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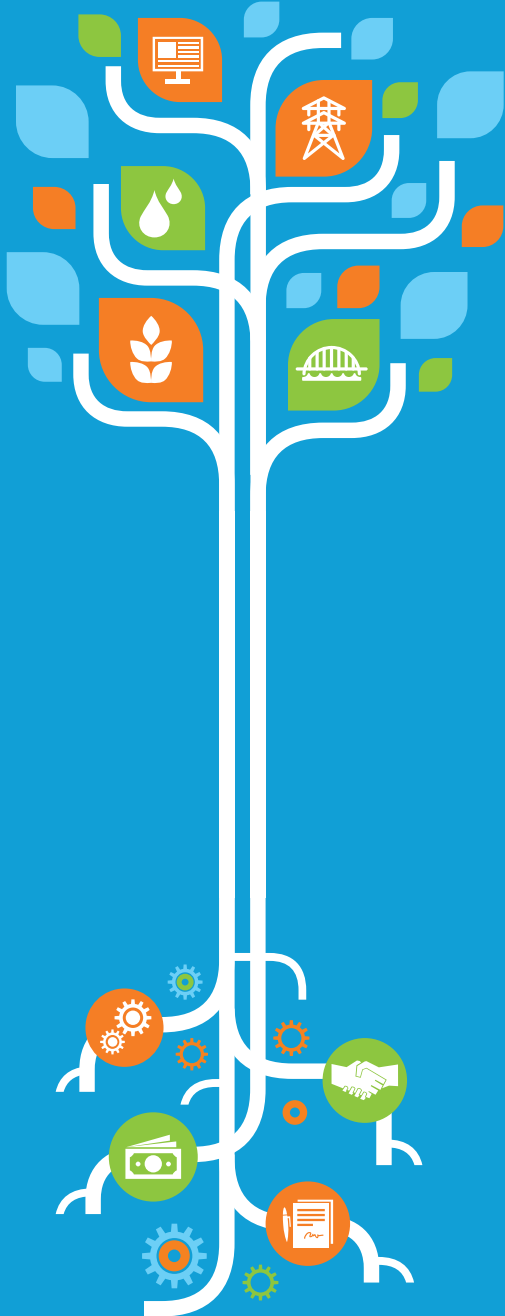
ADB

# Effective Tendering and Bidding Workshop

## Responding to Consultant Recruitment Tender

Nadi, Fiji, 24 May 2024

BUSINESS  
OPPORTUNITIES





# Agenda

- Introduction to Workshop and Consultant Types
- Navigating the ADB Consultant Management System
- Bidding on ADB-financed Projects
- Resources and Contacts



# Types of Consultants



Consulting Firms



Individual Consultants

Technical Assistance, Loans and Grants



Staff Consultants  
ADB Admin budget

## Recruitment may be national or international

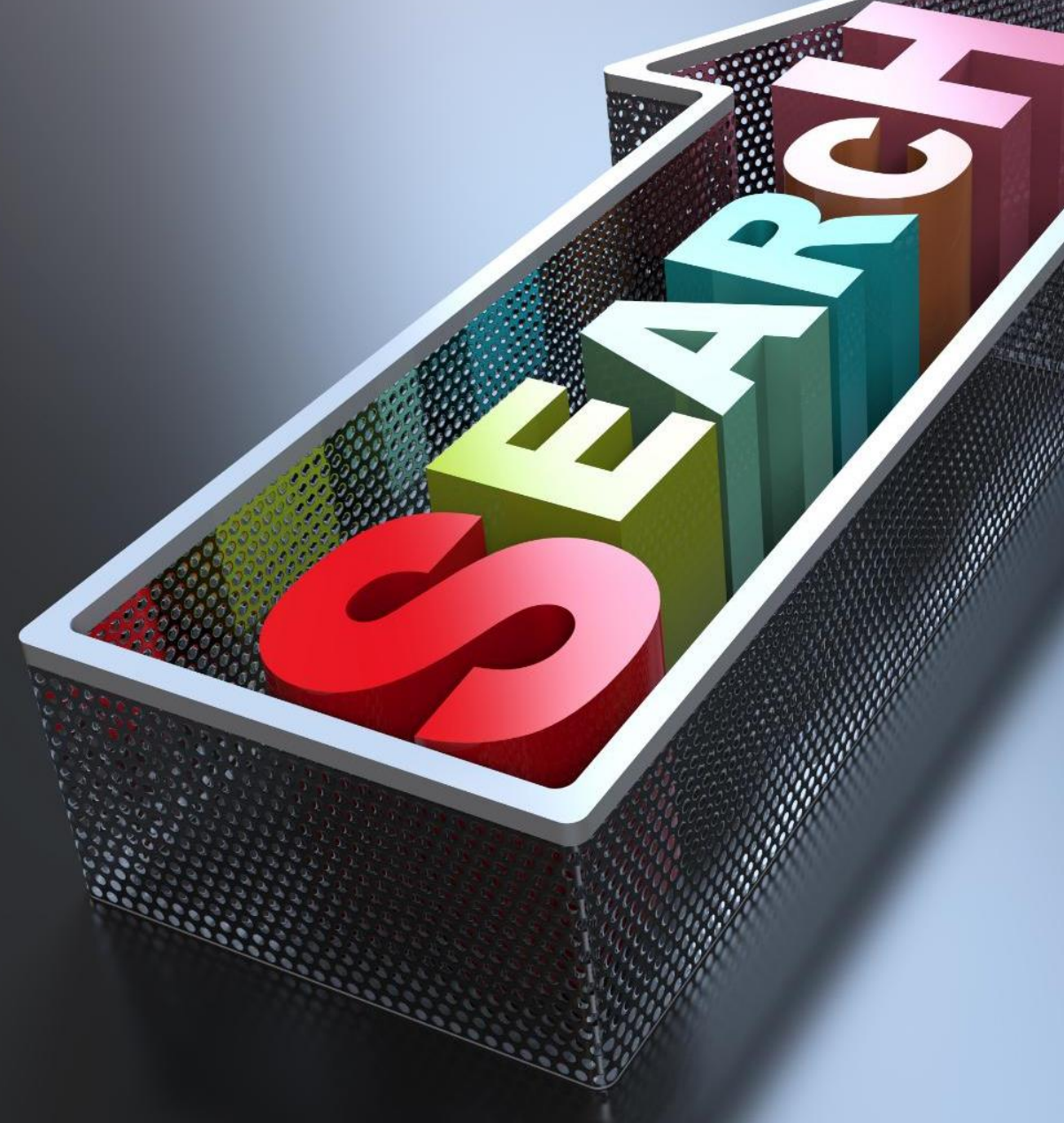
- International consultant may be for any ADB member country
- A firm is considered national if it is legally incorporated in that DMC
- An individual is national if a citizen of the DMC or, if a national from another member country, he/she legally resides and works in that DMC.

# Bidding on ADB-financed Projects



175,050	154,568	95,054	124,500
125,487	110,000	97,511	125,000
124,000	150,000	99,011	154,000
85,000	35,000	99,216	95,000
105,450	83,000	101,090	154,200
86,502	45,000	101,684	110,000
		101,902	89,000
		102,747	50,000
			68,700
			123,000

- Visit the ADB website and the CMS to look for opportunities
- Understand the country and client requirements
- Collect relevant business intelligence and network
- Engage and partner with firms likely to be shortlisted
- Study the bidding documents and understand the procurement method and evaluation criteria
- Position yourself to your competitive advantage



# Tenders

## [www.adb.org/projects/tenders](http://www.adb.org/projects/tenders)

### Projects & Tenders

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

#### Filter results

##### Country/Economy

- Regional
- Afghanistan
- Armenia
- Azerbaijan
- Bangladesh
- Bhutan
- Brunei Darussalam
- Cambodia

##### Sectors

- Agriculture, natural resources and rural development
- Education
- Energy
- Finance

Procurement of goods, works, and consulting services



Results 1-20 of 33839

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

#### Air Quality Capacity Building Expert

51347-001; Regional; Water and other urban infrastructure and services; Posting date: 21 Jul 2023

Status:  
**Active**

Deadline:  
27 Jul 2023

Notice Type: Individual - Consulting

#### National Finance Sector Specialist (editor and researcher for CW and SA)

55081-001; Regional; Multisector; Posting date: 21 Jul 2023

Status:  
**Active**

Deadline:  
27 Jul 2023

Notice Type: Individual - Consulting

#### Procurement Specialist

52201-001; Papua New Guinea; Transport; Posting date: 21 Jul 2023

Status:  
**Active**

Deadline:  
27 Jul 2023

Notice Type: Individual - Consulting

#### Key Documents

[Procurement Plans](#)
[Procurement Policy](#)
[Procurement Regulations](#)

#### Shortlisted Firms - Consulting Services

See the list →

#### Business Center

All you need to work with us -- in one place. →



# Finding Opportunities

- Visit the ADB website and the CMS to look for opportunities
- Understand the country and client requirements
- Collect relevant business intelligence and network
- Engage and partner with firms likely to be shortlisted
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- Position yourself to your competitive advantage



# Who is your client?

- ADB provides financing to the borrower/executing agency through a financing agreement.
- The borrower/executing agency then enters into a contractual relationship with the supplier, contractor, or consultant to procure goods, works, or services.
- ADB does not have a contractual relationship with the supplier, contractor, or consultant, except for technical assistance
- For loans or grants, ADB may disburse payment directly on behalf of the executing agency.



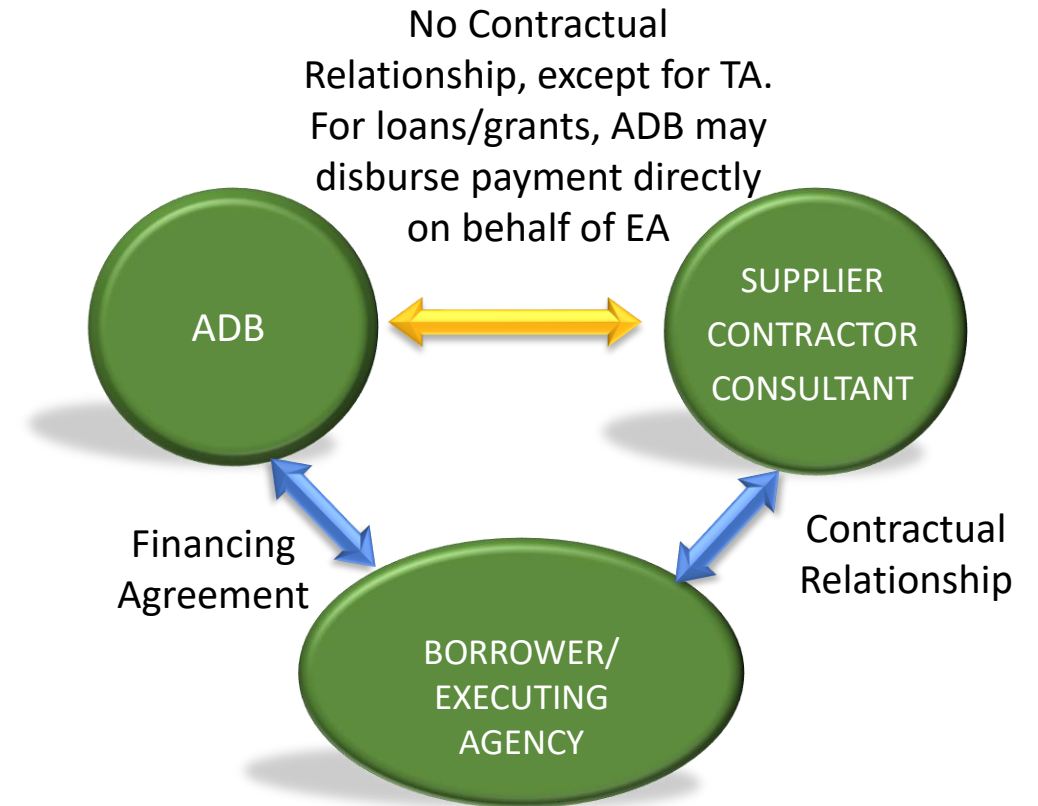


# Relationships, Roles, and Responsibilities in Procurement

The **Borrower** (Executing Agency) is responsible for procurement of goods, works and services

**ADB** (under TAs) or **Borrower** select and recruit Consultants

ADB reviews the procurement activities of EAs to ensure that proceeds of its financing are used in accordance with the bank's rules. This is done on either a prior review or post-review basis



**\*Two primary “streams” of procurement:**

- 1) ADB Technical Assistance (ADB = buyer)
- 2) ADB-financed projects (borrower = buyer)



# Navigating the ADB Consultant Management System

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# ADB Consultant Management System

- Your source of information

The screenshot shows the homepage of the ADB Consultant Management System. At the top left is the ADB logo and the text 'ASIAN DEVELOPMENT BANK'. To the right is a navigation menu with links: HOME, CONSULTING OPPORTUNITIES, SHORTLISTED FIRMS, AWARDED CONTRACTS, TA CLAIMS PARTNER, and CONSULTANT TUTOR. The main content area has a blue background with the text 'Welcome to the ADB CONSULTANT MANAGEMENT SYSTEM' and 'CMS opens opportunities for consultants to join and make a difference at the Asian Development Bank.' Below this is a 'Login for Registered Users' section with two orange buttons: 'CONSULTANT / EA' and 'ADB STAFF'. A link 'Don't have an account yet? Register here.' is also present. At the bottom of the main section, it says 'Claiming for a TA Contract? Visit TA Claims Partner' with a checkmark icon. Below the main content are three small images: a person working on a laptop, two people in an office setting, and two people wearing hard hats on a construction site.

# ADB Consultant Management System



## 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 notice (CSRN)

## Consulting Opportunities

Consulting Services Recruitment Notices (CSRN)

CSRN provides detailed information on the consulting services required for ADB-financed or administered projects, including terms of reference. Filter on specific advertisements of interest by ticking the appropriate checkboxes or by entering keywords to search by expertise.

Refine by [Clear All](#)

COVID-19 Related Assignment

- Yes (33)
- No (147)

Consultant Type

- Firm (50)
- Individual (130)

Eligibility of Consultant Country

- Open to Member Countries Only (180)
- Non-Member Countries Allowed (0)

Engagement Period

- Less than 3 months (9)
- 3 months to 1 year (100)
- More than 1 year (71)

Country

Sector

Engagement Type

Selection Method

Consultant Source

Search by Expertise

Previous 1-25 Next 25

Project	Expertise	Consultant Type	Engagement Period (Months)	Published	Deadline (Manila local time)	View CSRN
<a href="#">LOAN-4140 PRC: Guangxi Hezhou Environment Restoration and Sustainable Development Project - CS-03 External Resettlement and EMDP Monitoring (51384-001)</a>	External Resettlement and EMDP Monitoring	Firm	58	21-Jul-2023	19-Aug-2023 11:59 PM	
<a href="#">LOAN-4140 PRC: Guangxi Hezhou Environment Restoration and Sustainable Development Project - CS-02 External Environment Monitoring (51384-001)</a>	Environmental Monitoring	Firm	58	21-Jul-2023	19-Aug-2023 11:59 PM	
<a href="#">LOAN-4140 PRC: Guangxi Hezhou Environment Restoration and Sustainable Development Project - CS-01 Project Management and Implementation Support (51384-001)</a>	Project Management and Implementation Support	Firm	58	21-Jul-2023	19-Aug-2023 11:59 PM	
<a href="#">GRANT-0810 TAJ: Climate- and Disaster-Resilient Irrigation and Drainage Modernization in the Vakhsh River Basin Project - CS2 Consultancy services for Institutional, Agricultural Support and Gender &amp; Social Development (53109-001)</a>	Institutional development, Agricultural Development, Gender and Social Development	Firm	27	20-Jul-2023	18-Aug-2023 11:59 PM	
<a href="#">LOAN 54256-001 INO: Horticulture Development in Dryland Areas Sector Project - CS-01 Selection of Consulting Services for Project Management Consultant (PMC)</a>	Agriculture	Firm	54	16-Jul-2023	14-Aug-2023 11:59 PM	
<a href="#">LOAN 54256-001 INO: Horticulture Development in Dryland Areas Sector Project - CS-04 Selection of Consulting Services for District Implementation Team (DIT) Jawa Region 2</a>	Agriculture	Firm	54	14-Jul-2023	12-Aug-2023 11:59 PM	
<a href="#">LOAN-4242 IND: Connecting Economic Clusters for Inclusive Growth in Maharashtra - CECIGM/QIIS(GESI) QUALITY INFRASTRUCTURE INVESTMENT SUPPORT (GESI) (52298-002)</a>	Quality Infrastructure Investment Consultant	Firm	24	14-Jul-2023	12-Aug-2023 11:59 PM	
<a href="#">LOAN 54256-001 INO: Horticulture Development in Dryland Areas Sector Project - CS-03 Selection of Consulting Services for District Implementation Team (DIT) Jawa Region 1</a>	Agriculture	Firm	54	14-Jul-2023	12-Aug-2023 11:59 PM	
<a href="#">TA-10012 NEP: Supporting the School Education Sector Plan - Strengthening Education Planning, Budgeting and Financial Reporting in School Education Sector Plan (49424-002)</a>	Education Planning, Budgeting and Financial Reporting in School Education Sector Plan	Firm	36	21-Jul-2023	11-Aug-2023 04:00 PM	



# CSRN - Profile

**GRANT-0810 TAJ: Climate- and Disaster-Resilient Irrigation and Drainage Modernization in the Vakhsh River Basin Project - CS2 Consultancy services for Institutional, Agricultural Support and Gender & Social Development (53109-001)**  
 Date Published: 20-Jul-2023 Deadline of Submitting EOI: 18-Aug-2023 11:59 PM Manila local time

[Back](#) [Express Interest](#)

**TIP** If interested in this assignment, click the "Express Interest" button to get started.

**Profile** Terms of Reference Cost Estimate

**Selection Profile**

Consultant Type	<b>Firm</b>	Source	<b>International</b>
Selection Method	<b>Quality and Cost-Based Selection (QCBS)</b>	Technical Proposal	<b>Simplified Technical Proposal (STP)</b>
Selection Title	<a href="#">Climate- and Disaster-Resilient Irrigation and Drainage Modernization in the Vakhsh River Basin Project</a>		
Package Number	<b>CS2</b>	Package Name	<b>Consultancy services for Institutional, Agricultural Support and Gender &amp; Social Development</b>
Advance Action	<input type="radio"/> Yes <input checked="" type="radio"/> No	Approval Number	<b>0810</b>
Engagement Period	<b>27 MONTH</b>	Approval Date	<b>01-Dec-2021</b>
Consulting Services Budget	<b>USD 700,000</b>	Estimated Commencement Date	<b>15-Sep-2023</b>
Budget Type	<input type="radio"/> Estimated <input checked="" type="radio"/> Maximum		
Open to non-Member Countries	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Additional Information

Possibility of contract extension In general, ADB consulting contracts may be extended to a reasonable degree when doing so is justified within ADB's core procurement principles. Any extensions are subject to operational needs, consultant performance, and continued availability of funds.

Specific considerations for this assignment, if any, are discussed here: **Not known**

Possibility of consideration for downstream assignment  Yes  No  Not known

Indefinite Delivery Contract (IDC)  Yes  No

Country of assignment **Tajikistan**

COVID-19 Related Assignment  Yes  No

Contact Information

Project Officer **Abdulloev Farhod**  
**Agency for Land Reclamation and Irrigation**  
 Email [alri\\_project@mail.ru](mailto:alri_project@mail.ru)

**CSRN Additional Information / Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">EOI</a>	File		CSRN Additional Information	SYSADMIN	20-Jul-2023	One-Time		



# CSRN – Terms of Reference

**GRANT-0810 TAJ: Climate- and Disaster-Resilient Irrigation and Drainage Modernization in the Vakhsh River Basin Project - CS2 Consultancy services for Institutional, Agricultural Support and Gender & Social Development (53109-001)**

Date Published: 20-Jul-2023 Deadline of Submitting EOI: 18-Aug-2023 11:59 PM Manila local time

[Back](#) [Express Interest](#)

 **TIP** If interested in this assignment, click the "Express Interest" button to get started.

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

**Terms of Reference**

Primary Expertise **Institutional development, Agricultural Development, Gender and Social Development**

TOR Keywords **Institutional development, Agricultural Development, Gender and Social Development**

**Objective and Purpose of the Assignment**

To facilitate the implementation of project outputs for the Yovon Irrigation System under the following three major categories:

1. Institutional development.
2. Agricultural development.
3. Gender and Social Development.

**Expertise or Positions Needed**

**International**

Team Leadership from International Experts

Expertise or Position	Minimum inputs in PM Primary Place of Assignment
No results found.	

**National**

Team Leadership from National Experts

Expertise or Position	Minimum inputs in PM Primary Place of Assignment
1 Irrigation specialist - Team Leader	27 Dushanbe, Tajikistan
2 Gender and Social Development Specialist – Deputy Team Leader	27 Dushanbe, Tajikistan
3 Specialist in agriculture	20 Dushanbe, Tajikistan
4 Agricultural specialist (agronomist)	15 Dushanbe, Tajikistan
5 IT specialist	12 Dushanbe, Tajikistan
6 Specialist in economics/finance	12 Dushanbe, Tajikistan
7 Specialist in law and tax policy analysis	12 Dushanbe, Tajikistan



# CSRN – Budget information/ Cost estimates

**GRANT-0810 TAJ: Climate- and Disaster-Resilient Irrigation and Drainage Modernization in the Vakhsh River Basin Project - CS2 Consultancy services for Institutional, Agricultural Support and Gender & Social Development (53109-001)**

Date Published: 20-Jul-2023 Deadline of Submitting EOI: 18-Aug-2023 11:59 PM Manila local time

 **TIP** If interested in this assignment, click the "Express Interest" button to get started.

Cost Estimate	
<b>Competitive Items</b>	
	<b>Amount in USD</b>
Remuneration and Other Expenses	582,329
<small>All activities and inputs in the TOR but not limited to remuneration, per diem, air travel, miscellaneous travel expenses, report preparation, production, and transmission, land transportation, communications, etc.</small>	
<b>Sub-total</b>	<b>582,329</b>
<b>Noncompetitive Items</b>	
	<b>Amount in USD</b>
Provisional Sums	97,003
Contingency	20,000
<b>Sub-total</b>	<b>117,003</b>
<b>TOTAL</b>	<b>699,332</b>







# Consultant Tutor – CMS Navigation tool



News and Events ADB Institute Contact English ▾

WHO WE ARE WHAT WE DO WHERE WE WORK WORK WITH US

## ADB Business Center

You are here: [Home](#) > [Business Center](#) > [Guides](#)

### Guides

## Using the Consultant Management System (CMS): Quick Reference Guides for Individual Consultants and Consulting Firms

Business Guide | August 2022



Downloadable quick reference guides and videos to help individual consultants and consulting firms navigate ADB's Consultant Management

### Related

[What is the Consultant Management System?](#)

[How Do I Use the Consultant Management System \(CMS\)?](#)



# Avoiding common mistakes



## Tips when considering ADB-financed projects/assignments

- **Understand** the country, project, and client requirements
- Collect relevant business intelligence – **network!**
- Engage and partnership with firms likely to be shortlisted
- Position yourself to your competitive advantage
- **Study the bidding documents** and understand the procurement method and evaluation criteria
- Focus on **performance and reputation** for successful work
- Express interest
- Prepare a responsive and **strong technical proposal**
- Seek clarifications in writing
- Be ready for possible bid **extensions** or amendments

**ASK QUESTIONS**

## 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***



# Resources and Contacts

# Useful links

[www.adb.org](http://www.adb.org)

<http://cms.adb.org/>

[www.youtube.com/user/AsianDevelopmentBank](http://www.youtube.com/user/AsianDevelopmentBank)

[www.adb.org/news/videos/series/procurement](http://www.adb.org/news/videos/series/procurement)

[www.adb.org/business/main](http://www.adb.org/business/main)

[www.adb.org/sites/default/files/adb-procurement-policy.pdf](http://www.adb.org/sites/default/files/adb-procurement-policy.pdf)

[11th Business Opportunities Fair 2023 | Asian Development Bank \(adb.org\)](http://www.adb.org/11th-Business-Opportunities-Fair-2023)



ADB

# ADB @ LinkedIn

<https://www.linkedin.com/company/asian-development-bank/>

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

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

This screenshot shows the LinkedIn profile for the 'ADB Consultants Network' group. The group is owned by Galiya Ismakova and has 9,246 members. It is a listed group. The page features a banner with the ADB logo and the text 'ADB CONSULTANTS NETWORK'. Below the banner, there are options to 'Invite connections' and 'Show all'. A section titled 'Set your group up for success' offers a tip: 'Making this group public could 1.5x its reach'. The 'Analytics' section shows 2,073 active members (up 13%), 68 new members (up 28%), 9 posts (up 29%), and 9,339 post views (up 26%).

This screenshot shows the LinkedIn company page for the Asian Development Bank (ADB). The page features a banner with a landscape image and the text: 'The battle against climate change will be won or lost in Asia & the Pacific' and 'adb.org | #ClimateBank'. The ADB logo is prominently displayed. The company name 'Asian Development Bank (ADB)' is followed by the tagline 'Asia and the Pacific's Climate Bank.' and the location 'International Trade and Development · Mandaluyong, Metro Manila · 535,730 followers · 6,430 employees'. There are buttons for 'Following', 'Invite', and 'More'. The navigation menu includes Home, My Company, About, Posts, Jobs, Life, People, and Events.

This screenshot shows the LinkedIn profile for the 'ADB Suppliers Network' group. The group is owned by Galiya Ismakova and has 1,335 members. It is a listed group. The page features a banner with the ADB logo and the text 'ADB SUPPLIERS NETWORK'. Below the banner, there are options to 'Invite connections' and 'Show all'. The 'Admins' section lists Julian Doczi as the owner and Procurement Specialist, concurrently Chairperson of the ADB Staff Council (2023-2024) (#WorkWithADB).



# ADB Resource person

Galiya Ismakova

Director, Procurement

Asian Development Bank

[https://www.linkedin.com/in/  
galiya-ismakova-4a49232b/](https://www.linkedin.com/in/galiya-ismakova-4a49232b/)

