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Selection of Consultant

Short Listing, Request for Proposal, and Evaluation of Proposal

November 2023 | Karachi, Pakistan

ADB



Topics

1. Preparation and Shortlisting
2. Request for Proposal



1. Preparation and Shortlisting

Consulting Services



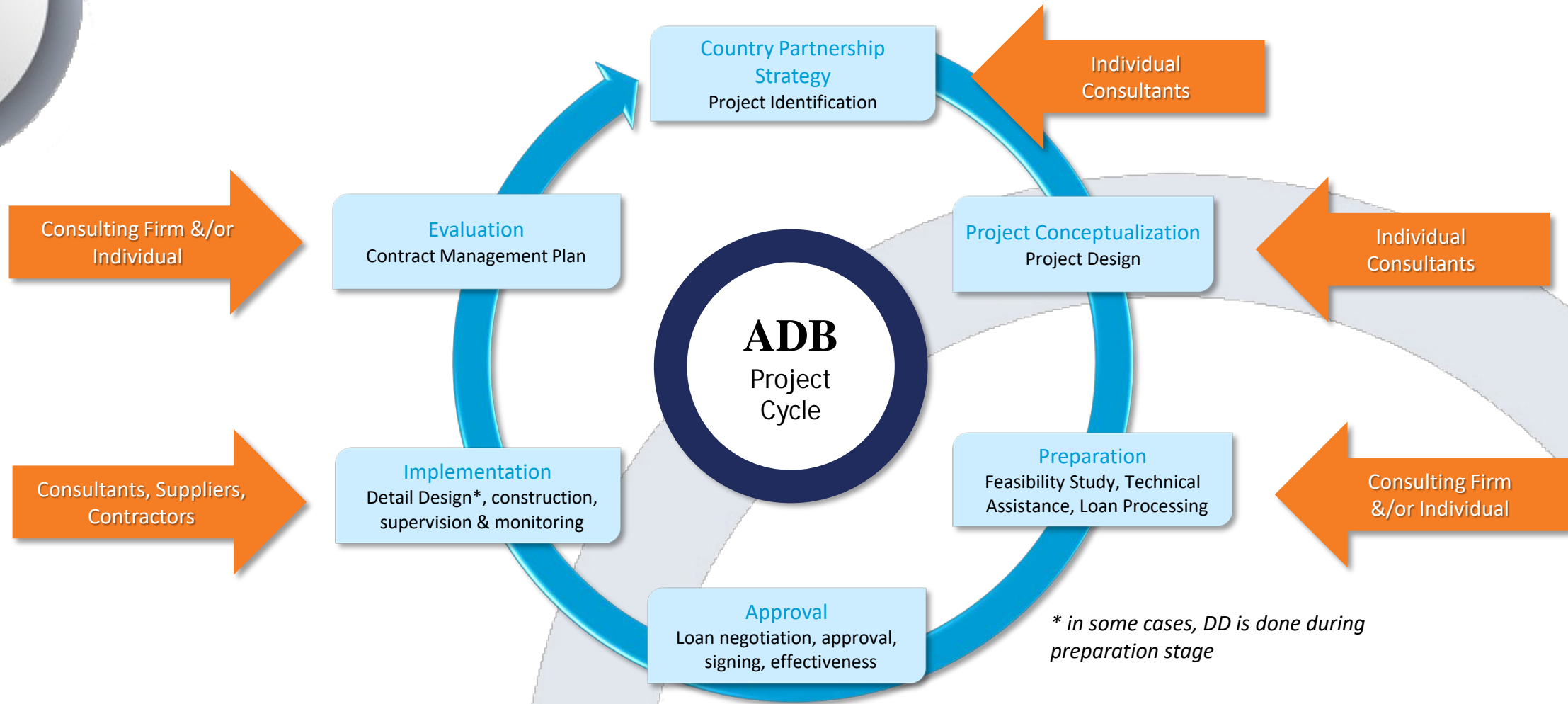
What are Consulting Services?

- Services that are intellectual and advisory nature

Why do we need Consulting Services?

- Do not own the expertise
- Have shortage of in-house resources which are temporarily required

Consultant Services throughout ADB Project Cycle



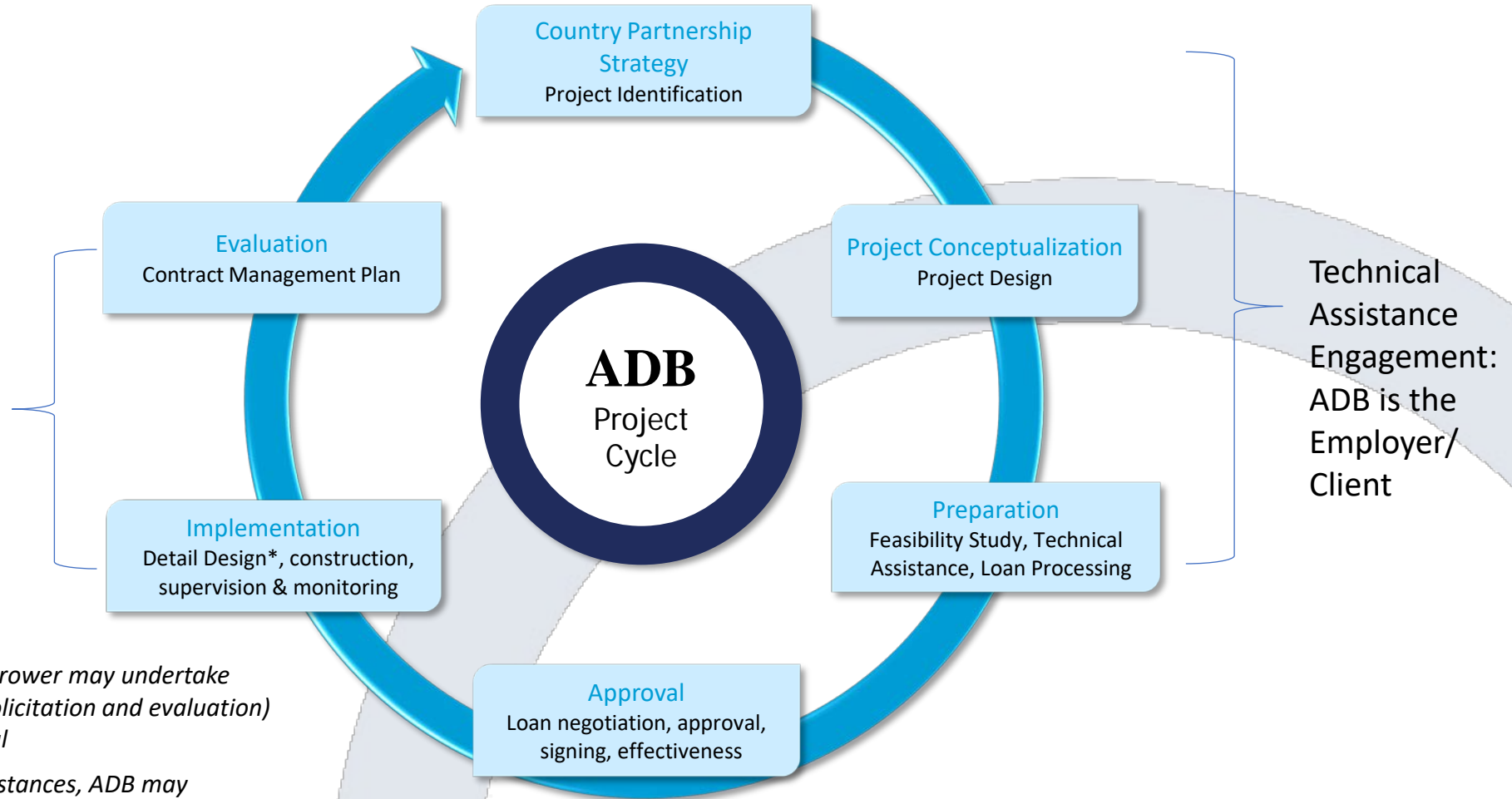
Consultant Services throughout ADB Project Cycle



- Engagement under Loan/Grant: Borrower is the Employer/ Client
- Post Loan/Grant approval (*)
- Consultant Services (**), Goods, Works

(*) In some instances, a borrower may undertake initial stages of a tender (solicitation and evaluation) prior to loan/grant approval

(**) In some limited circumstances, ADB may support a borrower in tendering and evaluating consulting services RFPs

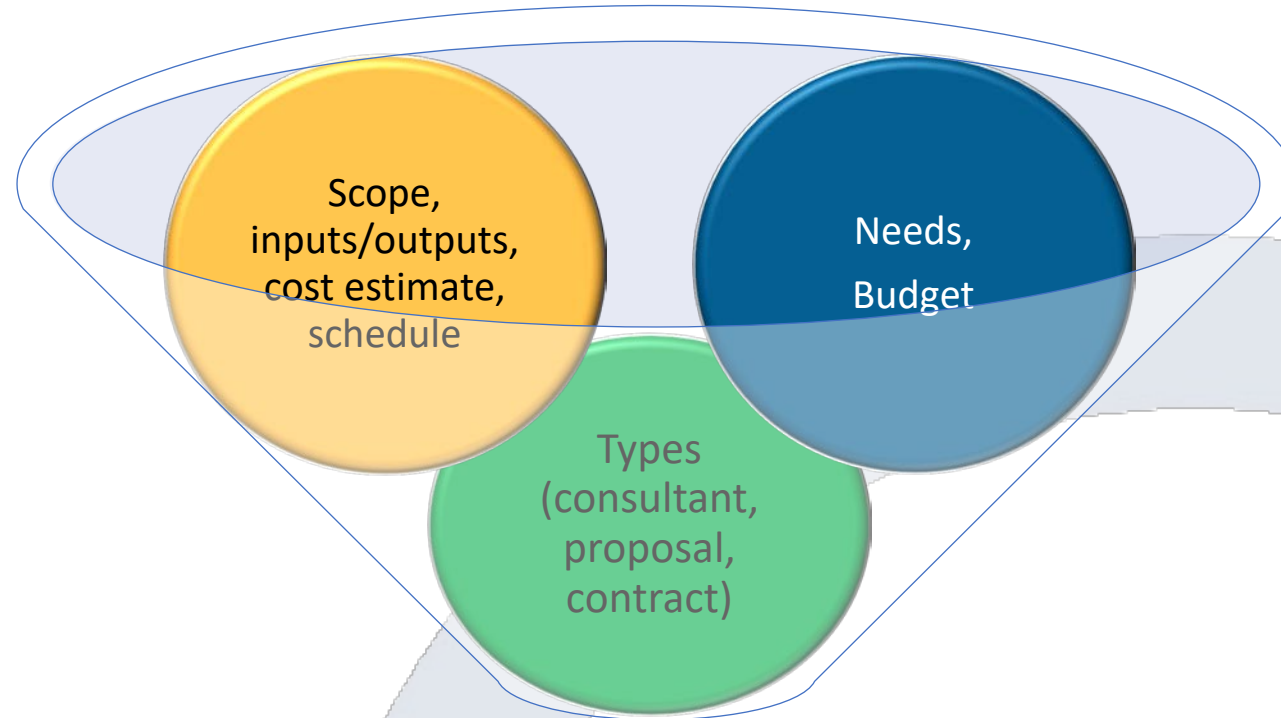


Steps in Selection and Recruitment of Consultant





Preparation



Terms of Reference, selection method, draft RFP

Terms of Reference – Purposes

- Nature & scope of the assignment
- Expression of Interests
- Selection process
- Contract: Guides the work
- Performance measures

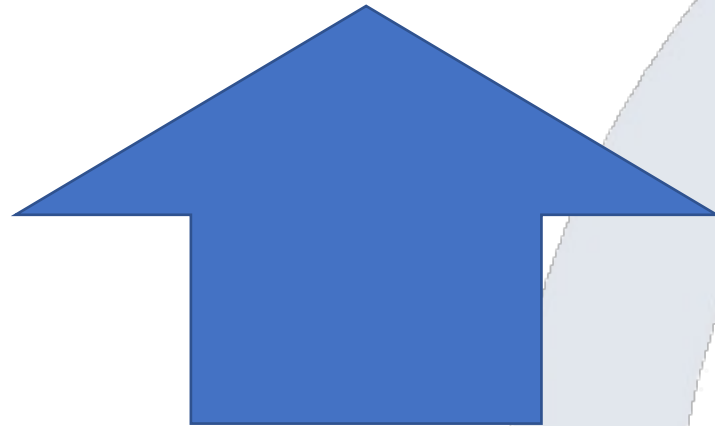




Two Types of Terms of Reference

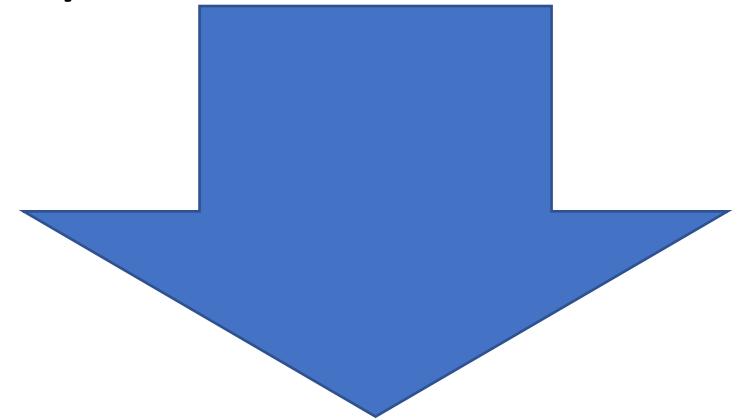
Conformance- or input-based

- Inputs can be well-estimated
- Variation in approaches and methodologies not expected



Performance- or output-based

- Output can be well-defined
- Innovation expected
- Approaches and methodologies expected to vary





Terms of Reference – Structure

Structure

Background

Objectives

Scope of Services, Tasks and Deliverables

Teams Composition

Reporting Requirement

Client inputs



Cost Estimate

Competitive

- Remuneration
 - ✓ Key experts
 - ✓ Non-key experts
- Reimbursable (OPE) Expenses
 - ✓ Per diem
 - ✓ Travel
 - ✓ Transport
 - ✓ Communication
 - ✓ Office operations
 - ✓ Report
 - ✓ Administrative assistance
 - ✓ Other: security, insurance, translation

Non-competitive

- Provisional sums
 - ✓ Workshops, seminars, conferences, surveys, equipment
- Contingencies
 - ✓ 5-10% cost estimate
- Not paid unless utilized



Selection Methods for Consultant

Considerations

- Complexities, value, impact, solutions, budget, urgency

Guiding Principles

- Quality, record, knowledge-base, market practice, integrity, ethics

Difference in Characteristics

Services vs. Goods and Works; Consulting- vs. Non-consulting Services

General Approaches

- OCB, short list, 1S2E, scoring, weighting, professional liability



Selection Methods for Consultant

QCBS Quality- and Cost-Based Selection	Well defined TOR, highest combined scores
LCS Least-Cost Selection	Small value, standard assignment, lowest cost
FBS Fixed-Budget Selection	Well-defined TOR, highest technical scores within budget
QBS Quality-Based Selection	Complex TOR, varied solution, highest technical scores
CQS Consultants' Qualification Selection	Amplified EOI, small value, specialized, highest qualified
SSS Single-Source Selection	Specific justifications, small value assignment

Selection Methods for Consultant

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

Types of Proposal and Contract



Proposal Types

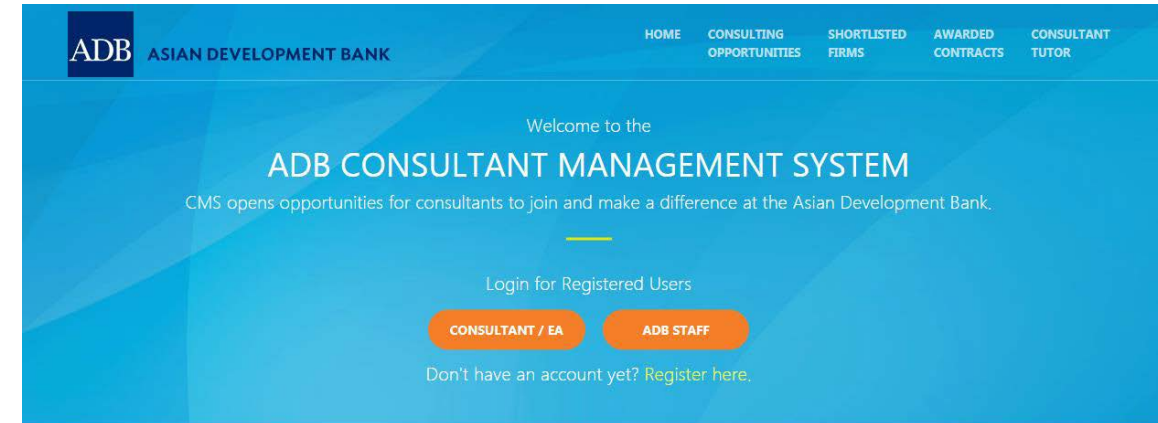
- Full Technical Proposal (FTP)
- Simplified Technical Proposal (STP)
- Biodata Technical Proposal (BTP)

Contract Types

- Time-based
- Lumpsum
- Performance based
- Framework Agreement
- Fixed rate
- Retainer/contingency fee
- Hybrid

Advertisement

- ADB website:
 - Consultant Management System (cms.adb.org)
 - E-mail to csr@adb.org
- Other websites with free access, journal, newspaper, professional association, etc.



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.



Shortlisting

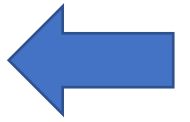
Expression of Interest

- EOI ≠ 'proposal'
- Scoring:
 - ✓ Long List
 - ✓ Relevant technical aspects
- Eligibility, COI, Integrity, RWE
- Joint Venture

Association of Firms

- Joint Venture or sub-consultancy
- Forced JV not allowed
- Association among short listed firms – RFP

ADB Policies



Eligibility

- Nationals of ADB Member Countries
- Not-sanctioned by ADB and UN
- Civil servants and Government-owned Enterprise may be eligible

Integrity

- Highest ethics during selection and contract execution
- Specific definitions on corrupt, coercive, fraudulent, collusive, obstructive practices, abuse
- Right to inspect

Conflict of Interests (COI)

- Consulting activities
- Consulting assignments
- Relationships, ownerships, legal representatives
- More than one proposal

Respectful Working Environment (RWE)

- Highest ethical standards
- Specific prohibition on bullying, discrimination, harassment, misconduct, retaliation, harassment

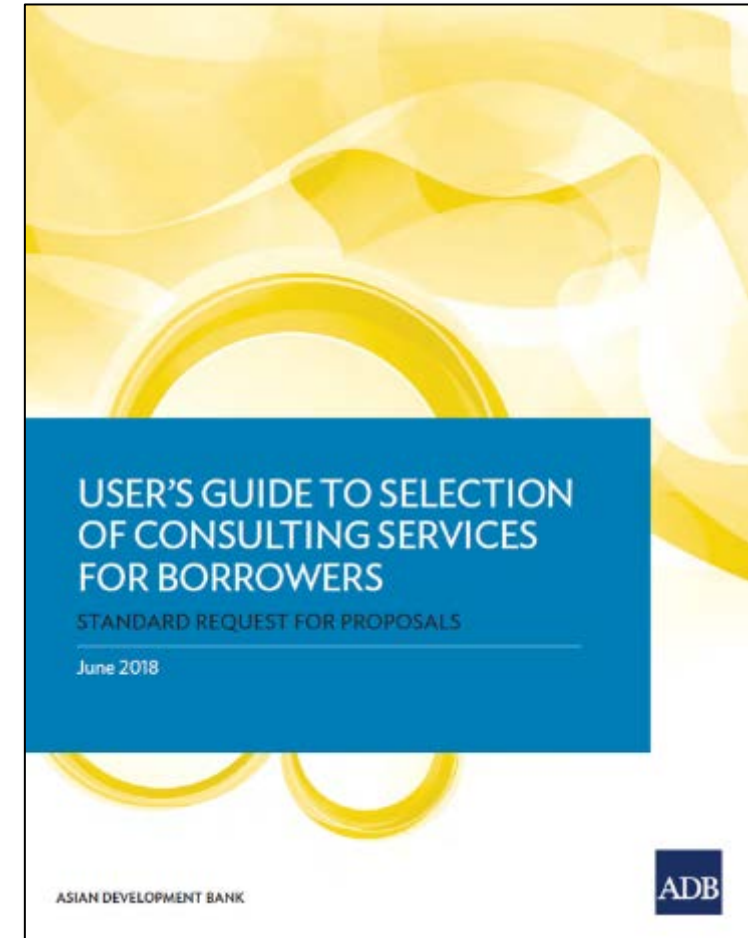


2. Request for Proposal

ADB

Request for Proposal (RFP) – Structure

Section 1 Letter of Invitation (LOI)	Section 2 Instructions to Consultants (ITC) and Data Sheet (DS)	Section 3 Standard Forms (SF) for Technical Proposals (TP)	Section 4 Standard Forms (SF) for Financial Proposal (FP)
Section 5 Eligible Countries	Section 6 Banks' Policy Corrupt and Fraudulent Practice	Section 7 Terms of Reference (TOR)	Section 8 Standard Forms of Contract





Structure of RFP

Sec 1. Letter of Invitation (LOI)

- Sent to short-listed firms
- Non-transferable
- Changes in JV shall be prior-approved by EA

Sec 2. Instruction to Consultants

- A. General Provisions
- B. Preparation of Proposals
- C. Submission, Opening, Evaluation
- D. Negotiations and Award
- E. Data Sheet
 - Summary- and Personnel Evaluation Sheet (SES/PES)
- F. Disqualification of an Expert

Data Sheet (Sec 2.E)

- Selection Method
- Submission of Technical and Financial Proposals
- Pre-proposal conference
- Proposal validity
- Taxes (indicate the official reference on consultant's tax obligations)
- Clarifications
- Estimated or minimum total person-months input of international and national Key Experts
- Estimated or maximum budget
- Provisional sums with breakdowns
- Contingency (about 5%-10% of budget)
- Evaluation criteria
- Proposal submission time and date
- Formula for combined evaluation (QCBS)
- Contract negotiation and commencement
- Submission of complaint

Weighting Distribution by Proposal Type

	FTP	STP	BTP
Experience of the Firm	100 – 200	-	-
Methodology	200 – 400	300	50
Work Program			proposal presentation
Personnel Schedule			100
			personnel schedule
Personnel	500 – 700	700	850

Sec 2.F. Disqualification of an Expert

Zero (0%) rating resulting in disqualification will be given to a nominated expert in the following circumstances		Reference
1.	The expert is proposed for a national position but is not a citizen of that country	ITC 6.2
2.	The expert failed to state his citizenship on the CV.	ITC 6.1/2, Section 6, TECH-6
3.	The expert is a current employee of the Client.	ITC 6.2/6.3.4, TECH-6
4.	The Consultant and the expert failed to disclose any situation of an actual or potential conflict of interest, sanctions, criminal records, or other information that would make the expert ineligible under Section 5 and 6 about the expert.	ITC 3/6.2, Section 5, 6

Section 3. Technical Proposal – Standard Forms

[Notes to Consultant shown in brackets throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should be deleted in the final proposal to be submitted.]

CHECKLIST OF REQUIRED FORMS

Required for FTP, STP or BTP			FORM	DESCRIPTION	Page Limit
FTP	STP	BTP			
√	√	√	TECH-1	Technical Proposal Submission Form.	
√	√	√	TECH-1 Attachment	Proof of legal status and eligibility	
“√” <u>If applicable</u>			TECH-1 Attachment	If the Proposal is submitted by a Joint Venture (JV), attach a letter of intent or a copy of an existing agreement.	
“√” If applicable			Power of Attorney	No pre-set format/form. In the case of a JV, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members	

FTP	STP	BTP			FTP	STP	BTP
√			TECH-2	Consultant's Organization and Experience.			
√			TECH-2A	A. Consultant's Organization	2	n/a	n/a
√			TECH-2B	B. Consultant's Experience	20	n/a	n/a
√			TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.	<i>For the FTP, the total number of pages for combined forms TECH-3 (FTP) and TECH-4 (FTP) should not exceed 50. A page is defined as one printed side of A4 or letter-sized paper.</i>		
√			TECH-3A	A. On the Terms of Reference	n/a	n/a	n/a
√			TECH-3B	B. On the Counterpart Staff and Facilities	2	n/a	n/a
√	√		TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	50	10	1
√	√	√	TECH-5	Work Schedule and Planning for Deliverables	n/a	n/a	n/a
√	√	√	TECH-6A	Team Composition, Key Experts Inputs,	n/a	n/a	n/a
√	√	√	TECH 6B	Attached Curriculum Vitae (CV)	5 per CV	5 per CV	5 per CV

Evaluation Criteria By Proposal Type

	FTP	STP	BTP
Experience of the Firm	Yes	No	No
Methodology Work Program Personnel Schedule	Yes maximum 50 pages	Yes, maximum 10 pages	Only work schedule and planning for deliverables
Personnel	Yes	Yes	Yes
Comments on TOR	Yes	No	No
Comments on Counterpart Support	Yes	No	No



Narrative Evaluation Criteria (NEC)

- Guidance for CSC members on how to rate the TP
- Facilitate discussions in order to reach consensus in scoring
- Rating by average is discouraged
- Should be consistent with the SES /PES
- Avoid simplified descriptions that will likely result in similar rating
e.g. Has experience in the following number of projects – 8 or more (100 points), 5 to 7 (90 points), less than 5 (0 points)
- Avoid pass/fail rule. Use ‘below average’.
- For internal use, do not attach in the RFP

Section 4. Financial Proposal - Standard Forms

[Notes to Consultant shown in brackets and italics provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

NOTE: The authorized representative of the Consultant who signs the Proposal is advised to initial all pages of the original Financial Proposal.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FIN-4 Other Expenses, Provisional Sums and Contingency



Amendments

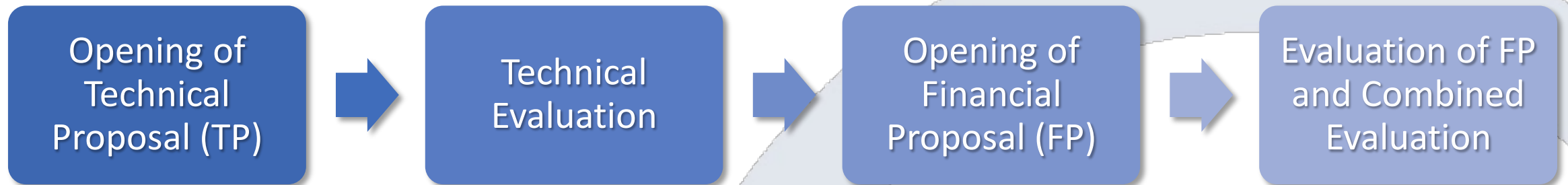
- ADB's prior approval is required for any amendments to the RFP
- Copies of any clarifications/amendments to the RFP and minutes of pre-proposal conference; evidence of its transmission to the shortlisted firms; and the firm's acknowledgment should be provided by the EA to ADB



Complaints

- Integrity related: refer to ADB project officer and email to integrity@adb.org
- Process related – refer to the Instructions to Consultants of RFP. If in doubt, consult ADB

Opening and Evaluation of Proposals





Opening of Technical Proposal

- Public opening
- Information at opening (ITC 19.2):
 - ✓ Name and country of the Consultant and all members (if JV)
 - ✓ Presence (or absence) of Financial Proposal (duly sealed)
 - ✓ Any modifications to the Proposal prior to submission deadline
 - ✓ Other information indicated in Data Sheet



Examples of Non-Responsive Proposals

- No statement on conflict of interest
- Not registered in an ADB member country (unless waived)
- Wrong type of technical proposal (FTP/STP/BTP)
- Price information included in the Technical Proposal [QCBS]

PERSONNEL EVALUATION SHEET

Name of Firm:

POSITION/AREA OF EXPERTISE		NAME	A		B		C		TOTAL SCORE (A+B+C)
			General Qualifications		Project-Related Experience		Overseas/Country Experience		
			15%		70%		15%		
Key Experts (International)		NAME	Rating	Score	Rating	Score	Rating	Score	
a.	Team Leadership *			0		0		0	
b.	Expert 1			0		0		0	
c.	Expert 2			0		0		0	
d.	Expert 3			0		0		0	
e.	Expert 4			0		0		0	
f.	Expert 5			0		0		0	
g.	Expert 6			0		0		0	
h.	Expert 7			0		0		0	
i.	Expert 8			0		0		0	
j.	Expert 9			0		0		0	
k.	Expert 10			0		0		0	
Key Experts (National)		NAME	A		B		C		TOTAL SCORE (A+B+C)
			General Qualifications		Project-Related Experience		Experience w/ Intl. Org.		
			15%		70%		15%		
		NAME	Rating	Score	Rating	Score	Rating	Score	
a.	Expert 1			0		0		0	
b.	Expert 2			0		0		0	

a.	Team Leadership *				0		0		0
b.	Expert 1				0		0		0
c.	Expert 2				0		0		0
d.	Expert 3				0		0		0
e.	Expert 4				0		0		0
f.	Expert 5				0		0		0
g.	Expert 6				0		0		0
h.	Expert 7				0		0		0
i.	Expert 8				0		0		0
j.	Expert 9				0		0		0
k.	Expert 10				0		0		0
Key Experts (National)		NAME	A		B		C		TOTAL SCORE (A+B+C)
			General Qualifications		Project-Related Experience		Experience w/ Intl. Org.		
			15%		70%		15%		
			Rating	Score	Rating	Score	Rating	Score	
a.	Expert 1		0		0		0		0
b.	Expert 2		0		0		0		0
c.	Expert 3		0		0		0		0
d.	Expert 4		0		0		0		0
e.	Expert 5		0		0		0		0
f.	Expert 6		0		0		0		0
g.	Expert 7		0		0		0		0
h.	Expert 8		0		0		0		0
i.	Expert 9		0		0		0		0
j.	Expert 10		0		0		0		0
k.	Expert 11		0		0		0		0
Rating: Excellent: 100% Very Good: 90 – 99% Above Average: 80 – 89% Average: 70 – 79% Below Average: 1 – 69% Non-complying: 0% Please refer to F. Disqualification of an Expert, Section 2, RFP.									
Score: Rating x percentage assigned to criterion			* The Team Leader must be identified among the experts.						

g.	Proposal Presentation	10	0	0	0	0	0	0	0	0	0	0	0	0
III. Personnel (Areas of Expertise)		700	0	0	0	0	0	0	0	0	0	0	0	0
Key Experts (International)		500	0	0	0	0	0	0	0	0	0	0	0	0
a.	Team Leadership *	50	0	0	0	0	0	0	0	0	0	0	0	0
b.	Expert 1	60	0	0	0	0	0	0	0	0	0	0	0	0
c.	Expert 2	50	0	0	0	0	0	0	0	0	0	0	0	0
d.	Expert 3	50	0	0	0	0	0	0	0	0	0	0	0	0
e.	Expert 4	50	0	0	0	0	0	0	0	0	0	0	0	0
f.	Expert 5	40	0	0	0	0	0	0	0	0	0	0	0	0
g.	Expert 6	40	0	0	0	0	0	0	0	0	0	0	0	0
h.	Expert 7	40	0	0	0	0	0	0	0	0	0	0	0	0
i.	Expert 8	40	0	0	0	0	0	0	0	0	0	0	0	0
j.	Expert 9	40	0	0	0	0	0	0	0	0	0	0	0	0
k.	Expert 10	40	0	0	0	0	0	0	0	0	0	0	0	0
Key Experts (National)		200	0	0	0	0	0	0	0	0	0	0	0	0
a.	Expert 1/Deputy Team Leader	20	0	0	0	0	0	0	0	0	0	0	0	0
b.	Expert 2	20	0	0	0	0	0	0	0	0	0	0	0	0
c.	Expert 3	20	0	0	0	0	0	0	0	0	0	0	0	0
d.	Expert 4	20	0	0	0	0	0	0	0	0	0	0	0	0
e.	Expert 5	20	0	0	0	0	0	0	0	0	0	0	0	0
f.	Expert 6	20	0	0	0	0	0	0	0	0	0	0	0	0
g.	Expert 7	20	0	0	0	0	0	0	0	0	0	0	0	0
h.	Expert 8	20	0	0	0	0	0	0	0	0	0	0	0	0
i.	Expert 9	20	0	0	0	0	0	0	0	0	0	0	0	0
j.	Expert 10	10	0	0	0	0	0	0	0	0	0	0	0	0
k.	Expert 11	10	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		1000	0	0	0	0	0	0	0	0	0	0	0	0

Rating: Excellent: 100% Very Good: 90 – 99% Above Average: 80 – 89% Average: 70 – 79% Below Average: 1 – 69% Non-complying: 0%

Please refer to F. Disqualification of an Expert, Section 2, RFP.

Score: Maximum Weight x Rating / 100

*** The Team Leader must be identified among the experts.**

Criteria Approved by:	Date Approved:	Evaluation Done by:	Date Evaluated:
CHAIRPERSON		CHAIRPERSON	



Evaluation of Expert

- Zero ratings for experts may be given in accordance with Sec 2.F. Disqualification of an Expert (refer to slide 31)
- Same experts proposed by different consultants for the same position can be given different rating unless same CV is used
- If 2 or more experts proposed for 1 position – the least rating is used

Rating of Technical Proposals

Rating	Description	Explanation
100%	Excellent	Substantially exceeds requirements
90-99%	Very Good	Exceeds requirements
80-89%	Above Average	Fully meets requirements
70-79%	Average	Adequately meets requirements, with minor deficiencies
1-69%	Below Average	Significant deficiencies, impacting negatively on implementation
0%	Non-complying	Does not comply



Experience of the Firm

Experience of the Firm
100-200
Only applicable to
Full Technical Proposals

Experience in
similar projects

Experience in
the region

Other factors



Experience of The Firm (And Members of the JV)

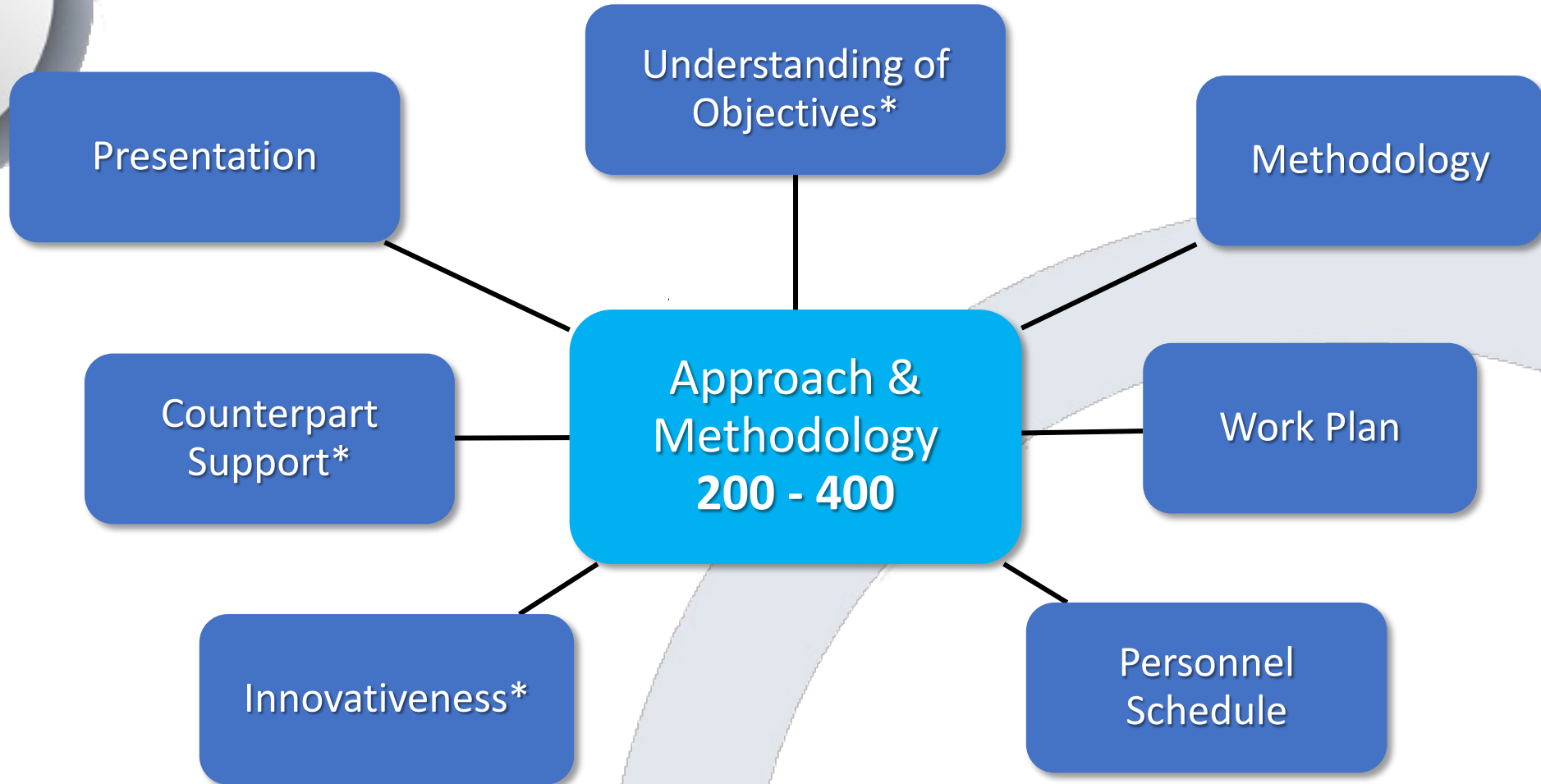
Similar Projects

- Number, size and value of relevant projects.
- Specific roles and inputs in these projects.

Similar Geographic Areas

- Country-specific rules and regulations, language, socio-cultural

Approach and Methodology



**applies to FTP*

Approach and Methodology

Understanding of objectives

- Has the firm done a site visit? (*not mandatory, but preferred*)
- Does the proposal respond to all the TOR objectives, or does it fail to address some requirements?
- Does it include analysis of issues and constraints

Quality of Methodology

- Is it consistent with Work Plan?
- How does it address the TOR's requirements?
(comprehensive/clear, accurate, practical/logical, innovative)
- Does it demonstrate up-to-date knowledge and understanding of TOR?



Approach and Methodology

Work Program/Schedule

- Consistency with Methodology?
- Based on Deliverables?
- Clear and adequately described all important activities?
- Timing of activities appropriate & sequence is logical?
- Demonstrates understanding of TOR?
- Shown in bar chart?

Personnel Schedule

- Is it consistent with Work Program/Schedule?
- Is it related to deliverables?
- Is there appropriate timing and allocation of inputs?
- Is home input not excessive?
- Is the number of trips appropriate?

Personnel Qualification

	International Key Experts	Local Key Experts
General Qualifications and Experience	Relevant B.Sc./ BA 5 years relevant work experience	
Project Experience	Number of relevant projects? Relevance of projects?	
Overseas/Country Experience (International)	Country or regional experience	Overseas experience and English capability
Experience with International Organization (National)	Not applicable	Experience with Int'l Org., Agencies, or Firms



International Experts and National Experts

- International experts
- National experts

Appropriate international experience
may be considered to qualify for international experts



Technical Evaluation Report

Narrative Comments on TP Evaluation

- Provide comments to the following ratings
Excellent, Below Average and Non-complying
- Ensure consistency between narrative comments and ratings
- Provide specific strengths and weaknesses of the Technical Proposal



Examples of Narrative Comments

For 'Excellent' Rating of an International Expert

“The expert possess the strongest qualifications to manage a river basin improvement project”

“The expert demonstrated the most considerable experience in river management and water security, being involved as subject matter expert in 3 major projects in the last 5 years.”

“The expert is very familiar with South Asia region, in addition to his home country (Pakistan) the expert has worked as a key expert in countries such as Bangladesh and Nepal.”



Examples of Narrative Comments

For 'Below Average' Rating for an International Expert

“The expert failed to demonstrate adequate experience in road design which is the core requirement for this position.”

“The expert has no sufficient overseas exposure outside the expert’s home country.”

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



Evaluation of Financial Proposal

- To verify that the costs itemized in the FP adequately cover the services offered in the Consultants' TP.
- To produce the evaluated FP to be considered for scoring, may involve: arithmetic correction and price adjustment,
- ADB published "Guidance Note on Financial Proposal Evaluation" which provides procedures to be followed for evaluation of FP.



Validity of Proposals

- Selection should be completed, and contract should be awarded within proposal validity period
- Extension of proposal validity may be approved with adequate justification
- Request for extension of proposal validity should be sent to all firms submitting a proposal with confirmation of availability of all key experts



Rejection of All Proposals

- All proposals are non-responsive due to major deficiencies in complying with the TOR
- All proposals involve costs substantially higher than the original estimate
- ADB's 'no objection' required before rejecting all proposals, cancelling a selection process, and starting a new selection process



Debriefing

- Opportunity for a debriefing is stated in the publication of award of contract the borrower
- For any consultant to ascertain the reasons why its proposal was not selected and to improve in future selection opportunities
- Only discuss own proposal, not others/competitors'

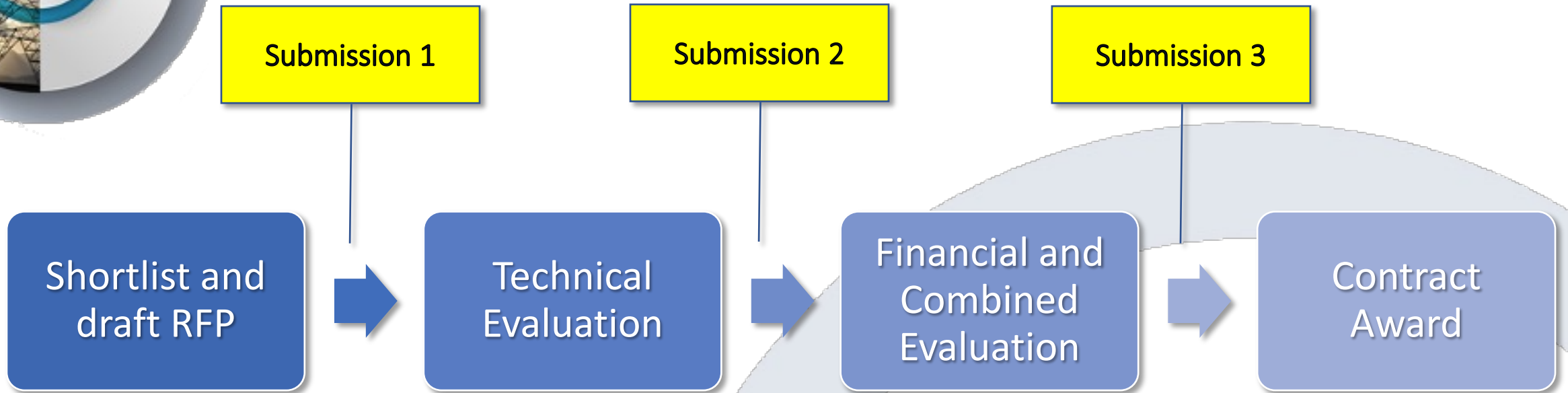
Prior Review – Submissions to ADB

Submission: Borrowers submit a set of documents to ADB at specific steps of a selection process. There are 3 submissions in a selection process

Prior Review: ADB review the submissions to ensure that it is in line with provisions in Financing Agreement regarding procurement


No Objection Letter: ADB issues a NOL

Steps in Selection of Consultant



Submission Forms

Selection Method	Submission 1	Submission 2	Submission 3
Quality- and Cost-Based Selection (QCBS)	✓	✓	✓
Quality-Based Selection (QBS)	✓	✓	✓
Fixed Budget Selection (FBS)	✓	✓	✓
Least-Cost Selection (LCS)	✓	✓	✓
Consultants' Qualification Selection (CQS)	✓	✓ (TP and FP Evaluation)	
Single Source Selection (SSS) / Direct Contracting	✓	✓ (TP and FP Evaluation)	




Submission 1 Attachments

1. Cost Estimate/Budget – must not exceed the budget in the approved procurement plan
2. Minutes of the Executing Agency’s CSC-Shortlisting meeting – minimum information required in the minutes are listed in the Submission form.
 - Statement on Ethical Conduct signed by all CSC members should be attached as Appendix 1 to the minutes
 - Proposed shortlist should not be in ADB’s Complete Sanction List
3. Complete Draft Request for Proposal (RFP)
 - ITC and GCC must not be modified
 - All applicable fields and clauses in the Data Sheet and SCC must be filled out/adapted to the requirements of the RFP
4. Narrative Evaluation Criteria (NEC) – use the template provided in ADB website
 - For CSC and SSS method: Copy of Approval for CQS or SSS Method, *if not stated in the RRP/Procurement Plan*



Submission 2 Attachments

1. RFPs (*as issued*)
2. Copy of all requests for clarifications, answers provided, and amendments to RFP (if any), with acknowledgements of receipt from shortlisted consultants
3. Scanned copy of *original* Record of Opening Technical Proposals
4. Minutes of the CSC-Technical Evaluation Committee
5. Filled out Summary and Personnel Evaluation Sheets
6. Copy of the confirmation of withdrawal who did not submit a proposal
 - For CQS and SSS method: Notes on Financial Evaluation



Submission 3 Attachments

1. Data Entry Page

- Fill-up data fields (yellow highlighted)
- Data will automatically populate FEV 1, FEV 2 and FEV 3 worksheets
 - ✓ FEV 1 – ready for signing
 - ✓ FEV 2 – input adjustments
 - ✓ FEV 3 – ready for signing

2. Record of Opening of Financial Proposals (Form EV 1)

3. Financial Proposal Price Adjustments (Form FEV 2)

4. Summary Evaluation Sheet and Final Ranking (Form FEV 3)

5. Minutes of the CSC-Financial Evaluation Committee (CSC-FEV)



Contract Negotiation Coverage

- Experience and qualifications of the personnel
- Adjustment of workplan, approach, methodology
- Scheduling of personnel inputs
- *(does engagement follow the original schedule? Have there been delays? Are experts still available? Are there any requested or proposed substitutions?)*
- Schedule of any workshops or seminars
- Content and timing of key outputs (inception, mid-term, draft final and final reports)
- Due diligence as per applicable policy or regulations (safeguard, governance, gender, procurement, tax, and fiscal capacity)



Contract Negotiation Particulars



Addressing issues identified in the proposal or during evaluation:

- Non-qualified experts
- Weaknesses in methodology, approach, scheduling, inputs
- Inconsistencies between scheduling and inputs;
- Adjustment on consultant and/or borrower provided supports
- Response to comments on the TOR



Form of Contract – Time-Based

I. Form of Contract

II. General Condition of Contract

Attachment 1: Anticorruption Policy; Standard of Conduct

III. Special Conditions of Contract

IV. Appendices

Appendix A: Terms of Reference

Appendix B: Key Experts

Appendix C: Remuneration Cost Estimates

Appendix D: Other Expenses and Provisional Sums

Appendix E: Form of Advance Payment Guarantee

Documents for Recruitment of Firms and Individual Consultants by Executing Agencies, April 2022

- Expression of Interest (EOI) – template and samples
- Sample EOI template
- Standard Request for Proposal (SRFP)
 - Summary Evaluation Sheets (SES) & Personnel Evaluation Sheets (PES)
 - Full Technical Proposal (FTP), Simplified Technical Proposal (STP), Biodata Technical Proposal (BTP)
 - Guide and model Narrative Evaluation Criteria (NEC) for FTP, STP, BTP evaluation
 - Template for small assignment contracts (below threshold)
- Submission 1, Submission 2, Submission 3 (or Submission 2 & 3)
- Financial Evaluation Form (FEV)
- Consultant Recruitment Activity Monitoring (CRAM)
- Due diligence check form
- Statement of Ethical Conduct

