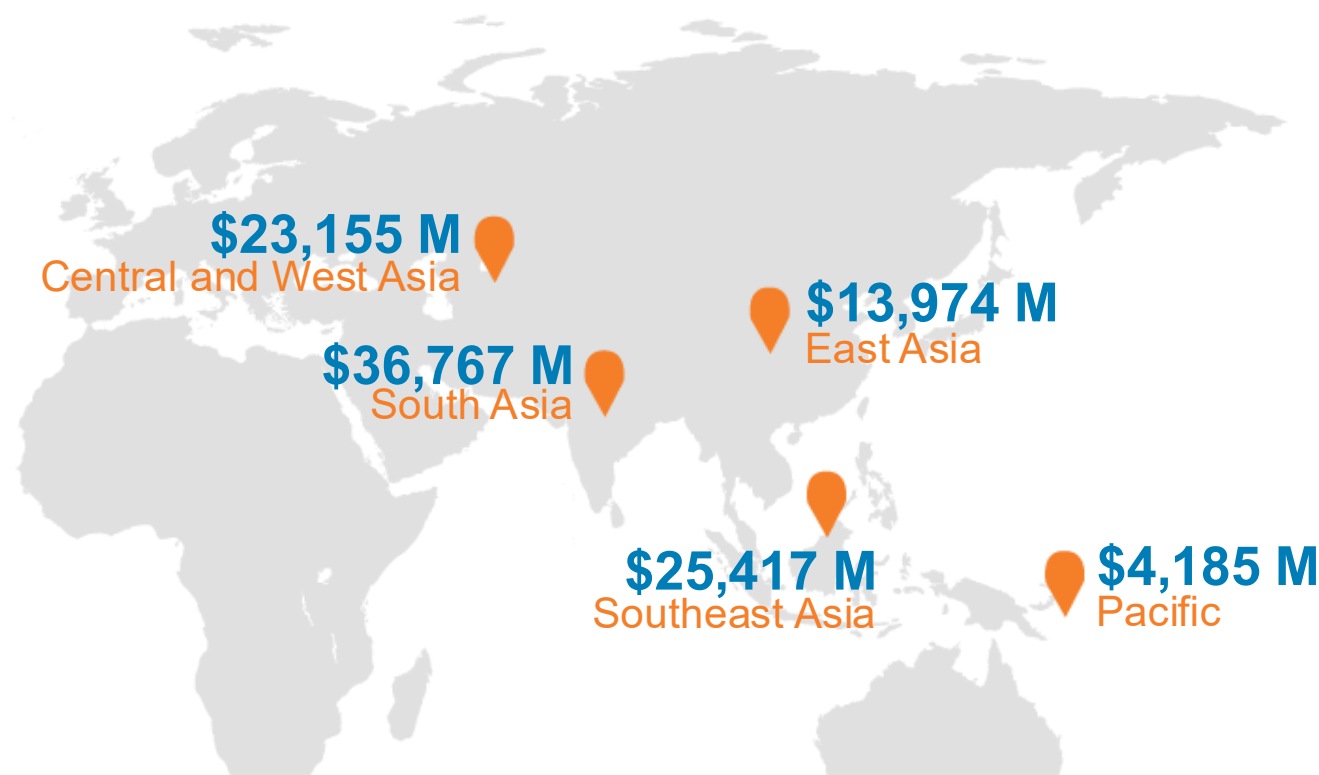
Technical Assistance (TA) – Consultant Recruitment by Sector 2024, US\$ mil



Source: Operational Procurement Statistics Dashboard (ProcDash) - <https://data.adb.org/dashboard/operational-procurement-statistics>

ADB

Active Sovereign Portfolio by Region vs Consulting Services Spend, 2024



2024 Consulting Services

Central & West Asia	East Asia	Pacific	South Asia	Southeast Asia	Regional
\$65.9 M	\$42.4 M	\$ 31.8 M	\$120.7 M	\$91.2 M	\$126.6 M

ADB Business Opportunities Seminar

Statistics for CSOs

- ADB currently has around 6,222 CSOs registered on its Consultant Management System (CMS)
- In 2024, 58 firms contracts and 55 individuals contracts awarded to CSOs
- Combined value of \$18.39M
- Almost half of the firms contracts awarded to CSOs were Direct Awards
- CSOs were also subcontracted by other entities on 20 occasions



Reminder to
CSOs

CSO: You are a Consultant to ADB!



ADB not a donor to be “pitched” to



CSOs not expected to co-finance projects



CSOs compete against the private sector



CSOs can compete on price

Selection Methods

Competitive Procurement



ADB **prefers** Open Competitive Bidding – with publication of a procurement notice



But Limited Competitive Bidding (LCB) (no publication of notice) may be allowed in certain circumstances, whereby competitive procurement is undertaken only with certain selected consultants



Or Direct Contracting (single source)

Summary of ADB Recruitment Process – for Firms*



*not applicable to Direct Contracting, CQS or SCQS

Selection Methods for Firms



when cost IS evaluated*

Quality-and Cost-Based Selection

Evaluated on **quality** of proposal and **cost** bid.
Best **combination** quality:cost based on pre-determined quality cost rate (i.e. 90:10; 80:20; 70:30; 50:50).

Fixed Budget Selection

Budget published.
Technical evaluation. Firm with **highest technical score** whose financial proposal is **within budget** wins.

Least-Cost Selection

Firms evaluated for technical qualification. **Technically qualified firm** with the **lowest cost** wins.

*because cost is evaluated, normally no cost negotiations

Selection Methods for Firms



when cost is NOT evaluated*

Quality-Based Selection

Evaluated based on the **quality** of the technical proposals. Financial proposal of the firm with highest technical score is then negotiated.

Consultants' Qualifications Selection

Evaluated based on consulting firms' qualifications, reflected in amplified **expressions of interest** submitted by firms in response to the advertisement (CSRN). Proposal then submitted.

Direct contracting

Non-competitive selection. Unique qualifications/ prior involvement/ low value. The firm is required to submit combined technical and financial proposal. (Also referred to as SSS)

*Because cost is not evaluated, normally cost negotiations

Pilot selection method for recruiting consulting firms known as
“**simplified consultants’ qualifications selection**” (SCQS)

Emphasis on rapid deployment!

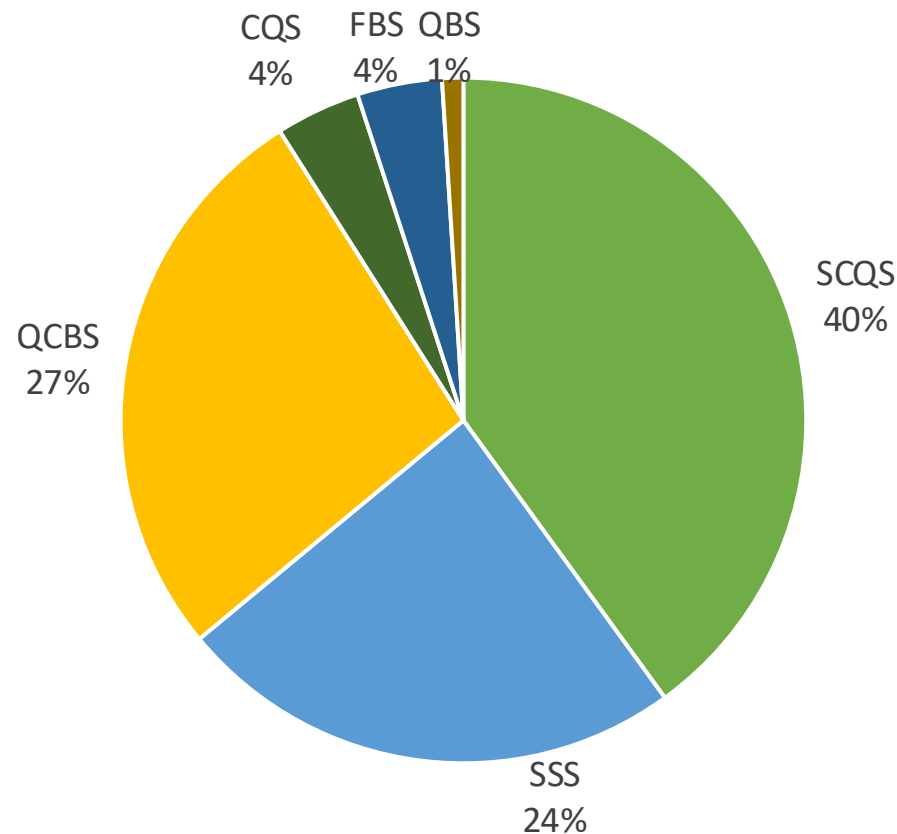
Time-saving features include:

- Single-stage, single-envelope proposal process
- Evaluation based on highest technical score within maximum budget
- Financial evaluation follows cost competitive principles
- Desired changes to the standard contract are raised within the proposal itself

Currently ADB administered only and for lower value contracts



TA-Funded Firm Contracts by Selection Method



Selection Method	Count	Total Value USD	Average Value USD
SCQS	108	26,860,392	248,707
SSS	64	15,879,211	687,536
QCBS	73	50,190,117	248,113
CQS	11	1,684,579	153,144
FBS	10	4,759,700	475,970
QBS	3	1,525,470	508,490
Total	269	100,899,469	386,993

SCQS = simplified Consultants' Qualifications Selection
 QCBS = quality- and cost-based selection
 QBS = quality-based selection
 CQS = consultants' qualifications selection
 FBS = fixed budget selection
 LCS = least-cost selection
 SSS = single source selection

Competitively Selecting Individual Consultants*

Advertisement

Terms of Reference
Budget
EOI evaluation
criteria

Shortlisting

Review of CVs and EOIs
Interviews (optional)

Negotiations

Agreement on
Remuneration and Out-
of-pocket expenses
Signing contract

*Note that direct awards may be made for most contracts <67days



Cost Control (firm and individual consultant)

ADB needs evidence that the fee rates for experts are market rate. Either:

- Through **competitive procurement** which “tests” cost, or
- Through “**substantiation**”, or
- Using our **fee rates matrix**

Substantiation is proof of having previously billed a rate. (Pay slip for Full Term employee; for Independent (freelancer), copy of recent contract).

- Substantiation not required during contract negotiations for QCBS, FBS, and LCS (cost is tested in evaluation) and small assignment lumpsum contracts
- Substantiation is required for QBS, SSS and CQS (except for small assignment lumpsum contracts).

If rates aren’t substantiated, the **ADB remuneration matrix** will be used taking into consideration job level, experience, level of role

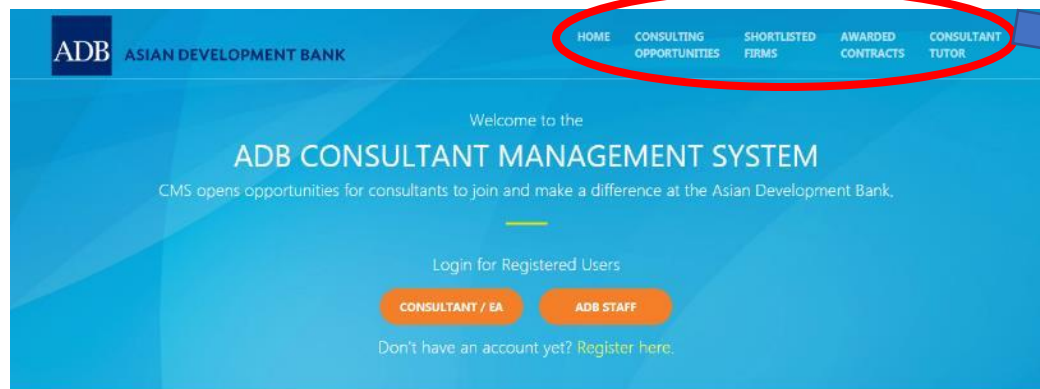


Consulting Management System (CMS)



CMS is an **integrated, web-based system** that supports ADB's consulting services **recruitment, contract administration, and performance management** of consultants.

NB - “Soon” to be replaced...



CONSULTING OPPORTUNITIES SHORTLISTED FIRMS AWARDED CONTRACTS CONSULTANT TUTOR

Finding Opportunities



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 are visible through ADB's CMS (<http://cms.adb.org>)

Register for alerts to receive notices of all consulting opportunities

All advertisement of Consulting opportunities (both EA and ADB) published

RFP process for ADB Administered Contracts is through CMS

Consulting Opportunities



Consulting Opportunities

Consulting Services Recruitment Notices (CSRN)

[Search](#) [Reset](#)

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) ☐ Bangladesh (1) ☐ Cambodia (1) ☐ Lao People's Democratic Republic ☐ Viet Nam (2)	☐ Agriculture, natural resources and rural development (2) ☐ Education (0) ☐ Energy (0) ☐ Finance (0) ☐ Health (0) ☐ Industry and trade (0) ☐ Information and communication technology (0) ☐ Multisector (0) ☐ Public sector management (1) ☐ Transport (0) ☐ Water and other urban infrastructure and services (0) ☐ Uncategorized (0)	☐ Open to Member Countries Only (3) By Consultant Source Select All Select None ☐ International (1) ☐ National (2) By Consultant Type Select All Select None ☐ Firm (3) ☐ Individual (0)	☐ 3 months to 1 year (2) ☐ More than 1 year (1) By Budget Amount Select All Select None ☐ Less than \$100,000 (1) ☐ \$100,000 to \$199,999 (0) ☐ \$200,000 to \$299,999 (2) ☐ \$300,000 to \$399,999 (0) ☐ \$400,000 to \$499,999 (0) ☐ \$500,000 to \$599,999 (0) ☐ \$600,000 to \$699,999 (0) ☐ \$700,000 to \$799,999 (0) ☐ \$800,000 to \$899,999 (0) ☐ \$900,000 to \$999,999 (0) ☐ \$1,000,000 to \$1,500,000 (0) ☐ Greater than \$1,500,000 (0)
By Expertise Enter the exact text to further filter your search by expertise			
Search Reset			

Filter your searches by country, sector, value etc

Express Interest

ADB

Consultant Management System

Consulting Services Recruitment Notice (CSRN)

TA 46263-001 REG: Central Asia Regional Economic Cooperation: Midterm Review of the Transport and Trade Facilitation Strategy and Implementation Action Plan

Date Published: 04-Jul-2012 Deadline of Submitting EOI: 02-Aug-2012 11:59 PM GMT +08:00

Back Express Interest

Profile Terms of Reference Cost Estimate

Selection Profile

Consultant Type: **Firm**

Selection Method: **Quality and Cost-Based Selection (QCBS)**

Selection Title: **Central Asia Regional Economic Cooperation: Midterm Review of the Transport and Trade Facilitation Strategy and Implementation Action Plan**

Package Number: **1**

Package Name: **Central Asia Regional Economic Cooperation: Midterm Review of the Transport and Trade Facilitation Strategy and Implementation Action Plan**

Advance Action: ☒ Yes ☐ No

Duration of Assignment: **12 MONTH**

Consulting Services Budget: **USD 1,225,000**

Budget Type: ☐ Estimated ☒ Maximum

Source: **International**

Technical Proposal: **Full Technical Proposal (FTP)**

Additional Information

Possibility of contract extension: ☐ Yes ☐ No ☒ Not known

Possibility of consideration for downstream assignment: ☐ Yes ☐ No ☒ Not known

Country of assignment: **Afghanistan; Azerbaijan; Kazakhstan**

Country of eligibility for national consultants: **Same as country of assignment**

Contact Information

Project Officer: **Sunil Mitra**

Designation: **Principal Transport Specialist**

Asian Development Bank

Email: **smitra@adb.org**

Agencies

Primary	Agency	Country
☒	Asian Development Bank	Regional

Publishing History

Type	Publication Date	Published By	
Original	04-Jul-2012	Ana Maria Iagnacio	36

ADB

Consultant Management System

Consulting Services Recruitment Notice (CSRN)

TA 46263-001 REG: Central Asia Regional Economic Cooperation: Midterm Review of the Transport and Trade Facilitation Strategy and Implementation Action Plan

Date Published: 04-Jul-2012 Deadline of Submitting EOI: 02-Aug-2012 11:59 PM GMT +08:00

Back Express Interest

Profile Terms of Reference Cost Estimate

Terms of Reference (Consulting Firm)

Primary Expertise: **Transport**

TOR Keywords: **CAREC Midterm Review**

Objective and Purpose of the Assignment

Undertake a comprehensive stock take of the progress achieved and results realized during the first half implementation (2008-2012) of the CAREC Transport and Trade Facilitation Strategy (the Strategy) and Implementation Action Plan (the Action Plan) and develop an updated and refined Strategy and Action Plan.

Experts Needed

International

☒ Team Leadership from International Experts

Expertise or Position	Inputs in PM/Primary Place of Assignment
1 Team leader/Transport Planner	10 Regional, Other
2 Macro and Trade Economist	4 Regional, Other
3 Transport Economist	4 Regional, Other
4 Freight Transport Specialist	5 Regional, Other
5 Passenger Transport Specialist	5 Regional, Other
6 Governance Specialist	2 Regional, Other
7 Cross-Border Facilitation/Logistics Specialist	3 Regional, Other
8 Regional Cooperation Specialist	2 Regional, Other
9 Gender Specialist	2 Regional, Other
10 Environment and Social Safeguard Specialist	4 Regional, Other

☒ Team Leadership from International Experts

National

☐ Team Leadership from National Experts

<http://cms.adb.org>

CMS is the portal for uploading EOIs and, if shortlisted, proposals

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 <http://csrn.adb.org> 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 Financing (41435-054)	017-018 Provincial Livelihood Advisors	Individual	National	12-Mar-2018	19-Mar-2018
G RANT-9183 MON: Integrated Livelihoods Improvement and Sustainable Tourism in Khuvsgul Lake National Park Project (48216-001)	C024 Micro-finance specialist	Individual	National	08-Mar-2018	19-Mar-2018
L OAN-8331 CAM: Tonle Sap Poverty Reduction and Smallholder Development Project - Additional Financing (41435-054)	010-016 Local Government Finance/Procurement Advisor	Individual	National	12-Mar-2018	19-Mar-2018

Weekly bulletin

All opportunities!

Register for alerts



ADB CMS Tutor – How to use CMS



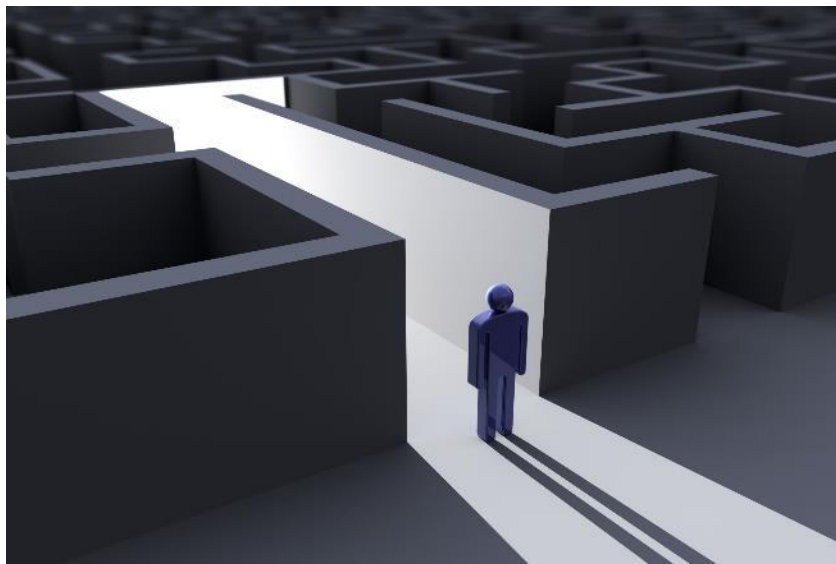

The screenshot shows the ADB Consultant Tutor website. The header includes the ADB logo and the title 'Consultant Tutor'. Navigation links for 'HOME', 'INDIVIDUALS', and 'FIRMS' are present, along with a search bar. The main content area features a large banner with the text 'CONSULTING FIRM ACCESS' and a list of actions: 'Submit Expressions of Interest', 'Prepare and submit proposals online', and 'Negotiate contract details'. Below the banner, there are three sections: 'Support' with contact information, 'About CMS' describing the system's purpose and functions, and 'Training Materials' listing various guides and videos.

<http://consultanttutor.adb.org>

Provides guides, FAQs and other advice on using the System.

Step-by-step instructions to take you through each step of the process.

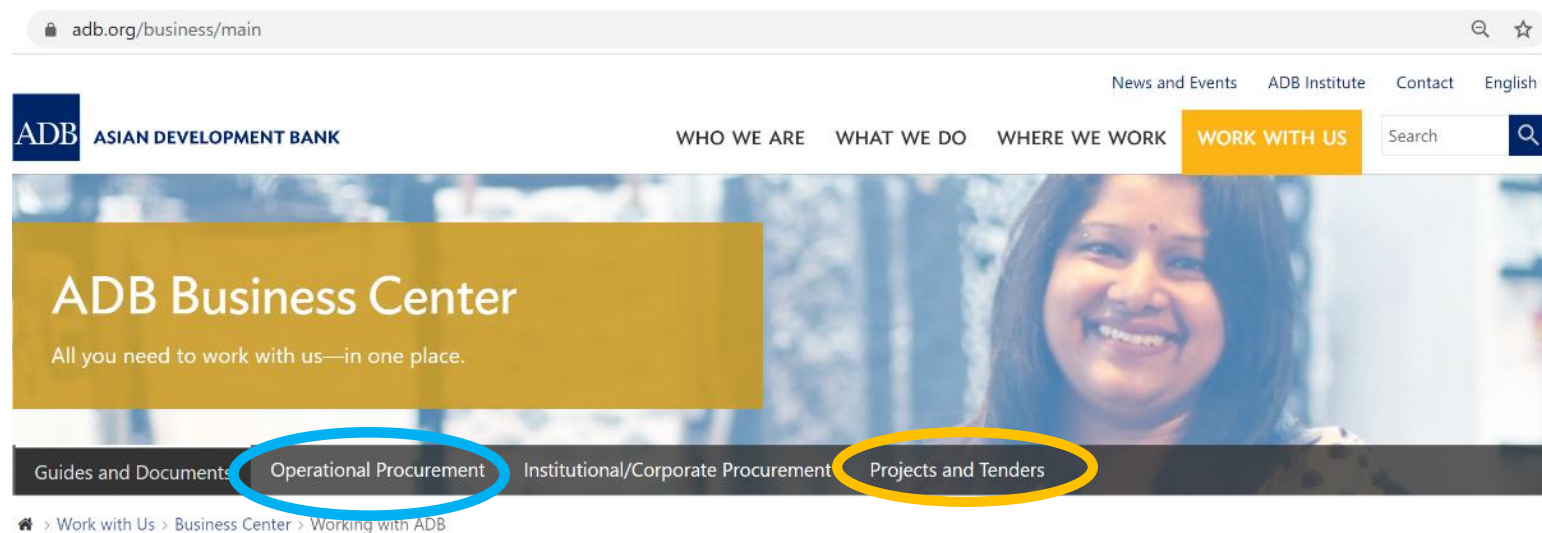
Contact Details for CMS support



Finding Info and Opportunities



ADB Business Center – www.adb.org/business



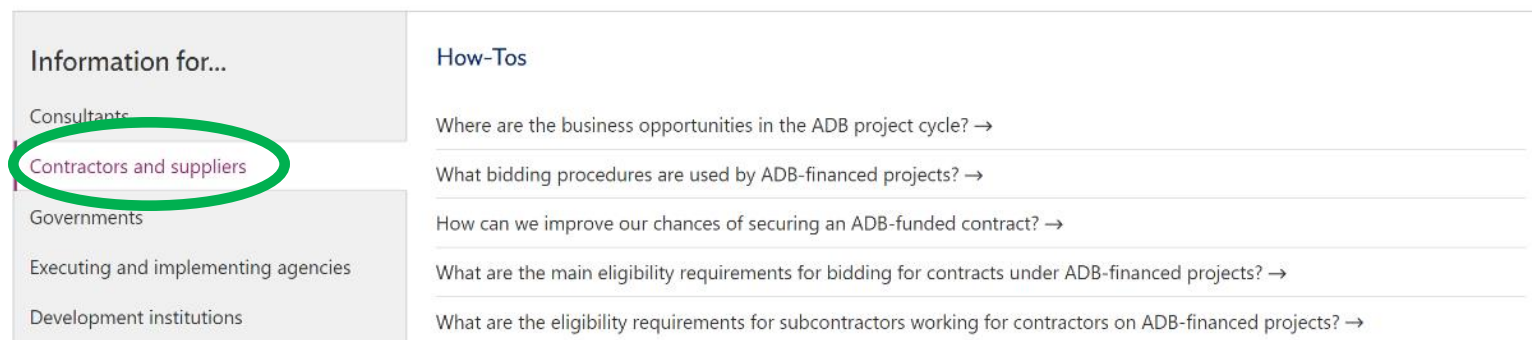
“How-To”s

Policies & Regulations

Procedures & Guidance

Documents & Forms

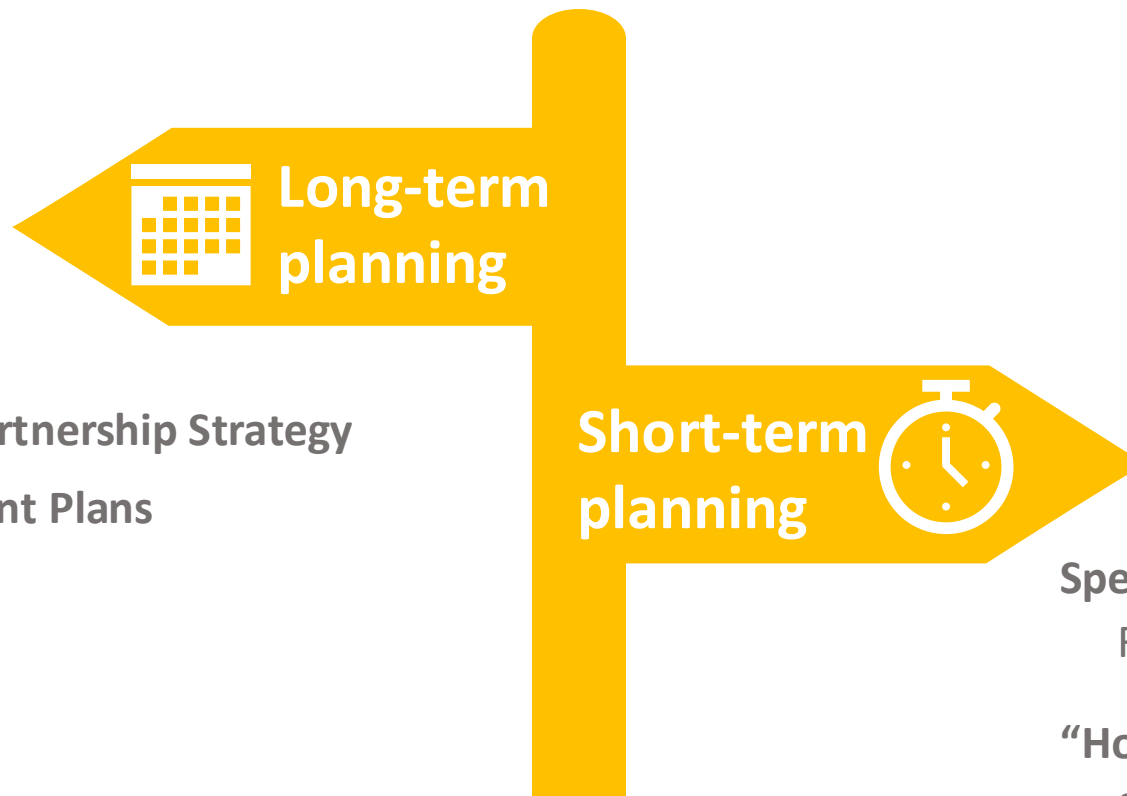
Working with ADB



Identifying Opportunities



**Country Partnership Strategy
Procurement Plans**



Specific Procurement Notices

Request for Expressions of Interest

“Hop-on” Opportunities

Shortlisted Consultants

Contracts Awarded



Country Partnerships Strategy



Country Partnership Strategies

The screenshot shows the ADB website's 'Country Partnership Strategies' page. At the top, the ADB logo and 'ASIAN DEVELOPMENT BANK' are on the left, and navigation links for 'WHO WE ARE', 'WHAT WE DO', 'WHERE WE WORK', 'WORK WITH US', and 'COVID-19' are on the right. A search bar is also present. Below the navigation is a large banner with the text 'Publications and Documents' and a description: 'Explore our data-rich research, policy analysis, toolkits, guidelines, and other resources on economics and key development topics. Our operational documents are also available in this section.' Below the banner is a row of tabs: 'Main', 'Latest', 'Key Publications', 'Economic Research', 'ADB Operations', 'Learning Materials', 'COVID-19', and 'Library Partners'. The 'Main' tab is selected. Below the tabs is a breadcrumb trail: 'Home > Publications > Country Partnership Strategies'. The main heading is 'Country Partnership Strategies'. Below it is a paragraph: 'The country partnership strategy (CPS) is ADB's primary platform for designing operations to deliver development results at the country level.' Below this is a list of two documents. The first is 'Viet Nam: Country Partnership Strategy (2023-2026)' with a date of '19 AUG 2022'. The second is 'Timor-Leste: Country Partnership Strategy (2023-2027)' with a date of '28 JUN 2022'. To the right of the list is a sidebar with a search bar, three filters: 'Browse by Topic', 'Browse by Region/Country', and 'Browse by Type', and a subscription box for the monthly digest of latest ADB publications.

ADB ASIAN DEVELOPMENT BANK

WHO WE ARE WHAT WE DO WHERE WE WORK WORK WITH US COVID-19

Search

Publications and Documents

Explore our data-rich research, policy analysis, toolkits, guidelines, and other resources on economics and key development topics. Our operational documents are also available in this section.

Main Latest Key Publications Economic Research ADB Operations Learning Materials COVID-19 Library Partners

Home > Publications > Country Partnership Strategies

Country Partnership Strategies

The country partnership strategy (CPS) is ADB's primary platform for designing operations to deliver development results at the country level.

COUNTRY PLANNING DOCUMENTS | 19 AUG 2022

Viet Nam: Country Partnership Strategy (2023-2026)

This Country Partnership Strategy defines ADB's strategic approach in Viet Nam for 2023-2026.

COUNTRY PLANNING DOCUMENTS | 28 JUN 2022

Timor-Leste: Country Partnership Strategy (2023-2027)

This Country Partnership Strategy defines ADB's strategic approach in Timor-Leste for 2023-2027.

Search for publication or document

Browse by Topic

Browse by Region/Country

Browse by Type

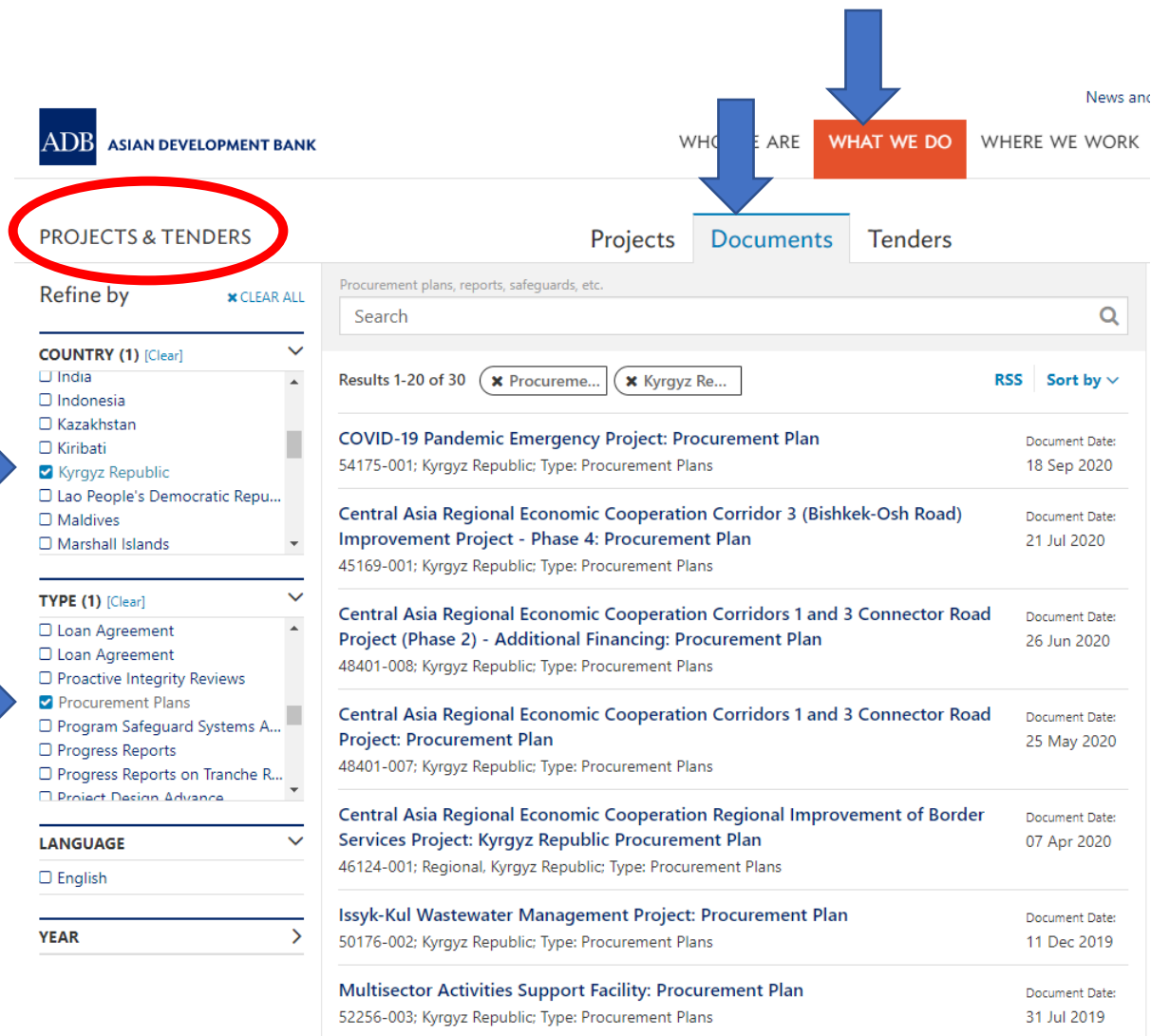
Subscribe to our monthly digest of latest ADB publications.
Sign up now

24. **Pillar 2: Greener and more diversified private sector.** The pillar will help Fiji capitalize on the opportunities that arise from climate adaptation, such as economic diversification and the creation of new industries that offer greener jobs. ADB will employ a combination of (i) upstream policy dialogue, TA, and PBL aligned with a joint development partner matrix approach to promote environmental, business regulatory, finance sector, and SOE reforms; and (ii) downstream private sector operations, including the exploration of blended financing methods, to accelerate investment in sustainable, climate-resilient businesses, and access of small and medium-sized enterprises to finance methods.

Gender equality and women's empowerment.

Under pillar 1. ADB will support a range of national and sector initiatives to advance the transformative gender agenda of Sustainable Development Goal 5. ADB will continue support for (a) gender-responsive budgeting to improve the targeting of ministries' spending programs, (b) incorporation of gender tagging in the government's chart of accounts, and (c) monitoring of gender equality and social inclusion factors in public investment appraisals. To improve the resilience of women and vulnerable groups to climate change, ADB will support Fiji to mainstream gender into climate change plans and regulations. Leveraging its significant infrastructure investments, ADB will strengthen the institutional capacity of implementing agencies, including the Fiji Roads Authority, Fiji Water Authority, and Department of Energy, to design and implement gender-responsive and inclusive projects and create an enabling environment for women to access jobs in science, technology, engineering, and mathematics.

The Procurement Plan

ADB ASIAN DEVELOPMENT BANK

WHO WE ARE WHAT WE DO WHERE WE WORK

PROJECTS & TENDERS

Refine by [CLEAR ALL](#)

COUNTRY (1) [Clear]

- ☐ India
- ☐ Indonesia
- ☐ Kazakhstan
- ☐ Kiribati
- ☒ Kyrgyz Republic
- ☐ Lao People's Democratic Repu...
- ☐ Maldives
- ☐ Marshall Islands

TYPE (1) [Clear]

- ☐ Loan Agreement
- ☐ Loan Agreement
- ☐ Proactive Integrity Reviews
- ☒ Procurement Plans
- ☐ Program Safeguard Systems A...
- ☐ Progress Reports
- ☐ Progress Reports on Tranche R...
- ☐ Project Design Advance...

LANGUAGE

- ☐ English

YEAR

Procurement plans, reports, safeguards, etc.

Search

Results 1-20 of 30 [Procurement...](#) [Kyrgyz Re...](#) [RSS](#) [Sort by](#)

Project Name	Document Date
COVID-19 Pandemic Emergency Project: Procurement Plan 54175-001; Kyrgyz Republic; Type: Procurement Plans	18 Sep 2020
Central Asia Regional Economic Cooperation Corridor 3 (Bishkek-Osh Road) Improvement Project - Phase 4: Procurement Plan 45169-001; Kyrgyz Republic; Type: Procurement Plans	21 Jul 2020
Central Asia Regional Economic Cooperation Corridors 1 and 3 Connector Road Project (Phase 2) - Additional Financing: Procurement Plan 48401-008; Kyrgyz Republic; Type: Procurement Plans	26 Jun 2020
Central Asia Regional Economic Cooperation Corridors 1 and 3 Connector Road Project: Procurement Plan 48401-007; Kyrgyz Republic; Type: Procurement Plans	25 May 2020
Central Asia Regional Economic Cooperation Regional Improvement of Border Services Project: Kyrgyz Republic Procurement Plan 46124-001; Regional, Kyrgyz Republic; Type: Procurement Plans	07 Apr 2020
Issyk-Kul Wastewater Management Project: Procurement Plan 50176-002; Kyrgyz Republic; Type: Procurement Plans	11 Dec 2019
Multisector Activities Support Facility: Procurement Plan 52256-003; Kyrgyz Republic; Type: Procurement Plans	31 Jul 2019

Lists all foreseen procurement on a project.

Published once the project is approved

Updated periodically

Goods, Works and Services

Includes salient points regarding tenders

Specific Procurement Notices



Includes
notices
from both
ADB and
EAs




ASIAN DEVELOPMENT BANK

[News and](#)

[WHO WE ARE](#)
[WHAT WE DO](#)
[WHERE WE WORK](#)

PROJECTS & TENDERS

[Projects](#)
[Documents](#)
[Tenders](#)

Procurement of goods, works, and consulting services

Results 1-20 of 15524

[RSS](#)
[Sort by](#)

Infrastructure Specialist (International)

Status: Active
Deadline: 04 Apr 2021

53113-001; Afghanistan; Public sector management; Posting date: 29 Mar 2021

Notice Type: Individual - Consulting

0662SOL: Urban Water Supply and Sanitation Sector Project

Status: Active
Deadline: 26 May 2021

51271-001; Solomon Islands; Water and other urban infrastructure and services; Posting date: 29 Mar 2021

Notice Type: Invitation for Bids
Approval Number: 0662

Financial Due Diligence Specialist (international)

Status: Active
Deadline: 02 Apr 2021

50347-004; Tajikistan; Water and other urban infrastructure and services; Posting date: 27 Mar 2021

Refine by [x CLEAR ALL](#)

COUNTRY

- ☐ Brunei Darussalam
- ☐ Cambodia
- ☐ China, People's Republic of
- ☐ Cook Islands
- ☐ Fiji
- ☐ Georgia
- ☐ Hong Kong, China
- ☐ India

SECTOR

TYPE (4) [\[Clear\]](#)

- ☐ Advance Notice
- ☐ Contracts Awarded
- ☒ Firm - Consulting
- ☒ Individual - Consulting
- ☒ Invitation for Bids
- ☒ Invitation for prequalification

“Hop-on” Opportunities: Shortlisted Consultants




Consultant Management System

[Home](#)
[Consulting Opportunities](#)
[Shortlisted Firms](#)
[Awarded Contracts](#)
[ConsultantTutor](#)

Shortlisted Firms

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 go directly.

Ongoing Requests for Proposals
All Selections

Filter to specific projects by either ticking check boxes and clicking Search or by clicking a numeric link. Only projects for which the deadlines for submitting proposals have not yet expired will be shown.

By Project Country	By Sector	By Project Type
Select All Select None	Select All Select None	Select All Select None
☐ Regional (7) ☐ Bangladesh (1) ☐ Cambodia (3) ☐ China (1) ☐ Georgia (4) ☐ India (1) ☐ Mongolia (2) ☐ Pakistan (3) ☐ Philippines (2) ☐ Sri Lanka (1) ☐ Uzbekistan (3) ☐ Viet Nam (3)	☐ Agriculture, natural resources and rural development (7) ☐ Education (3) ☐ Energy (2) ☐ Finance (5) ☐ Health (0) ☐ Industry and trade (1) ☐ Information and communication technology (0) ☐ Multisector (2) ☐ Public sector management (2) ☐ Transport (4) ☐ Water and other urban infrastructure and services (4) ☐ Uncategorized (1)	☐ Technical Assistance (21) ☐ Grant (1) ☐ Loan (8) ☐ Staff Consultant (1)

Search
Reset

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<http://cms.adb.org>

Identify shortlisted firms whose proposals you may be able to enhance.

“Hop-on” Opportunities: Contracts Awarded



ADB Consultant Management System

Home Consulting Opportunities Shortlisted Firms Awarded Contracts ConsultantTutor

Awarded Contracts - Consulting Services

This page lists consulting firm contracts awarded for consulting services. ADB makes this information available for public disclosure.

Basic Search **Advanced Search**

Filter to specific contracts by either clicking a numeric link or by ticking check boxes and clicking **Search**. By default, contracts awarded in the last 365 days are displayed. The search range can be further adjusted by clicking **Change Filter**.

Contract Date From **06-Oct-2018** To **05-Oct-2019**
 Contract Amount in USD From To
 Selection Method **All**

By Project Country **By Sector** **By Firm Country Of Incorporation** **By Project Type**

By Project Country
 Select All | Select None
☐ Regional (84)
☐ Afghanistan (2)
☐ Armenia (3)
☐ Azerbaijan (2)
☐ Bangladesh (12)
☐ Bhutan (1)
☐ Cambodia (4)
☐ China (29)
☐ Fiji (1)
☐ Georgia (2)
☐ India (12)
☐ Indonesia (6)
☐ Kazakhstan (2)
☐ Kyrgyz Republic (4)
☐ Maldives (1)
☐ Mongolia (14)
☐ Myanmar (4)
☐ Nepal (5)
☐ Pakistan (3)
☐ Papua New Guinea (1)
☐ Philippines (2)
☐ Sri Lanka (5)
☐ Tajikistan (2)
☐ Timor-Leste (2)
☐ Uzbekistan (6)

By Sector
 Select All | Select None
☐ Agriculture, natural resources and rural development (43)
☐ Education (26)
☐ Energy (28)
☐ Finance (32)
☐ Health (2)
☐ Industry and trade (1)
☐ Information and communication technology (1)
☐ Multisector (20)
☐ Public sector management (17)
☐ Transport (23)
☐ Water and other urban infrastructure and services (17)
☐ Uncategorized (1)

By Firm Country Of Incorporation
 Select All | Select None
☐ Afghanistan (2)
☐ Armenia (2)
☐ Australia (11)
☐ Austria (2)
☐ Azerbaijan (2)
☐ Bangladesh (9)
☐ Bhutan (1)
☐ Canada (4)
☐ China (9)
☐ Denmark (3)
☐ Finland (2)
☐ France (9)
☐ Georgia (2)
☐ Germany (6)
☐ Hong Kong, China (12)
☐ India (15)
☐ Indonesia (4)
☐ Ireland (3)
☐ Italy (2)
☐ Japan (9)
☐ Kazakhstan (1)
☐ Korea, Republic of (1)
☐ Kyrgyz Republic (3)
☐ Mongolia (6)
☐ Myanmar (1)

By Project Type
 Select All | Select None
☐ Technical Assistance (210)
☐ Grant (1)
☐ Loan (0)

By Contract Amount
 Select All | Select None
☐ Less than \$100,000 (42)
☐ \$100,000 to \$199,999 (33)
☐ \$200,000 to \$299,999 (27)
☐ \$300,000 to \$399,999 (13)
☐ \$400,000 to \$499,999 (26)
☐ \$500,000 to \$599,999 (18)
☐ \$600,000 to \$699,999 (11)
☐ \$700,000 to \$799,999 (7)
☐ \$800,000 to \$899,999 (2)
☐ \$900,000 to \$999,999 (7)
☐ \$1,000,000 to \$1,500,000 (12)
☐ Greater than \$1,500,000 (13)

By Selection Method
 Select All | Select None
☐ Quality and Cost-Based Selection (QCBS) (127)
☐ Quality-Based Selection (QBS) (9)
☐ Fixed-Budget Selection (FBS) (12)
☐ Least-Cost Selection (LCS) (0)

Search **Reset** **Change Filter**

<http://cms.adb.org>

Identify Awarded Contracts by country, sector, value and selection method.

Investigate possibility to partner on future engagements

Tips for winning ADB-financed assignments



Intelligence	Collect business intelligence and do your research.
Advantage	Be selective and leverage your organizations advantage (as CSO).
Focal	Have a CMS Focal.
Individuals	Look for opportunities for individuals.
Partner	For JV or Sub-contracting.
Reputation	Build reputation with ADB and in the industry.



Must Read!!!

<https://www.adb.org/sites/default/files/identifying-business-ngos.pdf>

Working with ADB: A Primer for Identifying Business Opportunities for NGOs

An Overview:
How ADB and civil
society work together

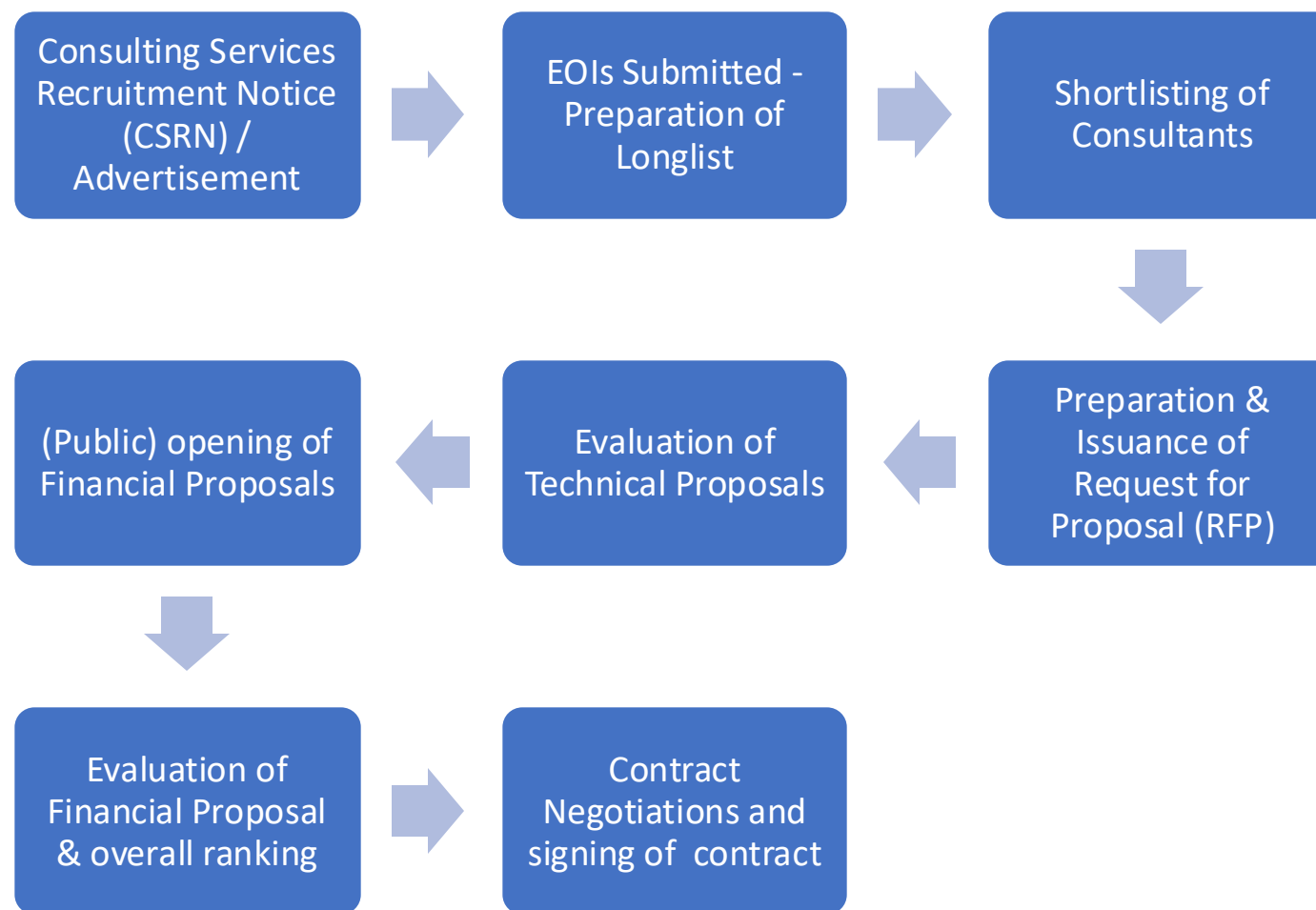




Bidding - Expressions of Interest



Summary of ADB Recruitment Process – for Firms



Main Differences EOI vs Proposal (typically)

	EOI*	Proposal*
Legally binding	No	Yes
Structure	Greater freedom in structure	Heavily templated
Emphasis	Emphasis on firm experience	Emphasis on CV & methodology
Subject to Government concurrence	Yes	No
Deadlines	May be flexible	Rigid
Right to Feedback	No	Yes
Formal Clarifications	No	Yes

*Both contain TOR and are evaluated according to criteria

Consultant **S**ervices **R**ecruitment **N**otice/ **R**quest for **E**xpressions **o**f **I**nterest



Contents include:

- Consultant Type (Firm or Individual)
- Selection Method (e.g. QCBS)
- Type of Proposal (e.g. FTP)
- Budget Type (Maximum or Estimated)
- Budget Amount
- Engagement Period
- Terms of Reference
- Deadline

Establishing the Longlist and Shortlist

LONGLIST

From the EOIs received, a longlist of eligible, suitable firms is established

SHORTLIST

Establish a shortlist using shortlisting criteria i.e. management competence, technical competence and geographical competence

**How many
are
shortlisted?**

*compare to very different criteria for evaluating proposals

Common Reasons for Failure to be Longlisted or Shortlisted

- Missing opportunities by not registering (NB EA administered also)
- Submits (too) late
- Firm submits Generic EOI
- Firm or associates not from ADB member countries
- Unclear/missing info
- Lack of local presence in the project country





Definitely Maybe

- “Must”
- “Shall”
- “a minimum of...”
- “Should”
- “Preferably/preferred”
- “Ideally”
- “May/ may be an advantage”
- “Would be desirable”

Bidding Proposals and How they are Evaluated (common mistakes and tips)

Request For Proposal (RFP)

Section 1

**Letter
of
Invitation**

Section 2

**Instructions
to Consultants
and Data Sheet**

Section 3

**Standard Forms
for Technical
Proposals**

Section 4

**Standard Forms
for Financial
Proposal**

Section 5

**Eligible
Countries**

Section 6

**Banks' Policy –
Corrupt and
Fraudulent
Practice**

Section 7

**Terms of
Reference**

Section 8

**Standard Forms
of Contract**

Letter of Invitation (LOI)

- Lists shortlisted firms and JVs (see who your competitors are!).
- Reminder that bids are not transferable.
- May not drop a JV partner without consent.
- Generally permissible to add sub-consultants.



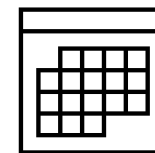
Data Sheet – Contents

- Selection Method
- Type of Proposal
- Budget for consulting services (Estimated or Maximum)
- Provisional sums (breakdown should be included)
- Contingency (about 5%-10% of budget)
- Key dates
 - Validity period for proposals
 - Submission time and date
 - Expected date to start contract negotiations/commencement
- Pre-proposal conference?
- Minimum total person-months input of international Key Experts and national Key Experts (it does not cover non-key experts)
- Evaluation Criteria
- Clarifications

Clarifications



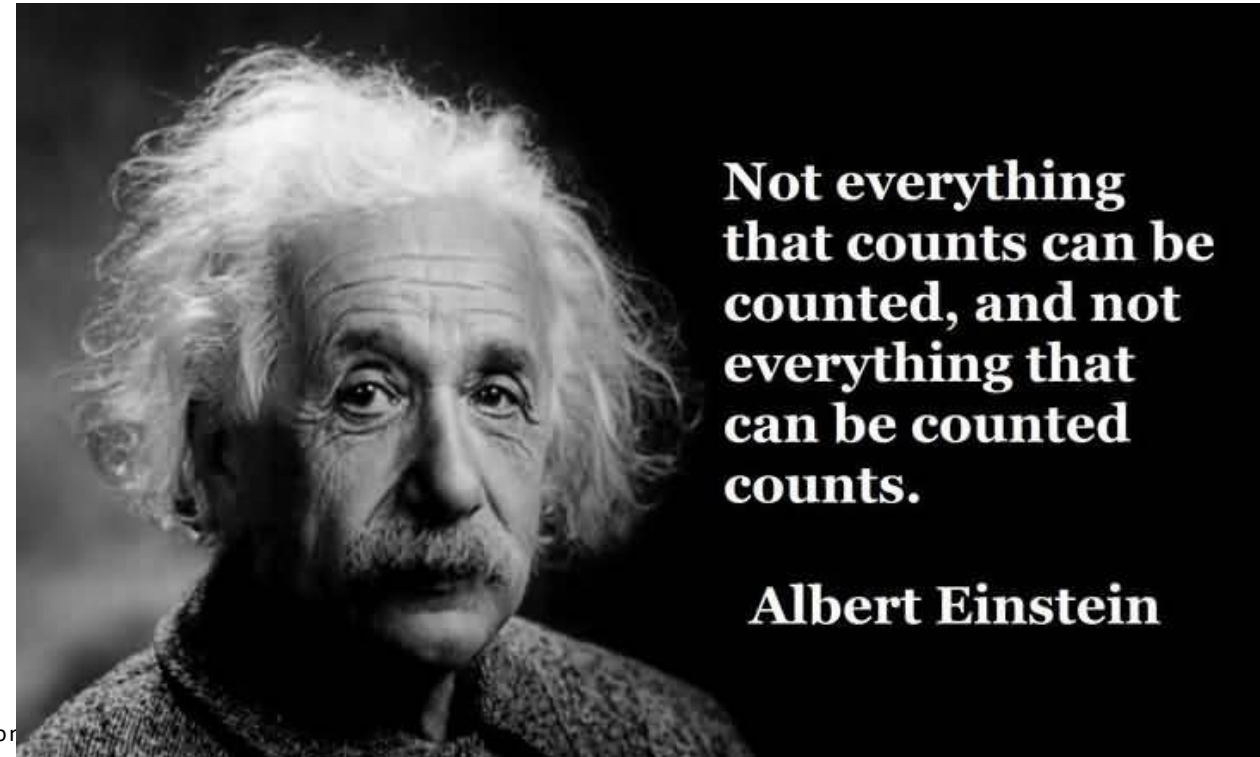
- You may request clarification in writing.
- Response will be given to **ALL** shortlisted firms in writing.



- Time extensions may be granted at ADB discretion if necessary.
- Note deadlines for requests.

Personnel evaluation mistakes and tips

Tip - Although we strongly encourage qualitative rating – **evaluators still love to count** – so firms should put numbers in the TECH forms and CVs of consultants (total years of experience, total number of projects, etc.) for faster evaluation



**Not everything
that counts can be
counted, and not
everything that
can be counted
counts.**

Albert Einstein

- If offered, do a site visit
- Engage with TOR and address all requirements. Don't repeat TOR back.
- Comment on TOR (within reason!).
- Don't "copy and paste" prior proposal
- Demonstrate understanding of local context in proposal
- Write clearly and engagingly - not all evaluators are native speakers, some may not be technical specialists in the field, first impressions count - the first few pages are key

- Ensure consistency e.g. between work plan and personnel schedule
- Clearly explain how you will achieve deliverables – be innovative and clear
- Ensure sufficient field inputs
- Comply with any prescribed criteria such as minimum inputs of key experts on an input based contract

Examples of actual comments for 'Below Average' Rating for International Expert



"The expert failed to demonstrate that he has adequate experience in road design which is required for this position."



"He has insufficient overseas exposure outside his home country."



"The expert's listed experience was not relevant to road safety and structural engineering requirements of the position."

- Select the best personnel, think particularly about
 - Team leader (interface) and
 - Local experts (development)
- Key experts who are rated zero or disqualified may prove fatal to an entire bid

- Do not simply insert the CV the expert sends you – work with the expert to emphasize (truthfully!) his/her relevant experience as per the TOR
- Provide a summary:
 - Total Years Experience in similar projects
 - Total Years Experience in similar geographic Area

Financial Proposals checklist

No conditions or restrictions

Total price within budget (if maximum)

Consistency with technical proposals

- Experts inputs
- Number of trips
- Number of days of per diem
- NO FINANCIALS in technical proposal

Financial Proposals - Correction of Errors



Generally, errors or inconsistencies construed against the consultant.



Basic Principle is that no advantage should be gained by the consultant from an inconsistency.



Different rules if “time based” or “lump sum”

Negotiations – common issues

- Consultant can't substantiate the rates.
- Consultant didn't budget properly (e.g. insufficient flights).
- Contract terms – (limitation of liability, IP ownership, etc.)
- ADB adjusting inputs/TOR.
- ADB requiring expert replacement, or...



Negotiations – Substitution

Key experts substituted during negotiations or later, during contract

- Done deliberately or due to circumstances?
- May be acceptable after the original validity period expires

Commercial realities

- Consultant firms may not be able to keep experts waiting – experts have to apply for multiple roles
- EA may not want to find new consultant due to delays or disruption





Post-contractual and Other Matters



Variations

- Almost all contracts are varied
- Know and follow the correct formalities (written notice, not emails, phone calls etc.)
- Time extension
- Budget extension
- Replacement of experts

Debriefing and Complaints



Debriefing:

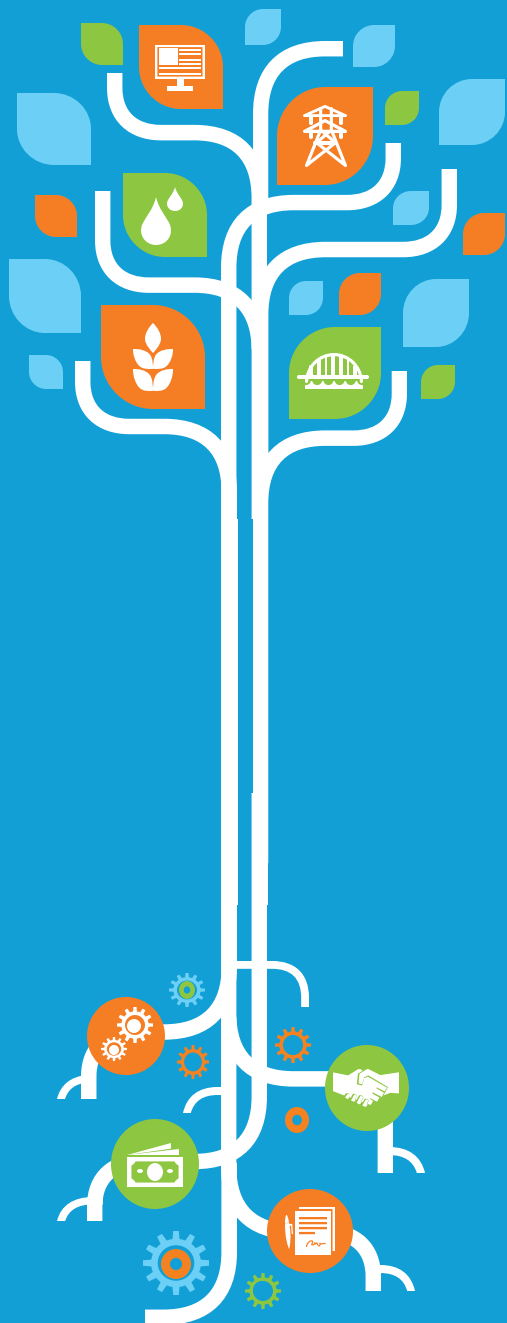
- Unsuccessful bidders may request debriefing from the procuring entity (the EA or ADB).
- Debriefings are an excellent learning opportunity for future bids!

Complaints:

- Bidders may file complaint directly with ADB and may copy ADB on correspondence with EAs.
- Complaints to ADB should be submitted through online form: <https://www.adb.org/forms/complaints>

How to report fraud:

- www.adb.org/site/integrity/how-to-report-fraud



THANK YOU!

Steven Gillard
Principal Procurement Specialist
Procurement Division
sgillard@adb.org