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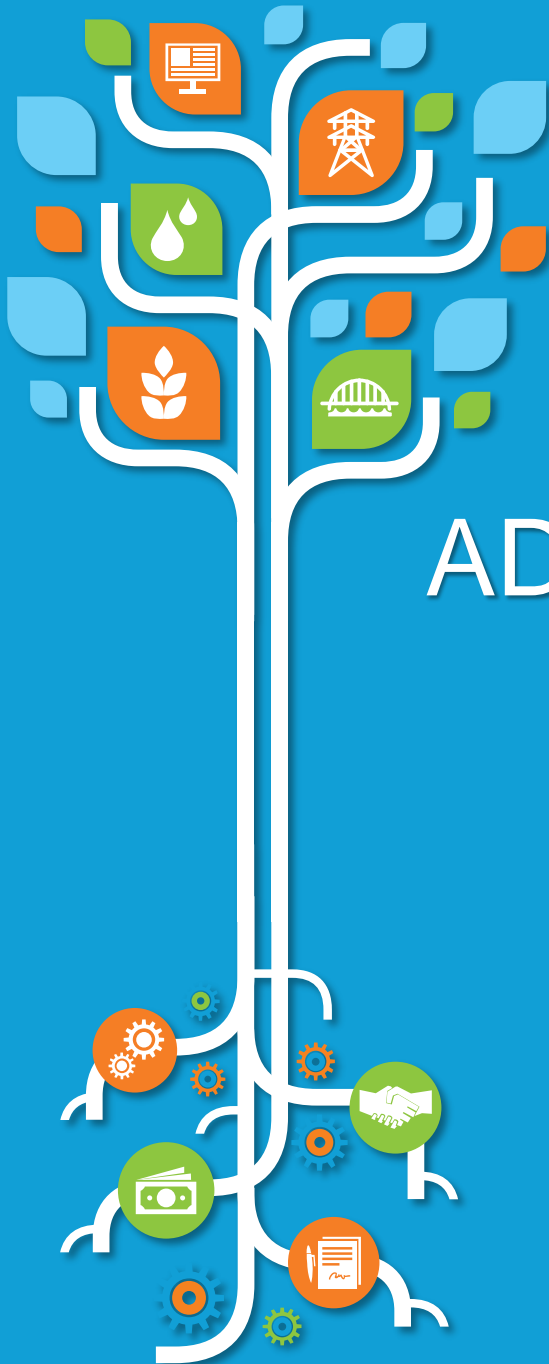
ADB

ADB Consultant Recruitment Procedures

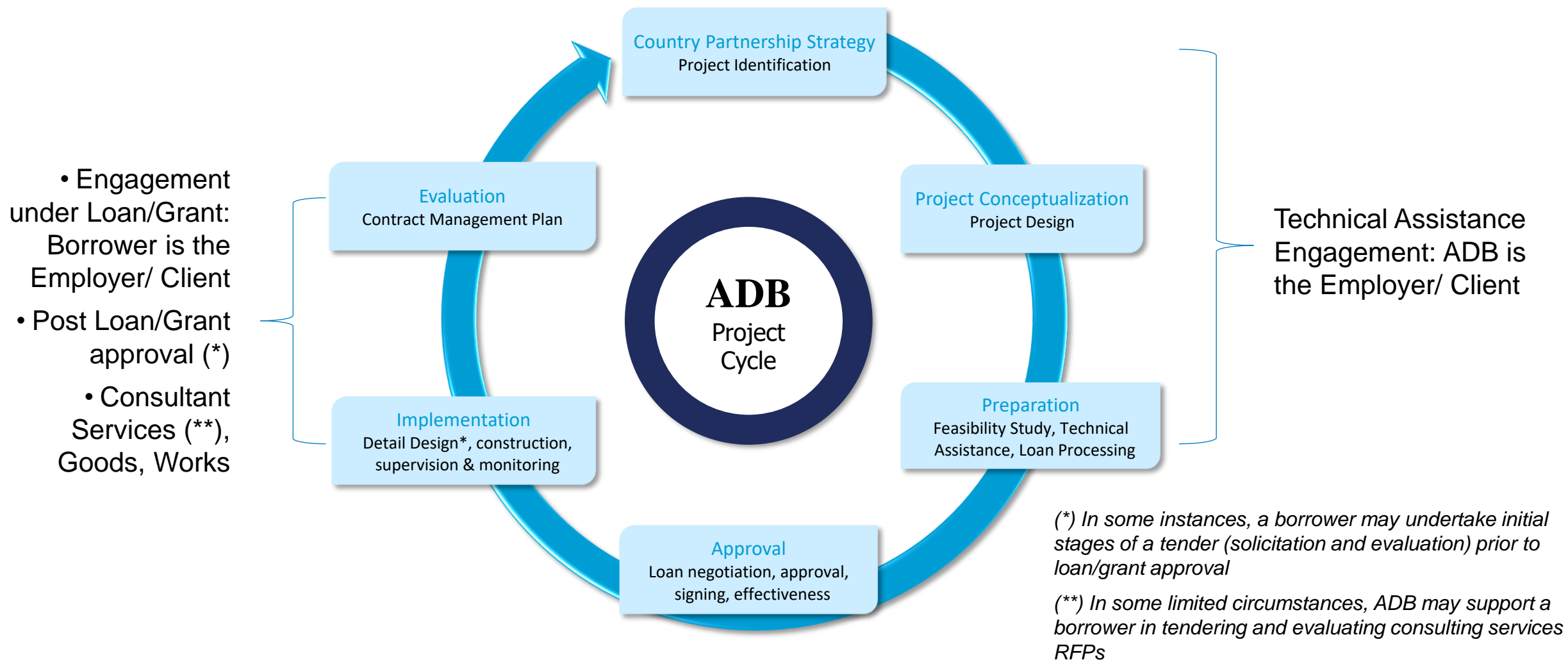
Anita Kumari,
Associate Procurement Officer, INRM, ADB.

Delhi -30 April 2025

BUSINESS
OPPORTUNITIES



Consultant Services Needs throughout ADB Project Cycle



Sovereign Lending - Financing Types

Loans and Grants

Provided to and managed by Governments

Procurement of Works, Goods and Services

Government undertakes procurement (ADB oversight)

Contracts signed by Government

Technical Assistance

Provided to governments, but contracts managed by ADB

Mostly procurement of Consulting Services

ADB undertakes procurement

Contracts signed by ADB

Types of Consultant



Firms

Private Sector

CSO/NGO

Universities

International Organizations



Individuals

Private Individual

Individual through firm

Resource Person

Recruitment may be national or international

- International may be for any ADB member country (global if eligibility restriction waived)
- A firm is considered national if it is legally incorporated in that DMC
- An individual is national if a citizen of the DMC or, if a national from another member country, he/she legally resides and works in that DMC.

Selection Methods for Consulting Services

Open Competitive Bidding (OCB) = Quality and Cost-Based Selection (QCBS)

- The preferred Method
- Follows a one-stage two-envelope (1S2E) approach
- Uses weighted scoring system: Technical : Financial (70:30 or 80:20 or 90:10)
- Technical score of 750 out of 1000pts needed to progress to Financial evaluation

General

- All firm /Individual Consulting Services opportunities are advertised on CMS
- Contracts: Time-Based or Lump Sum, single or multiple assignment based on Framework Agreement
- A Full, Simplified or Bio-data technical proposal (FTP or STP or BTP) may be requested
- ToR's may be input-based (conformance) or output-based (performance)

Other Selection Methods for Consulting Services

QCBS	{	• Quality & Cost Based Selection
QBS	{	• Quality Based Selection
CQS	{	• Consultants Qualifications Selection
FBS	{	• Fixed Budget Selection
LCS	{	• Least Cost Selection
DC	{	• Direct Contracting

Selection Methods for Consulting Services (cont'd)

Selection Method	Technical Proposal Evaluation	Financial Proposal	Selection procedure
QCBS – Quality and Cost based selection	>= 750 out of 1000	Competitive Default Quality-cost ratio is 80:20. Can be changed to 70:30; 90:10 or 50:50 (audit))	Firm representing the best combination of quality and price wins
LCS – Least Cost Selection	>= 750 out of 1000	Lowest priced	Firm with lowest priced responsive proposal wins
FBS – Fixed Budget Selection	>= 750 out of 1000 And Highest Technical Score	<= budget	Firm with the best technical proposal and the financial proposal within the budget wins
QBS – Quality Based Selection	>= 750 out of 1000 and Highest Technical Score	Supporting documents to prove financial position of the firm, remuneration of experts, social and overhead charges	Negotiations are conducted with the firm that presented the best technical proposal
CQS – Consultants' Qualification Selection	Amplified Expression of Interest (EOI) Structured EOI submission >= 750 out of 1000		Negotiations are conducted with the firm that presented the best expression of interest
SSS – Single Source Selection	>= 750 out of 1000	Supporting documents to prove financial position of the firm, remuneration of experts, social and overhead charges	Negotiations are conducted with the firm that is selected without benefit of competition

Eligibility

Generally, a consultant must be from ADB member (incorporation/ citizenship/ right to work).

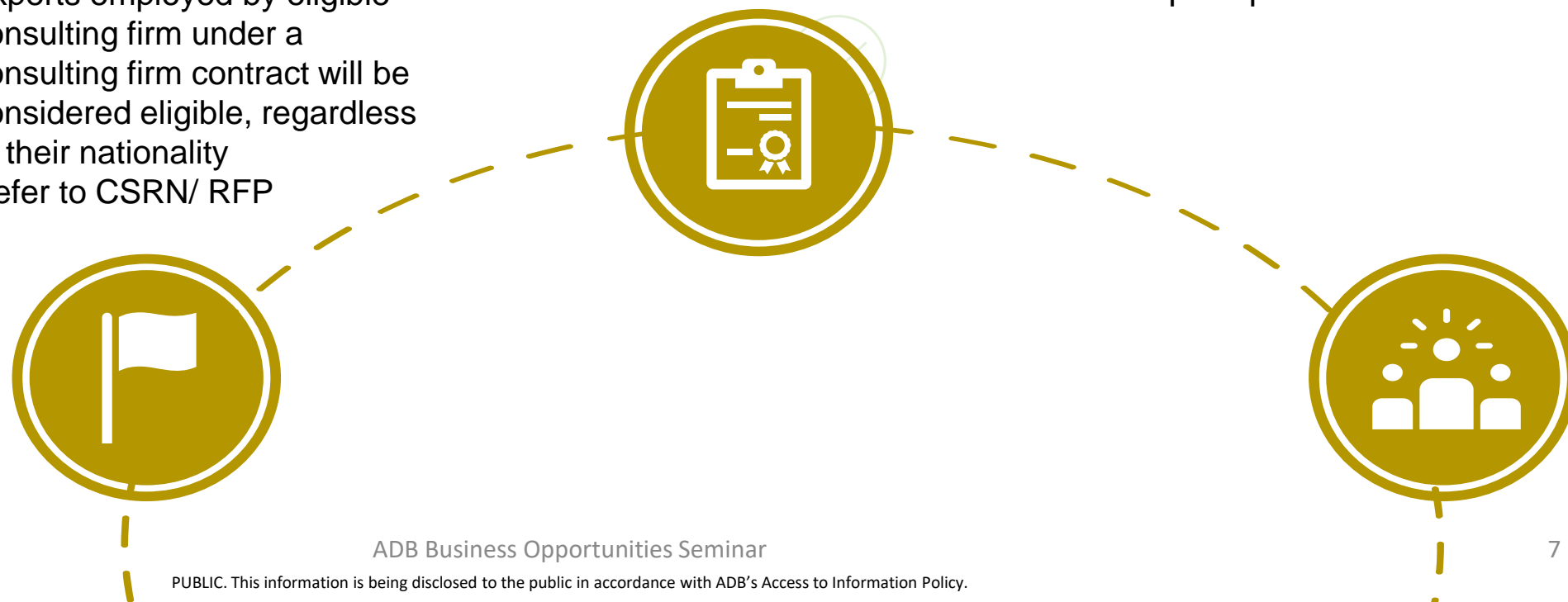
- Can be certain exceptions, depending on funding source which can expand or restrict eligibility.
- Experts employed by eligible consulting firm under a consulting firm contract will be considered eligible, regardless of their nationality
- Refer to CSRN/ RFP

Specific rules apply for

- Conflict of interest
- Government Organizations and Civil Servants, including State-Owned Universities
- Consultants currently engaged by ADB or the EA
- former ADB staff and ADB spouse

Must not be

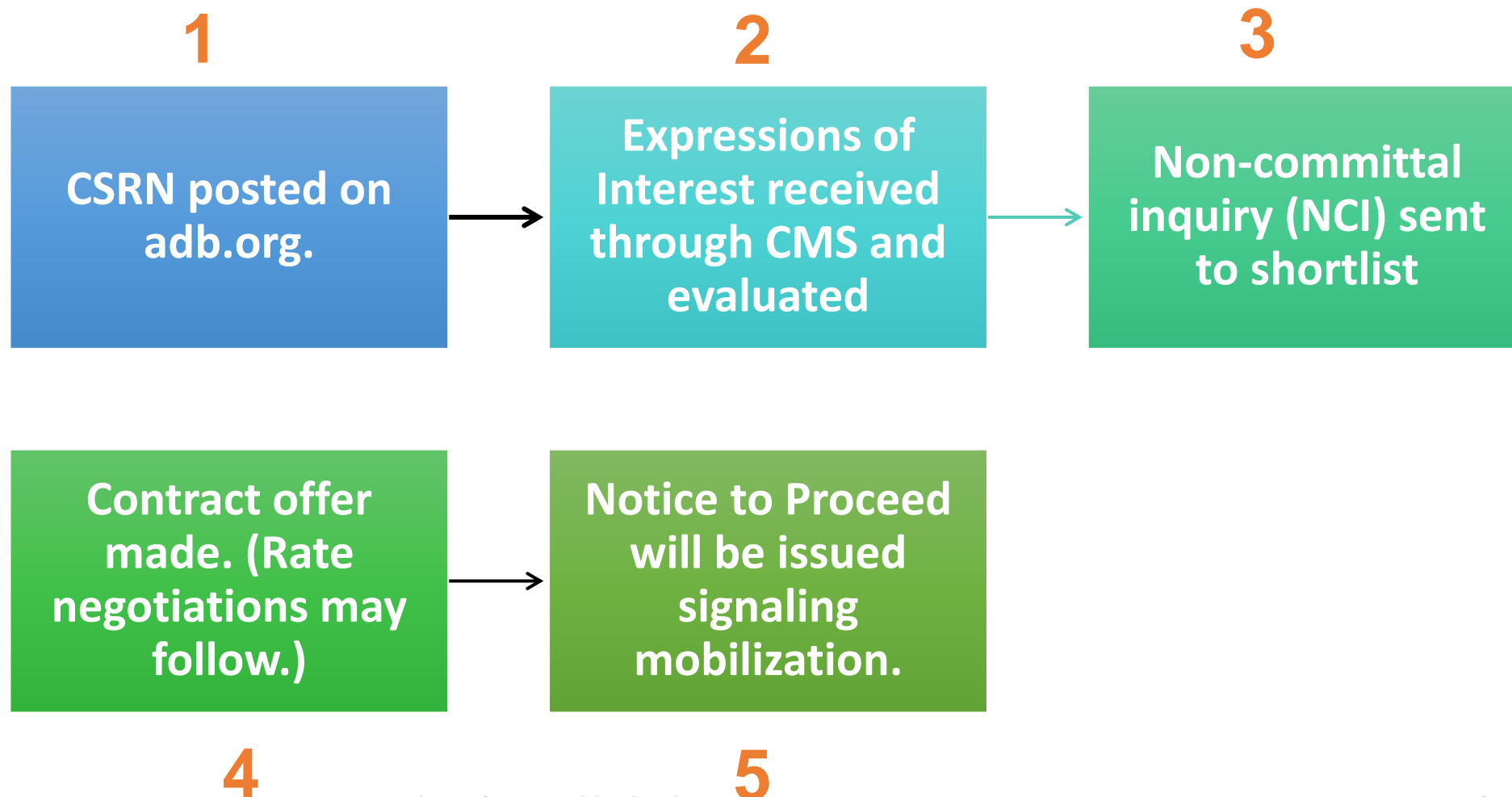
- subject to an ADB debarment or temporary suspension (ADB's Anticorruption Policy/ Integrity Principles and Guidelines)
- suspended by ADB for poor performance



Summary of ADB Recruitment Process – for Firms



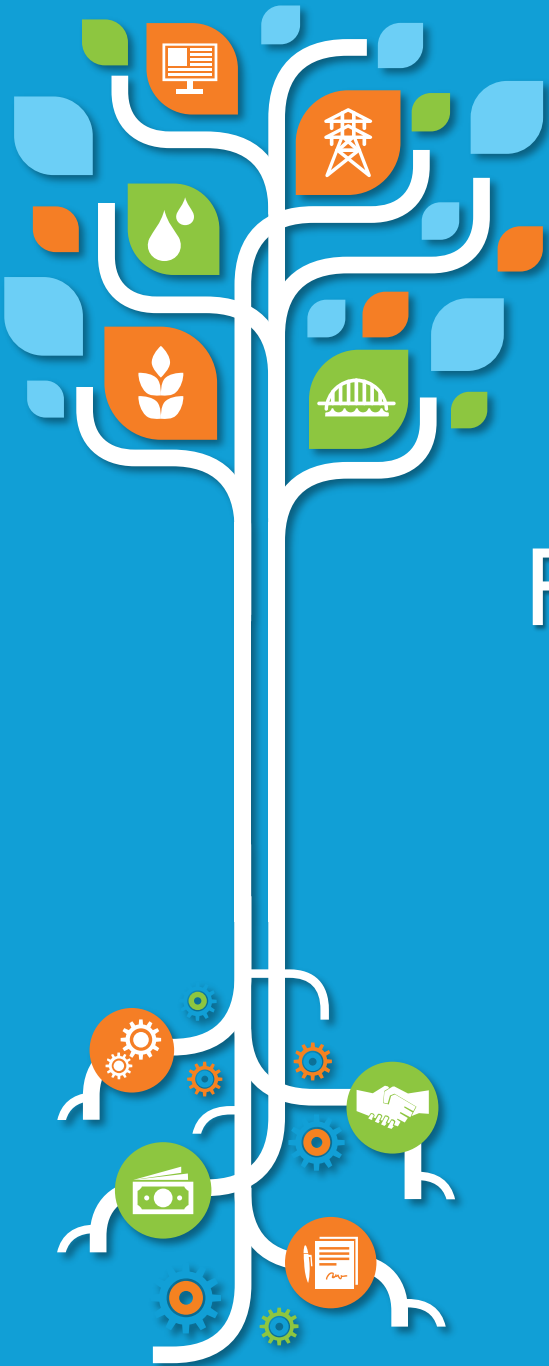
Individual Consultants ADB administered



RFP for Selection of Consultant by ADB

Section 1: Letter of Invitation	Describes firms invited, contents of RFP package and associated Information
Section 2: Definitions	Definitions or terms contained in the remainder of the RFP documents
Section 3: Instructions to Consultants	Specifies the rules to be followed by firms in the preparation and submission of Proposals. It also contains details on submission, opening, evaluation and award.
Section 4: Data Sheet	Specific tendering conditions that may augment or supplement the contents of Section 3
Section 5: Evaluation Criteria	The evaluation criteria applicable for the assignment
Section 6: Standard Forms for Proposal Submission	The forms (including related instructions) to be completed and submitted by the firm
Section 7: Terms of Reference	The Terms of Reference for the assignment
Section 8: Standard Form of Contract	The Standard Form of Contract to be used for the assignment
Section 9: List of ADB Member Countries	List of ADB member Countries

Finding Consulting Opportunities

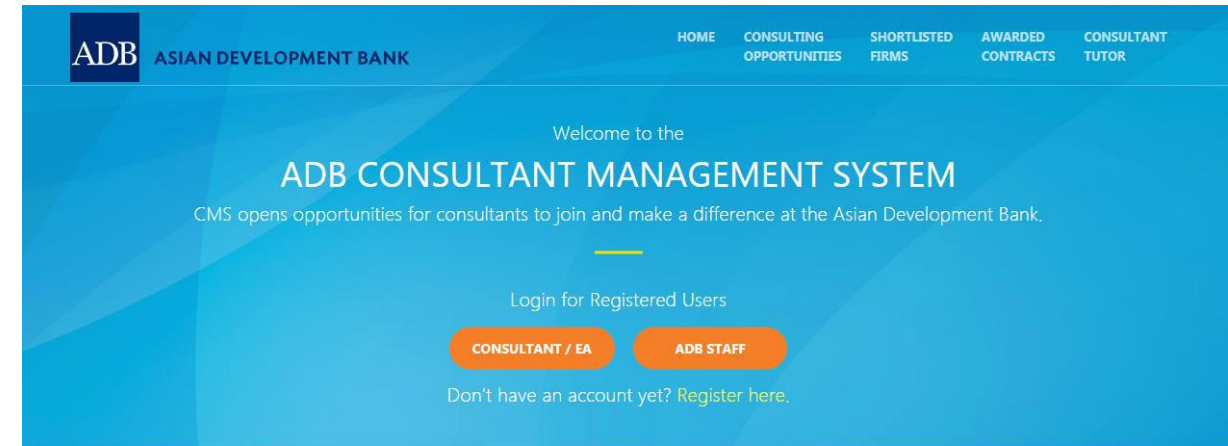


Consultant Management System (CMS) Website



- Consulting opportunities are visible through ADB's Consultant Management System (CMS) (<http://cms.adb.org>)
- Firms need to register for alerts to receive notices of all consulting opportunities
- Advertisement of Consulting opportunities (both EA and ADB) are through CMS.
- The RFP process for ADB Administered Contracts is through CMS(*)

(*) EA's use their own country systems when tendering for Consulting services; still need to meet ADB requirements



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 Services Recruitment Notices on CMS



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

[Select All](#) | [Select None](#)

- ☐ Regional (52)
- ☐ Afghanistan (12)
- ☐ Armenia (1)
- ☐ Australia (1)
- ☐ Bangladesh (16)
- ☐ Bhutan (2)
- ☐ Cambodia (6)
- ☐ China (18)
- ☐ Fiji (2)
- ☐ Georgia (10)
- ☐ India (11)
- ☐ Indonesia (4)
- ☐ Kiribati (1)
- ☐ Kyrgyz Republic (12)
- ☐ Lao People's Democratic Republic (6)
- ☐ Maldives (1)
- ☐ Micronesia, Federated States of (1)
- ☐ Mongolia (8)
- ☐ Myanmar (3)
- ☐ Nepal (6)
- ☐ Pakistan (10)
- ☐ Papua New Guinea (2)
- ☐ Philippines (23)
- ☐ Sri Lanka (2)
- ☐ Tajikistan (3)
- ☐ Thailand (1)
- ☐ Tonga (1)
- ☐ Uzbekistan (4)
- ☐ Vanuatu (1)
- ☐ Viet Nam (3)

By Sector

[Select All](#) | [Select None](#)

- ☐ Agriculture, natural resources and rural development (28)
- ☐ Education (11)
- ☐ Energy (14)
- ☐ Finance (17)
- ☐ Health (2)
- ☐ Industry and trade (15)
- ☐ Information and communication technology (2)
- ☐ Multisector (2)
- ☐ Public sector management (12)
- ☐ Transport (28)
- ☐ Water and other urban infrastructure and services (21)
- ☐ Uncategorized (20)

By Expertise

Enter the exact text to further filter your search by expertise

By Eligibility of Consultant Country

[Select All](#) | [Select None](#)

- ☐ Open to Member Countries Only (177)

By Consultant Source

[Select All](#) | [Select None](#)

- ☐ International (78)
- ☐ National (99)

By Consultant Type

[Select All](#) | [Select None](#)

- ☐ Firm (32)
- ☐ Individual (145)

By Engagement Period

[Select All](#) | [Select None](#)

- ☐ Less than 3 months (8)
- ☐ 3 months to 1 year (125)
- ☐ More than 1 year (44)

By Budget Amount

[Select All](#) | [Select None](#)

- ☐ Less than \$100,000 (134)
- ☐ \$100,000 to \$199,999 (16)
- ☐ \$200,000 to \$299,999 (8)
- ☐ \$300,000 to \$399,999 (0)
- ☐ \$400,000 to \$499,999 (2)
- ☐ \$500,000 to \$599,999 (1)
- ☐ \$600,000 to \$699,999 (0)
- ☐ \$700,000 to \$799,999 (4)
- ☐ \$800,000 to \$899,999 (2)
- ☐ \$900,000 to \$999,999 (1)
- ☐ \$1,000,000 to \$1,500,000 (3)
- ☐ Greater than \$1,500,000 (6)

Consulting Opportunities

Consulting Services Recruitment Notices (CSRN)

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	Consultant Type	Open to non-Member Countries	Expertise	Engagement Period	Budget in USD	Published	Deadline (Manila local time)	Remarks	View CSRN
GRANT 50281-001 TON: Introducing eGovernance through Digital Health - C-01 Implementation Firm	Health	International	Firm	No	Digital Health Information System	36 Months	6,000,000	23-Mar-2019	17-Apr-2019 11:59 PM		
LOAN 51035-001 PNG: Health Services Sector Development Program, Subprogram 1 - 1 Strengthening Medical Supplies Procurement and Supply Chain Management	Health	International	Firm	No	Medical Supplies Procurement and Supply Chain Management	24 Months	2,075,000	20-Mar-2019	11-Apr-2019 11:59 PM		
LOAN 41509-013 PNG: Health Services Sector Development Project - 1 Strengthening Medical Supplies Procurement and Supply Chain Management	Health	International	Firm	No	Medical Supplies Procurement and Supply Chain Management	24 Months	2,075,000	13-Mar-2019	11-Apr-2019 11:59 PM		

Consulting Services Recruitment Notices on CMS

GRANT 50281-001 TON: Introducing eGovernance through Digital Health - C-01 Implementation Firm
Date Published: 23-Mar-2019 Deadline of Submitting EOI: 17-Apr-2019 11:59 PM Manila local time

[Express Interest](#)

[Profile](#) [Terms of Reference](#) [Cost Estimate](#)

Selection Profile

Consultant Type	Firm	Source	International
Selection Method	Quality and Cost-Based Selection (QCBS)	Technical Proposal	Full Technical Proposal (FTP)
Selection Title	Introducing eGovernance through Digital Health		
Package Number	C-01	Package Name	Implementation Firm
Advance Action	<input checked="" type="radio"/> Yes <input type="radio"/> No	Approval Number	
Engagement Period	36 MONTH	Approval Date	
Consulting Services Budget	USD 6,000,000	Estimated Short-listing Date	24-Apr-2019
Budget Type	<input checked="" type="radio"/> Estimated <input type="radio"/> Maximum	Estimated Commencement Date	01-Sep-2019
Open to non-Member Countries	<input type="radio"/> Yes <input checked="" type="radio"/> No		



Additional Information

Indefinite Delivery Contract (IDC) ☐ Yes ☒ No
Country of assignment **Tonga**

Contact Information

Project Officer **Pamela Wyatt**
Designation **Principal Public Management Specialist (Governance)**
Asian Development Bank
Email pw Wyatt@adb.org

Agencies

Primary	Agency	Country	Agency Role	Contact Person	View Details
<input checked="" type="checkbox"/>	Ministry of Finance and National Planning	Tonga	Executing Agency		
<input type="checkbox"/>	Ministry of Health	Tonga	Implementing Agency		

Publishing History

Type	Publication Date	Published By	Duration of Advertisement	Deadline	View Remarks
Original	23-Mar-2019	Diane Mauritz P. Zapata	26 DAYS	17-Apr-2019	

Expression of Interest (1/2)

Consulting Firm Information

CMS Number
Consultant Name

Country of Incorporation
* Acronym

Associations (Joint Venture or Subconsultancy)

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

ADB reserves the right to reject the proposal of an association if member(s) of the association is changed/dropped without valid reason after the association has been shortlisted. However, should valid reasons exist (e.g. associate partner was sanctioned by ADB or other MDBs, associate partner went out of business, etc.), satisfactory evidence in support of such reasons should be sent to ADB for consideration.

Assignment Specific Qualifications and Experience

✓ **TIP** Your EOI should demonstrate the technical competence and geographical experience indicated in the project references. As preparation for filling out this EOI screen, ensure updated consultancy and project information has been entered in the Profile tab.

A. Technical Competence

✓ **TIP** Cross-referencing the selected from your CMS profile projects, highlight the technical qualifications of your entity/ consortium in undertaking similar assignments.

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

* B. Geographical Experience

✓ **TIP** Cross-referencing the selected from your CMS profile projects, present experience in similar geographic areas.

C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)

* 1. Describe standard policies, procedures and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

* 2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

* 3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?


* 4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/ replacements of personnel and to ensure the continuity of professional services once contracted.

* 5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident and life insurance coverage during the assignment.

D. Other Information (maximum of 500 words)

Expression of Interest (2/2)


Project References

 **TIP** Choose from the list of projects (based on what was entered in the Profile tab) to demonstrate the firm's technical qualifications and geographical experience for the advertised assignment.

Add Project

Period	Client	Project	Country	Firm	View Details	Delete
No project found.						


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

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

Key Experts

 **TIP** List of experts is only required for Consultants' Qualifications Selection (CQS).

Add Expert

Name	Email	Consultant Status	Full-Time Firm Expert	Affiliation Status	Firm	View Profile	Delete
No search conducted.							

EOI Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete
No results found.							

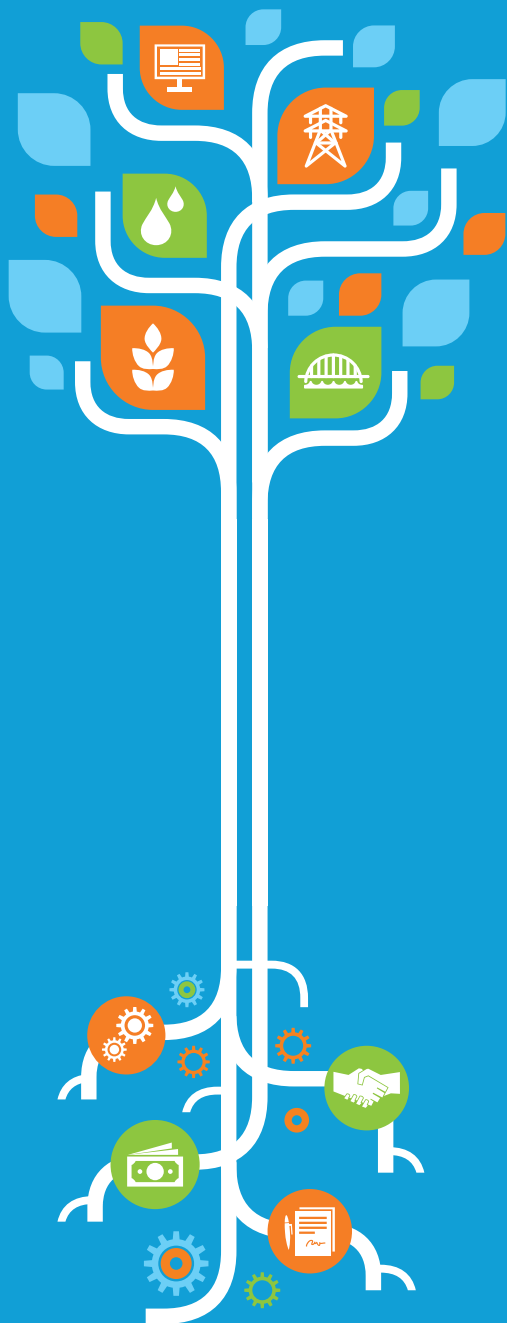
Eligibility Declaration

ADB Quick Reference Guides—How to use CMS



- <https://www.adb.org/documents/using-consultant-management-system-cms-quick-reference-guides-individuals-firms>
- 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

The screenshot shows the ADB Business Center website. The header includes the ADB logo, the tagline 'Solving Complex Challenges Together', and navigation links: 'News and Events', 'ADB Institute', 'Contact', 'English', 'WHO WE ARE', 'WHAT WE DO', 'WHERE WE WORK', 'WORK WITH US', and a search bar. The main banner features a smiling woman and the text 'ADB Business Center'. Below the banner, a breadcrumb trail reads 'You are here: Home > Business Center > Guides'. The 'Guides' section is highlighted, and the main content area displays the title 'Using the Consultant Management System (CMS): Quick Reference Guides for Individual Consultants and Consulting Firms' with the subtitle 'Business Guide | August 2022'. Social media icons for Twitter, Facebook, LinkedIn, and Print are present. A text box states: 'Downloadable quick reference guides and videos to help individual consultants and consulting firms navigate ADB's Consultant Management System (CMS)'. A 'Related' section on the right lists two links: 'What is the Consultant Management System?' and 'How Do I Use the Consultant Management System (CMS)?'.



Tips on Consultant Selections

Tips for winning ADB-financed assignments

- Have medium term business strategy
- Collect relevant business intelligence – network!
- Focus on performance and reputation for successful work
- Express interest
- Understand the country, project, and client requirements
- Position yourself to your competitive advantage
- Study the bidding documents and understand the selection method and evaluation criteria
- Engage partnership with firms likely to be shortlisted
- Prepare a responsive and strong technical proposal
- Describe details of project tasks the expert delivered in CV
- Seek clarifications in writing

What NOT to do

- Failure to disclose conflict of interest (e.g., employees from EA included in a proposal)
- Firm or JV partners not from an ADB member country
- Submitting proposal late
- Failure to respond to client requirements
- Conditional bids
- Incomplete/noncompliant bids, e.g., missing bid security, letter of bid not signed, JV agreement missing, bid envelopes not properly marked, etc.
- Integrity violations in the bidding process

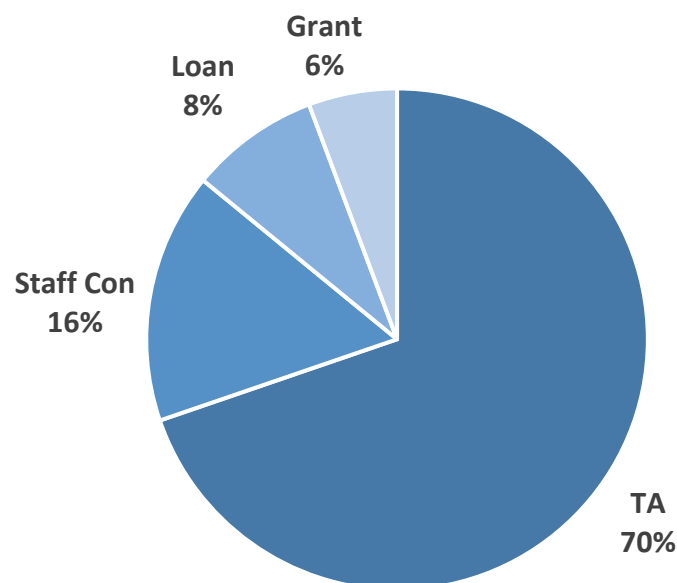
When in doubt, always seek written clarification

2023 Consultant Recruitment, by consultant type, fund source – pie chart by value

Individuals



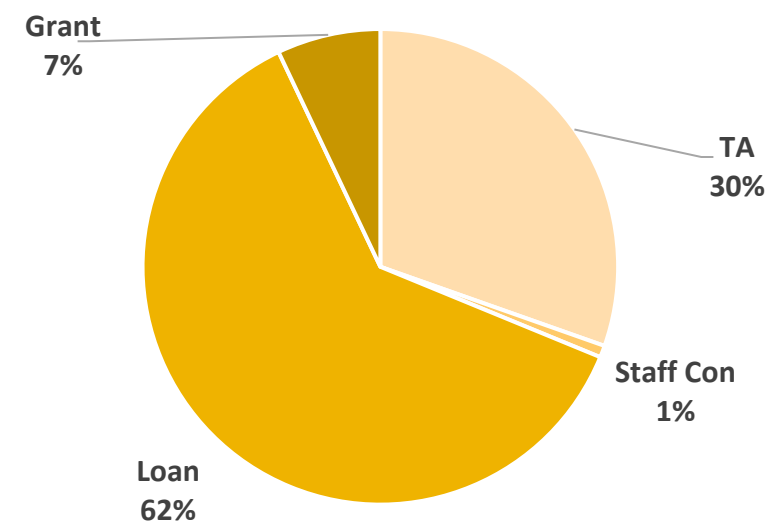
Type	Total Value (\$)	Count
Technical Assistance	126,262,471	2,805
Staff Consulting	29,287,206	919
Loan	15,140,184	363
Grant	10,337,847	224
Total	181,027,708	4,311



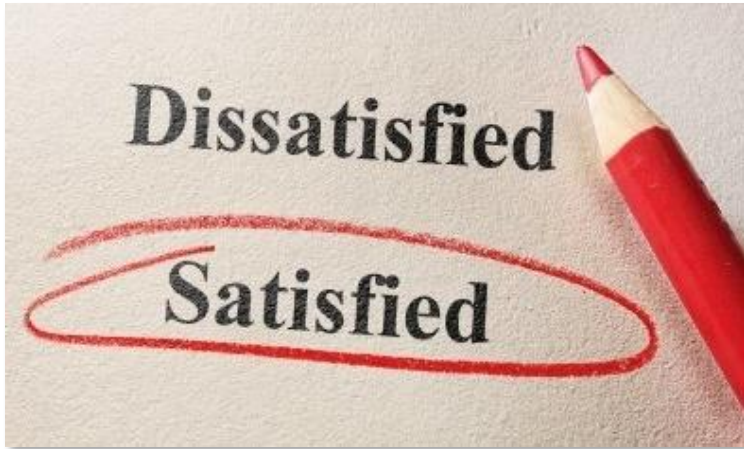
Consulting Firms



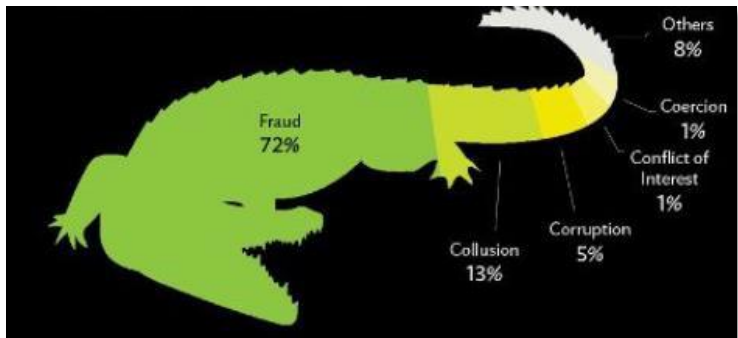
Type	Total Value (\$)	Count
Technical Assistance	120,732,392	284
Staff Consulting	3,199,017	24
Loan	245,246,774	170
Grant	27,977,241	44
Total	397,155,423	522

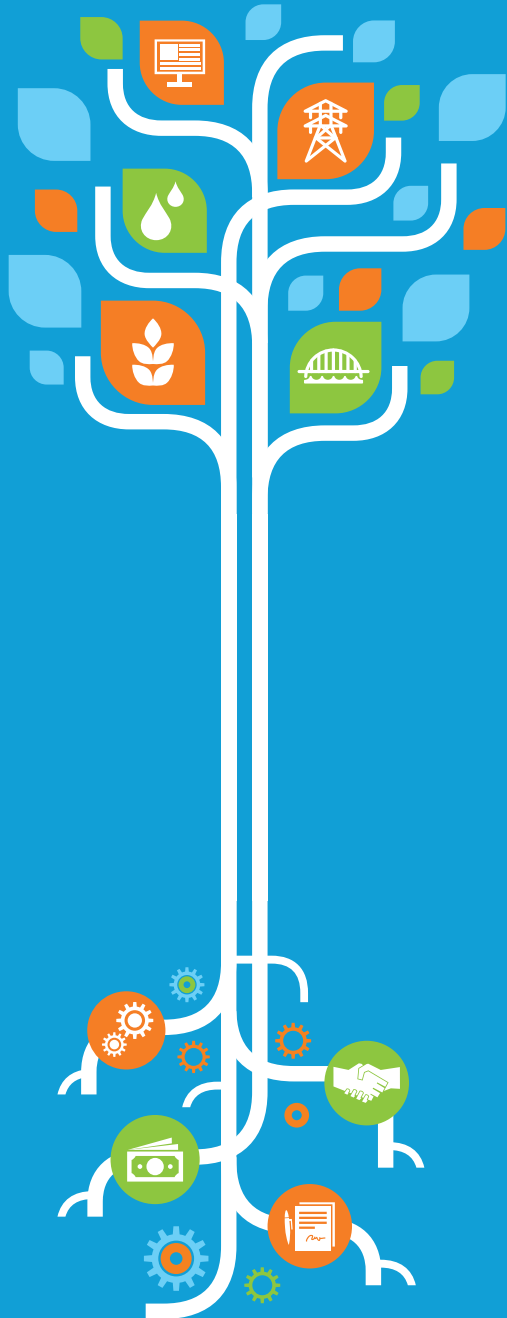


Complaints and Integrity Concerns



- **Complaints:**
Bidders may file complaint with Executing Agencies (EAs) and copy ADB on www.adb.org/forms/complaints or file the complaint directly with ADB
- **Anticorruption and Integrity:**
Bidders may also report integrity related issues with supporting information/documents to www.adb.org/site/integrity/main





For more: adb.org

**BUSINESS
OPPORTUNITIES**

To join the community of ADB Consultants and Suppliers:

1) ADB Consultants Network:

<https://www.linkedin.com/groups/3796524/>

2) ADB Suppliers Network:

<https://www.linkedin.com/groups/3796532/>

Also follow “ADB Business Center”:

<https://www.linkedin.com/showcase/adb-business-center/>

Presentations at ADB Business Opportunities Fair 2024

<https://events.development.asia/learning-events/12th-business-opportunities-fair-2024>

ADB

Business Opportunities Fair 2025

16-17 September 2025 at ADB Headquarters, Manila

Registration is open: <https://www.adb.org/news/events/13th-business-opportunities-fair-2025>

General Business outreach information

<https://www.adb.org/business/opportunities-outreach>

How to register



Register to join



THANKS

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