



# Opportunities for Consultants to Work on ADB Projects

*Presented by  
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Asian Development Bank*

*April 2008*

## What kind of consultant does ADB need?

We need consultants to provide services supporting the following **core areas of operations:**

- **Infrastructure** (transport, communication, energy, water supply & sanitation, waste management)
- **Environment** (climate change, livable cities, legal, regulatory work on environmental issues, capacity building)
- **Regional Cooperation**
- **Finance Sector Development** (financial infrastructure, institutions, rural finance services, micro-finance)
- **Education** (basic, secondary education, technical and vocational training)



**80%**

**Other Areas:**

- **Health**
- **Agriculture**
- **Disaster and emergency assistance**



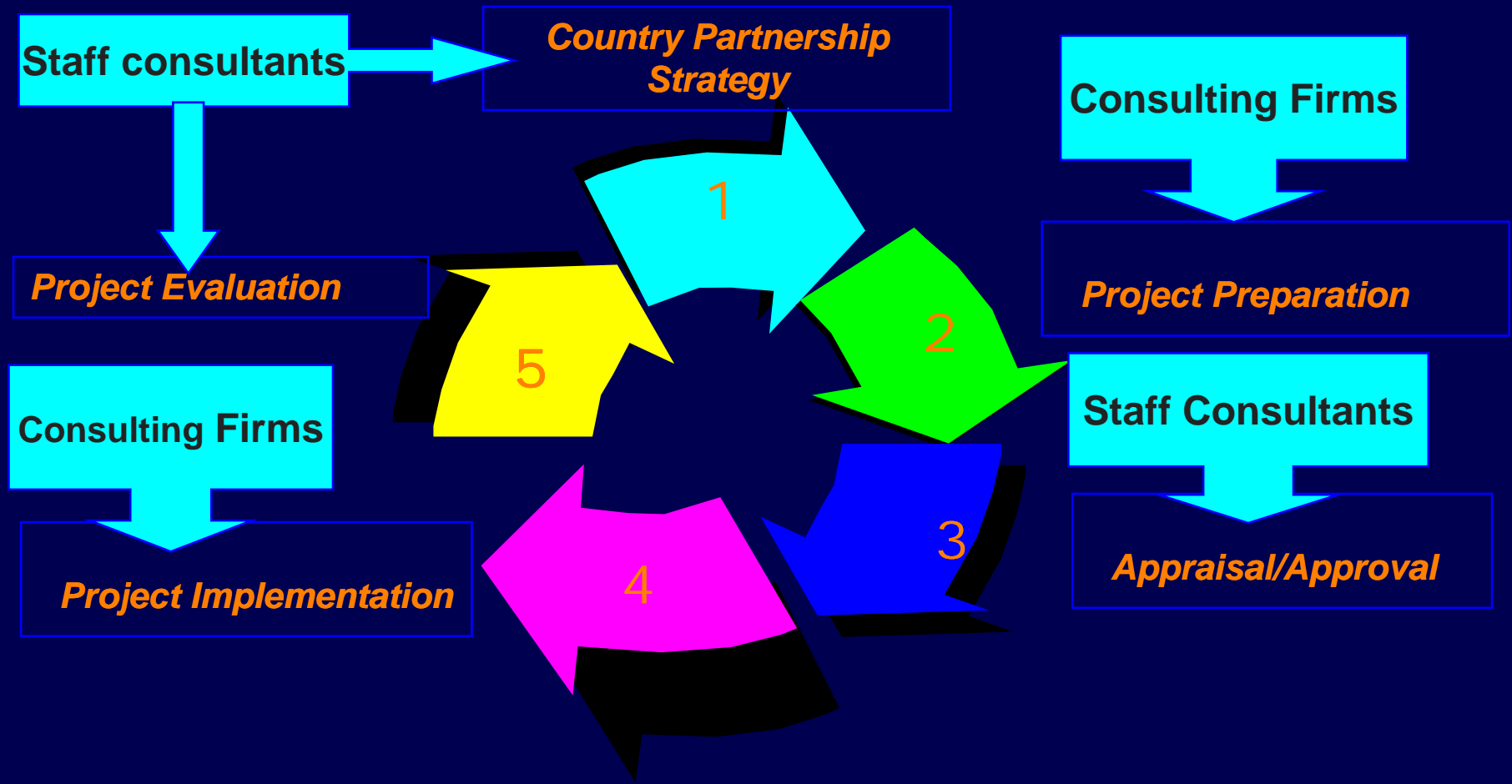
**20%**

## What kind of consultant does ADB need?

- Consultants for loan projects
- TA Consultants
- Staff Consultants
- Consultants working on projects financed by other source of funding

# When does ADB need consultants?

## Project cycle



ADB

## Where to get information on ADB Consultancy Opportunities?

www.adb.org

Business Opportunities - ADB.org - Microsoft Internet Explorer provided by Asian Development Bank

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Address <http://www.adb.org/Business/Opportunities/default.asp>

ADB Asian Development Bank

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**Business Opportunities**

Home > Opportunities > Business Opportunities

- Procurement
  - Consulting Services
  - New Projects
  - Proposed Projects
  - Removed Projects
- Advance Action
- Procurement Notices
- Consulting Services Recruitment Notices
- Contracts Awarded
- Prequalified Contractors
- Shortlisted Firms
- Other Notices

**Business Opportunities**

**RSS** This button takes you to current procurement & consulting opportunities.

Updated: 30 March 2008

ADB funds development projects and programs in the Asian and Pacific Regions. Such funding generates opportunities for the benefit of its member countries.

Business Opportunities provides information on the requirements for projects under consideration by ADB.

A project is listed here once ADB is satisfied that it is suitable for financing. This is not an assurance that financing will be provided. New and proposed projects are listed until they have been approved for financing. Projects that have not proceeded will be removed.

Bidders for contracts and offering services for projects financed by ADB must be nationals of ADB's [Member Countries](#).

[Procurement Guidelines](#) and [Guidelines on the Use of Consultants by ADB and Its Borrowers](#) are available

RELATED TOPICS

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- ▶ New Projects
- ▶ Proposed Projects
- ▶ Removed Projects

- ▶ Advance Action
- ▶ Procurement Notices
- ▶ Consulting Services Recruitment Notices
- ▶ Contracts Awarded



# Where to get information on ADB Consultancy Opportunities?

**ADB**  
annual lending: \$10 billion,  
Grants: \$673 million,  
TAs: \$243 million.

**contracts for consultants**  
at value about  
**\$350-\$400 million**  
per year



Consulting Services Recruitment Notice - Microsoft Internet Explorer provided by Asia

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Address <http://csrn.adb.org:8080/csrn/home.htm?page=mainPage>

ADB **CSRN**  
Consulting Services Recruitment Notice

Go to [ADB Business Opportunities](#) : [CSRN Home](#) : [Search Advertisements](#)

### Consulting Services Recruitment Notices

The Consulting Services Recruitment Notice (**CSRN**) provides detailed information on the consulting services required for ADB financed or administered projects. The CSRN includes the consultant's terms of reference and is posted on ADB's web site for at least one month before shortlisting. It enables consultants to prepare expressions of interest that are more specific and focused on the project.

Country	Sector
▶ <a href="#">AFGHANISTAN</a>	▶ <a href="#">Agriculture &amp; Natural Resources</a>
▶ <a href="#">CAMBODIA</a>	▶ <a href="#">Education</a>
▶ <a href="#">INDONESIA</a>	▶ <a href="#">Energy</a>
▶ <a href="#">LAO PDR</a>	▶ <a href="#">Finance</a>
▶ <a href="#">P.R.C.</a>	▶ <a href="#">Health, Nutrition, &amp; Social Protection</a>
▶ <a href="#">PALAU</a>	▶ <a href="#">Industry &amp; Trade</a>
▶ <a href="#">PHILIPPINES</a>	▶ <a href="#">Law, Economic Management &amp; Public Policy</a>
▶ <a href="#">REGIONAL</a>	▶ <a href="#">Multisector</a>
▶ <a href="#">SAMOA</a>	▶ <a href="#">Transport &amp; Communications</a>
▶ <a href="#">SRI LANKA</a>	▶ <a href="#">Water Supply, Sanitation &amp; Waste Management</a>
▶ <a href="#">VIETNAM</a>	

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version 1.02

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# Where to get information on ADB Consultancy Opportunities?

## Search Advertisement Result

The following are the results based on provided search criteria:

[PPTA:INO 38264-01 Second Local Government Finance and Governance Reform Program \(LGFR 2\)](#)

30-APR-2008

[Print View](#) | [Need Help?](#)

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3 items found, displaying all items.

[Back to Search Criteria Page](#)

Project Name	Sector	Type of Assignment	Package No./Name	Published Date	Deadline for Submission of EOI	CSRN
<a href="#">AOA:PHI 41675-01 Enhancing Revenue Collection and Strengthening the Criminal Prosecution of Tax Evasion Cases</a>	Law, Economic Management & Public Policy	TECHNICAL ASSISTANCE	T1	28-MAR-2008	27-APR-2008	<a href="#">view</a>
<a href="#">PPTA:INO 38264-01 Second Local Government Finance and Governance Reform Program (LGFR 2)</a>	Law, Economic Management & Public Policy	TECHNICAL ASSISTANCE	T1	20-MAR-2008	30-APR-2008	<a href="#">view</a>
<a href="#">RETA:REG 37716-01 Training and Enhancing Loan Accounting System of OCR Public Sector Borrowers and Executing Agencies</a>	Law, Economic Management & Public Policy	TECHNICAL ASSISTANCE	T1	27-MAR-2008	26-APR-2008	<a href="#">view</a>




## Where to get information on ADB Consultancy Opportunities?

### 38264-01 TECHNICAL ASSISTANCE: Second Local Government Finance and Governance Reform Program (LGFR 2)

<b>Country:</b>	INDONESIA	<b>Sector:</b>	Law, Economic Management & Public Policy
<b>Finance Source:</b>	Technical Assistance Special Fund, Japan Special Fund	<b>Amount (USD):</b>	700,000.00 / .00
<b>Type of Assignment:</b>	TECHNICAL ASSISTANCE		

### List of CSRN Packages

Package T1	
	 <input type="button" value="Submit EOI (For Individual Consultants)"/>
<b>Start Date of Publication</b>	<b>Anticipated Deadline for Submitting EOI</b>
20-MAR-2008	30-APR-2008
<b>Duration of Assignment (In Months)</b>	<b>Tentative commencement date</b>
8.5	15-MAY-2008
<b>Anticipated completion date</b>	<b>Types of consultants</b>
30-JAN-2009	Individual
<b>Selection method for entities</b>	<b>Budget (USD)</b>
N/A	400,000.00



## Where to get information on ADB Consultancy Opportunities?

[TOR Document](#)

### DETAILS

Total number of International Experts

Assignment period in person-months (for International Experts)

5

8

Total number of National Experts

Assignment period in person-months (for National Experts)

7

26

Types of Proposal Requested from Entities

Tentative Shortlisting Date

N/A

01-MAY-2008

## OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

### A. Introduction

1. These outline terms of reference allow flexibility in aligning the consultants' tasks with the Government's emerging needs for required and agreed policy actions for the proposed program loan for the Second Local Government Finance and Governance Reform Program (LGFGRP 2). As the project preparatory technical assistance (PPTA) is focused on supporting the preparation and completion of required policy actions for the LGFGRP 2 program loan, the PPTA experts will need to provide inputs and expertise flexibly in the design and implementation of program actions.

2. The PPTA will require a combination of international and national experts who are experienced with the Indonesian decentralization approaches and framework and who have the skills required for particular positions in program loan preparation, fiscal policy aspects of decentralization, intergovernmental financial arrangements, optimal sizes of local governments, property taxation, structuring of specific grants, deconcentration funding, and preparation of amendments to financial laws and regulations. About 14 person-months of international consulting inputs and about 33 months of national consulting inputs will be required. All consultants will be hired individually.

### B. International Consultants (14 person-months)

#### 1. Fiscal Decentralization Adviser/Team Leader (International, 9 person-months)

3. The fiscal decentralization adviser/team leader will have appropriate postgraduate qualifications in economics and finance and be experienced in the management of large project teams, preferably in Indonesia. Significant experience is required in fiscal aspects of decentralization, particularly with regard to intergovernmental financing arrangements including grant transfer mechanisms and central and local taxation policies in unitary states, preferably in Indonesia. The fiscal decentralization adviser/team leader will have the following main tasks:

## Who select consultants?

For Technical Assistance (TA) and Staff Consultancy, ADB selects and engages the consultants:

- Central Operations Services Office (COSO)
- Division of Operations Group 1 (COS1)
- Division of Operations Group 2 (COS2)
- The Consultant Selection Committee -
- The project departments

For Loan Project and Delegated Technical Assistance (TA) the Executing Agency selects and engages the consultants

# How to win a ADB contract

know the rules

All consultants financed by ADB are engaged in accordance with

the Guidelines on The Use of Consultants

By Asian Development Bank

And Its Borrowers

- Selection Methods
  - QCBS
  - QBS
  - FBS
  - LCS
  - CQS
- SSS needs justification
- Individual Consultants are recruited based on CV
- **Anticorruption policy**



Guidelines on  
The Use of Consultants  
By Asian Development Bank  
and Its Borrowers

Feb 2007

Asian Development Bank

## How to win a ADB contract

know the rules

### ADB Policy on use of consultants - General Considerations:

- Quality of services
- Economy and efficiency
- Equal opportunity
- Development of DMC consultant
- Transparency
- Anticorruption



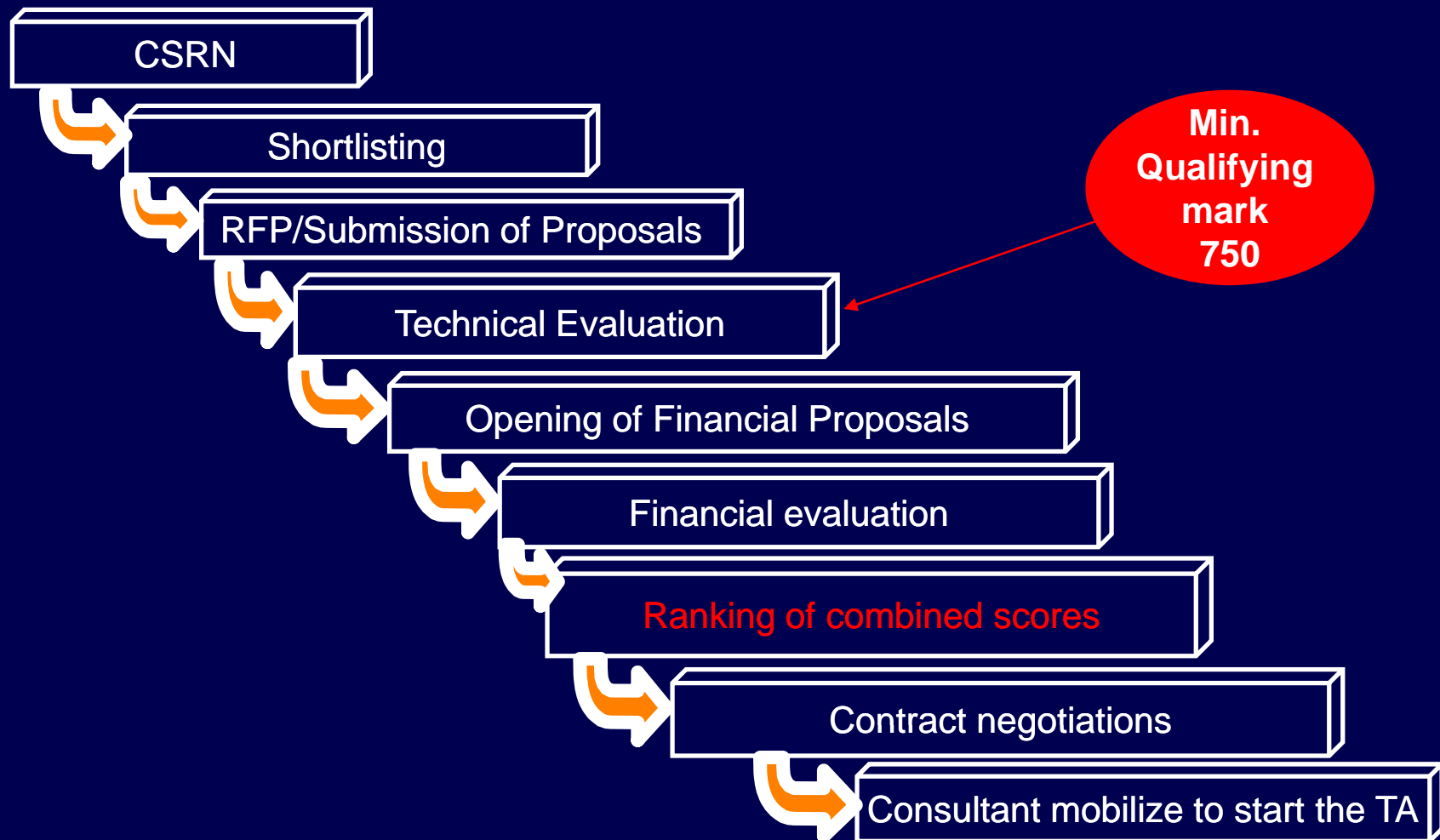
## How to win a ADB contract know the rules - QCBS

### QCBS – Quality and Cost Based Selection

- standard procedure
- for majority of projects
- with well defined TORs

# How to win a ADB contract

know the rules – QCBS for TA



## How to win a ADB contract

know the rules – QCBS for TA

Ranking of proposals is based on the total score combining the technical score (Q) and financial score (C):

$$\text{Total Score} = 80\%Q + 20\%C$$

Where:

$$C = 1000 \times P_m/P$$



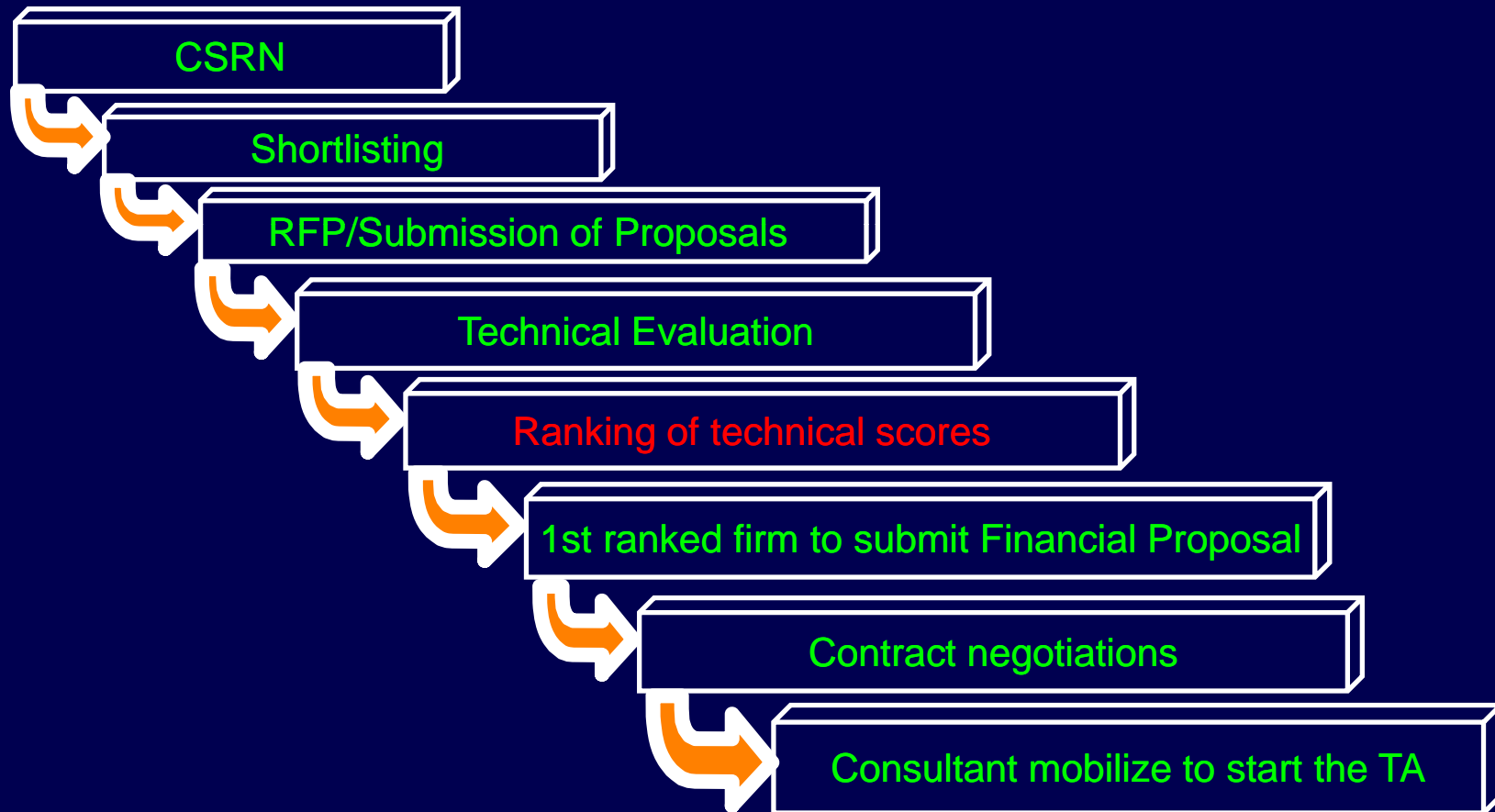
## How to win a ADB contract

know the rules - QBS

- QBS – Quality Based Selection
  - for complex assignments
  - assignments where the quality is of overriding importance
  - assignments that can be carried out in substantially different ways

# How to win a ADB contract

know the rules – QBS for TA



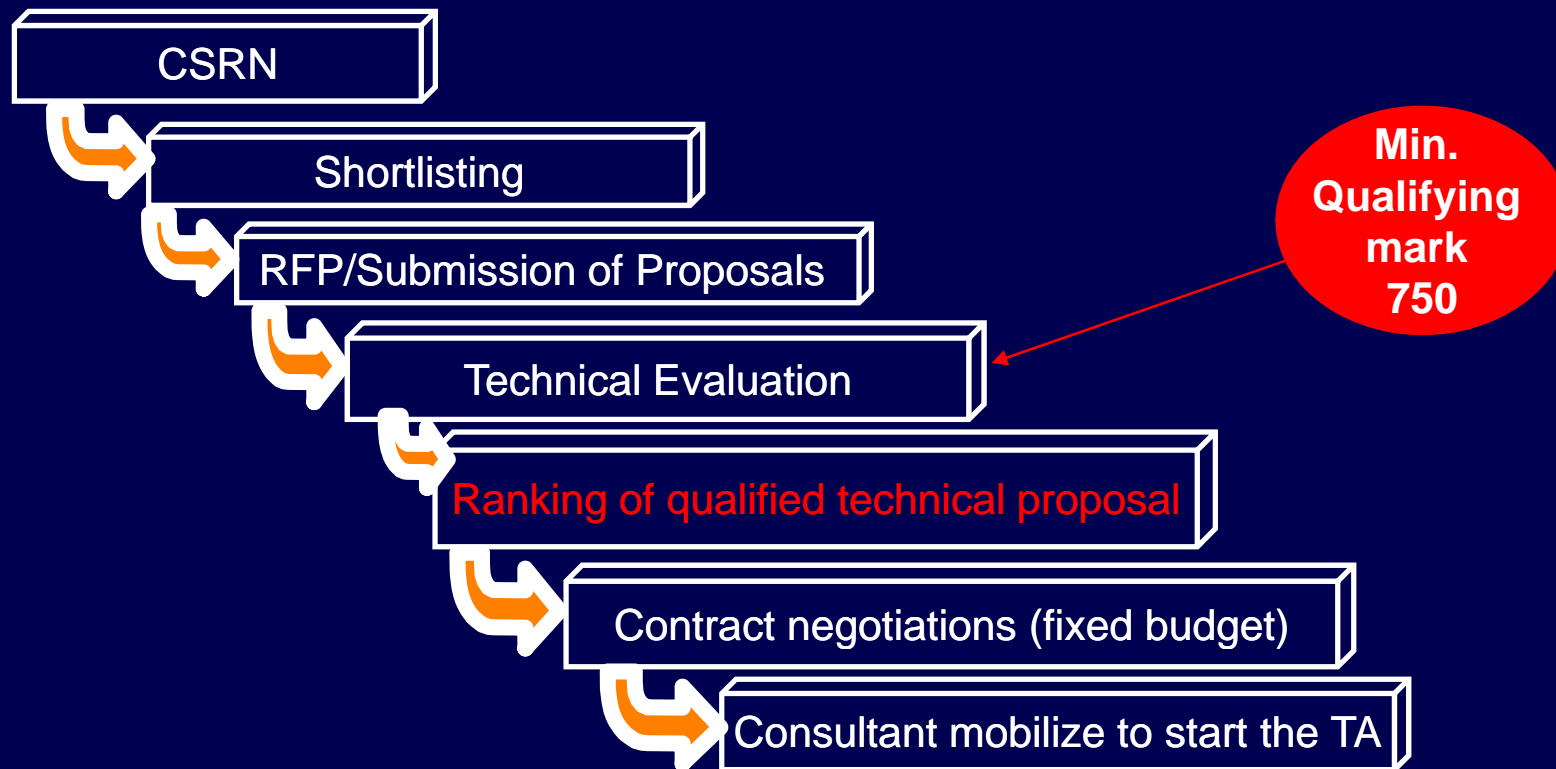
## How to win a ADB contract

know the rules – FBS

- FBS – Fixed Budget Selection
  - Precisely defined TOR
  - Time and inputs accurately assessed
  - Budget fixed
  - Projects expected to have no implementation changes

# How to win a ADB contract

know the rules – FBS for TA



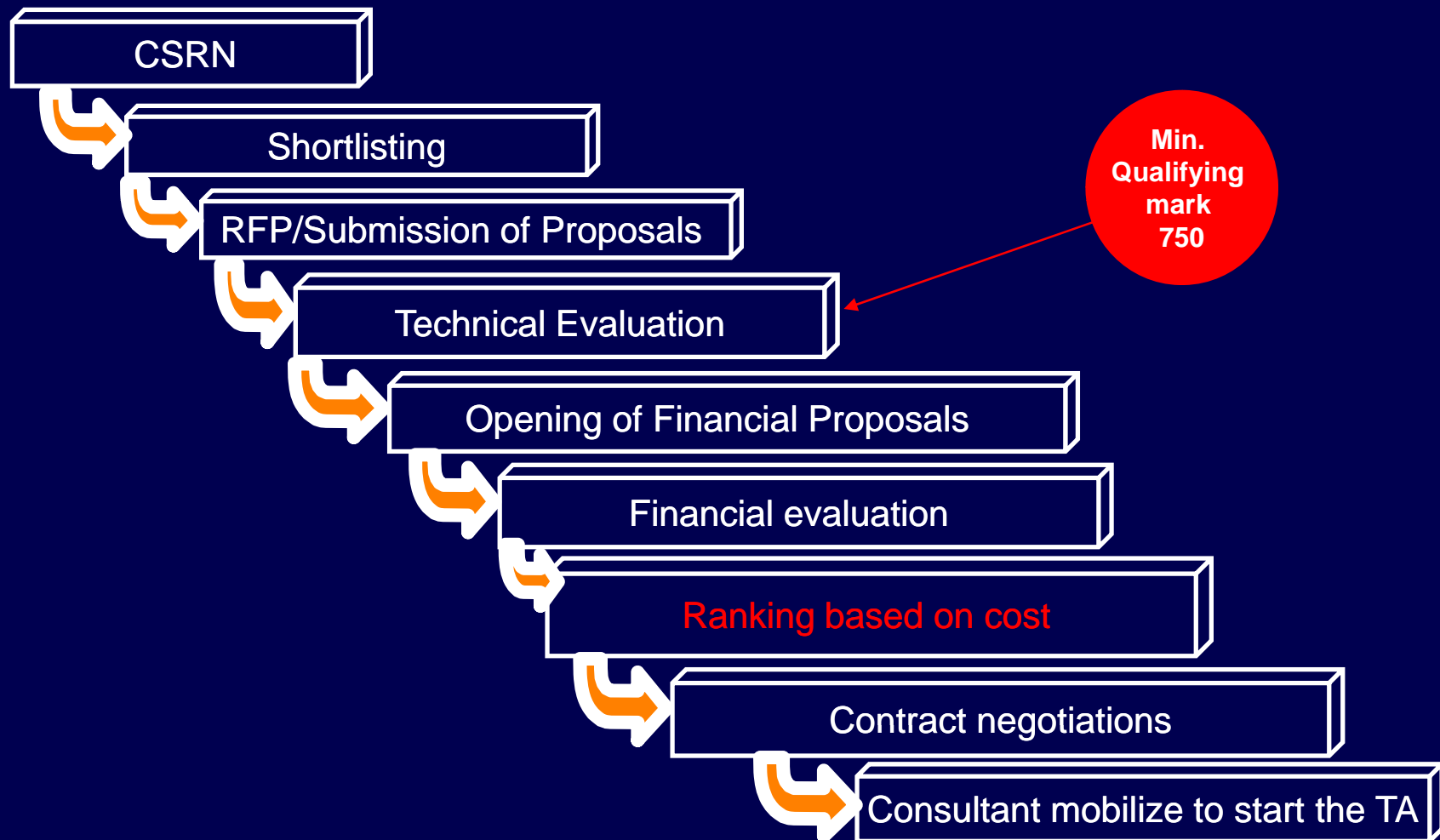
## How to win a ADB contract

know the rules – LCS

- LCS – Least Cost Selection
  - Small assignments (< \$100,000)
  - Standard/routine nature

# How to win a ADB contract

know the rules – LCS for TA



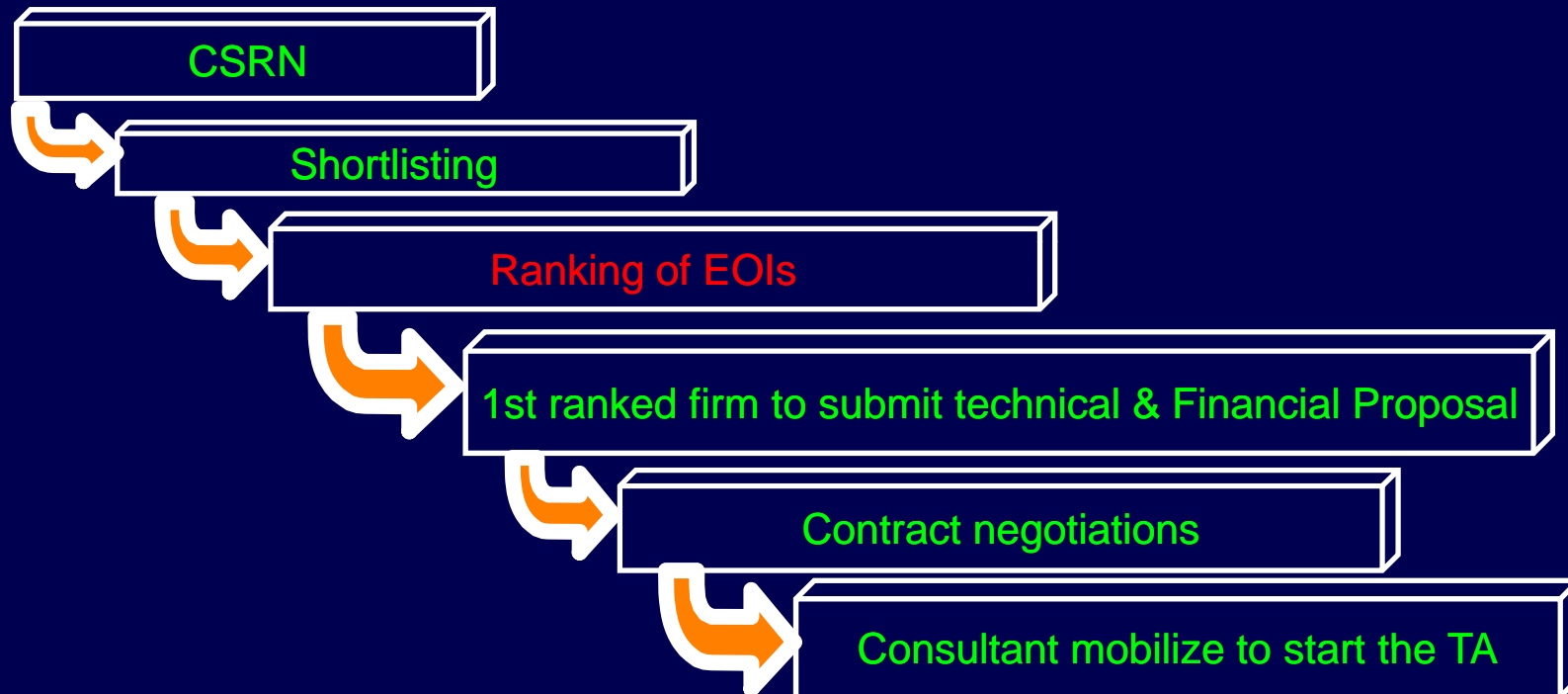
## How to win a ADB contract

know the rules – CQS

- CQS – Consultants' Qualifications Selection
  - small assignments (< \$200,000)
  - highly specialized expertise
  - recruitment time critical
  - short-term
  - few qualified consultants
  - full bidding process not justified

# How to win a ADB contract

know the rules – CQS for TA





## How to win a ADB contract

know the rules - SSS

- SSS – Single Source selection
  - used only in exceptional cases
  - for tasks that represent a natural continuation of previous work
  - in emergency cases
  - for very small assignments (<\$100,000)
  - when only one firm is qualified
  - usually biodata proposal and a financial proposal are required.

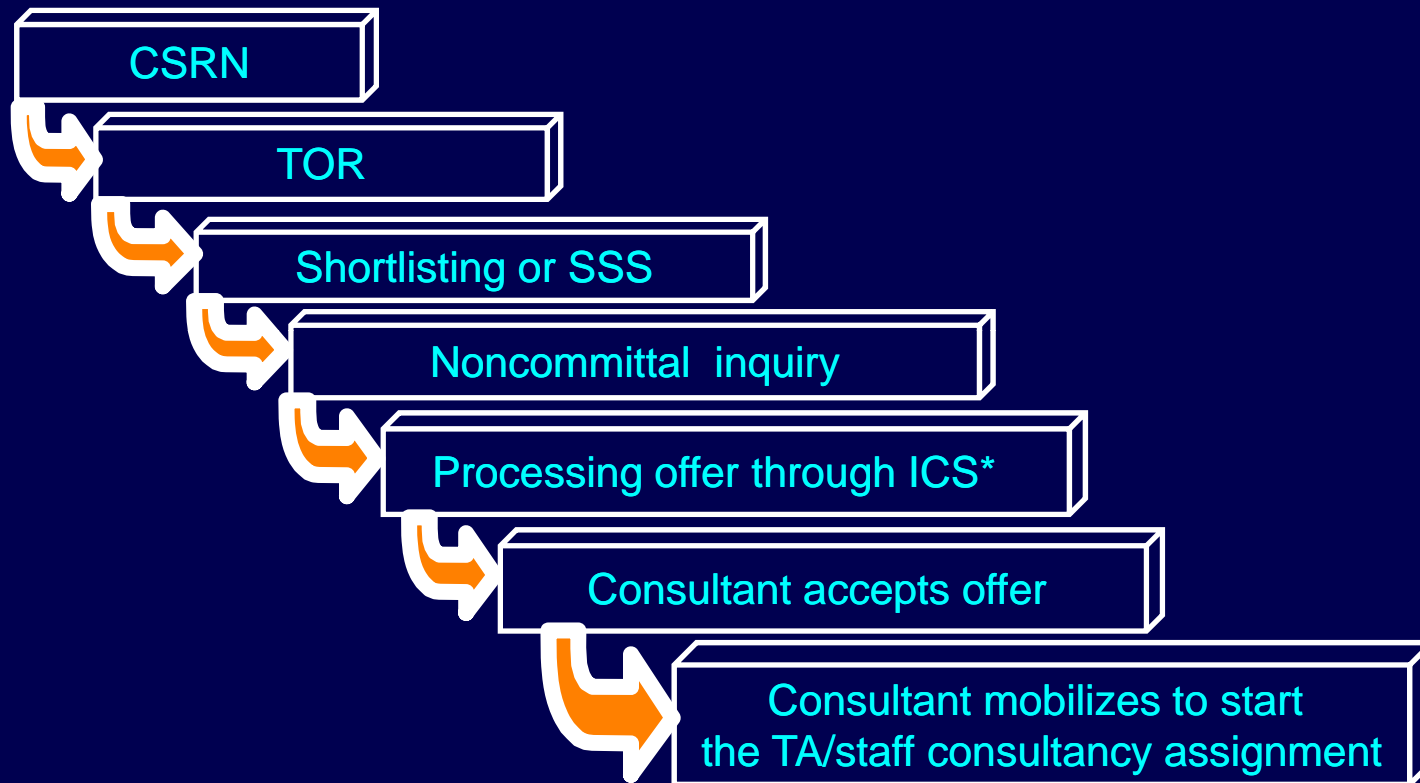
## How to win a ADB contract

know the rules – Individual consultants

- Individual Consultants
  - TA individual consultants
  - Staff consultants
  - Loan individual consultants

## How to win a ADB contract

know the rules – Individual consultants (TA or Staff consultants)



\* ICS – Web-based Individual Consultant Recruitment System)

## How to win a ADB contract

know the rules – Engagement of NGOs/UN Agencies

- **QBS** - when UN or international NGOs are shortlisted to compete with consulting firms
- **QCBS** - when shortlist contains only NGOs
- **Simplified QCBS** - when shortlist contains only national NGOs
- **SSS** - when justified

## How to win a ADB contract

know the rules – consultants engaged by the Borrower

For assignments under loan projects,  
Delegated TAs and grant financed projects:

- Shortlisting by EA, approved by ADB
- RPF issued by EA using ADB standard format
- Evaluation of technical proposal, and financial proposal for QCBS, FBS and LCS, will be done by EA's CSC and approved by ADB
- EA negotiates contracts will be done by EA and contract approved by ADB

# How to win a ADB contract

*Be aware of ADB's LTSF and focus on core areas of operations*

## ADB's Long Term Strategic Framework Strategy 2020



ADB Asian Development Bank  
FIGHTING POVERTY IN ASIA AND THE PACIFIC

Home Projects Countries News & Events Publications Economics & Sta

Last Updated: Wednesday, 16 April 2008

Main Feature

### ADB Launches New Long-Term Strategy

To fight poverty in a region of more than 600 million poor people surviving on \$1 a day, Strategy 2020 will refocus ADB operations on three development agendas—inclusive economic growth, environmentally sustainable growth, and regional integration.  
[Read the news release.](#)

▸ [Download the paper](#)

▸ [Previous features](#)

### Strategic Agenda:

- Inclusive Economic Growth
- Environmentally Sustainable Growth
- Regional Integration

### Core Areas of Operations:

1. Infrastructure
2. Environment
3. Regional Cooperation and Integration
4. Finance Sector Development
5. Education

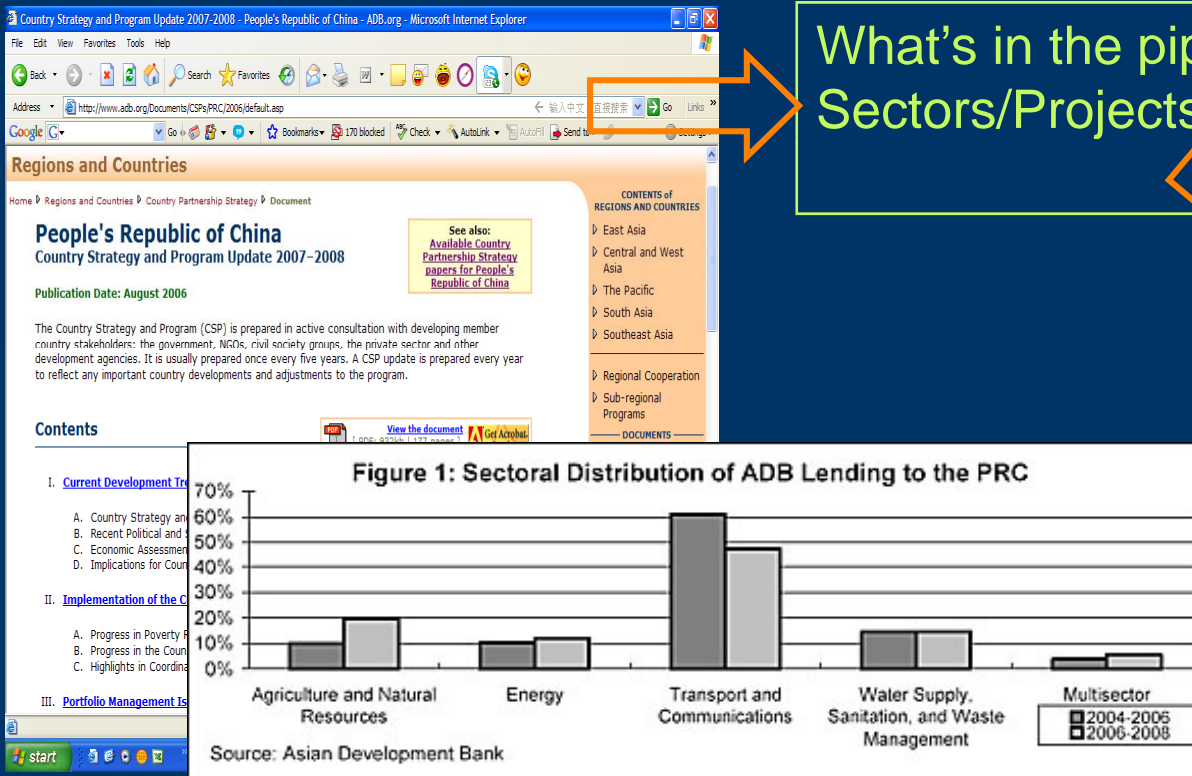
# How to win a ADB contract

## Your action – work out a long term strategy

Study CPSs - Regional Target

What's in the pipeline?  
Sectors/Projects

Your marketing strategy and capacity building plan



# How to win a ADB contract

Your action – make your company/yourself known to ADB

Registration in

## Consultant Management System (CMS)



**Business Opportunities**  
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- ▾ Proposed Projects
- ▾ Removed Projects

**Business Opportunities**

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- ▾ What's New
- ▾ Guidelines
- ▾ Consultant Management System (CMS)
- ▾ Documents on Consulting Services

**Consulting Services**  
Updated: March 2008

**Consultant Management System**

**Alert for Previously Registered Consultants**

Prior to March 2008, ADB provided separate facilities for registering individual consultants (DICON). Entities and individuals currently registered need to re-register; existing profiles have been transferred from DICON to the CMS. You will receive an email containing your user access to the CMS within two weeks. If you need to access your profile urgently, please contact [cmsregister@adb.org](mailto:cmsregister@adb.org).





## How to win a ADB contract

Your action – Submit an Expression of Interest EOI in time

### 38264-01 TECHNICAL ASSISTANCE: Second Local Government Finance and Governance Reform Program (LGFR 2)

Country:	INDONESIA	Sector:	Law, Economic Management & Public Policy
Finance Source:	Technical Assistance Special Fund, Japan Special Fund	Amount (USD):	700,000.00 / .00
Type of Assignment:	TECHNICAL ASSISTANCE		

EOI

### List of CSRN Packages

Package T1	
Start Date of Publication	Anticipated Deadline for Submitting EOI
20-MAR-2008	30-APR-2008
Duration of Assignment (In Months)	Tentative commencement date
8.5	15-MAY-2008
Anticipated completion date	Types of consultants
30-JAN-2009	Individual
Selection method for entities	Budget (USD)
N/A	400,000.00

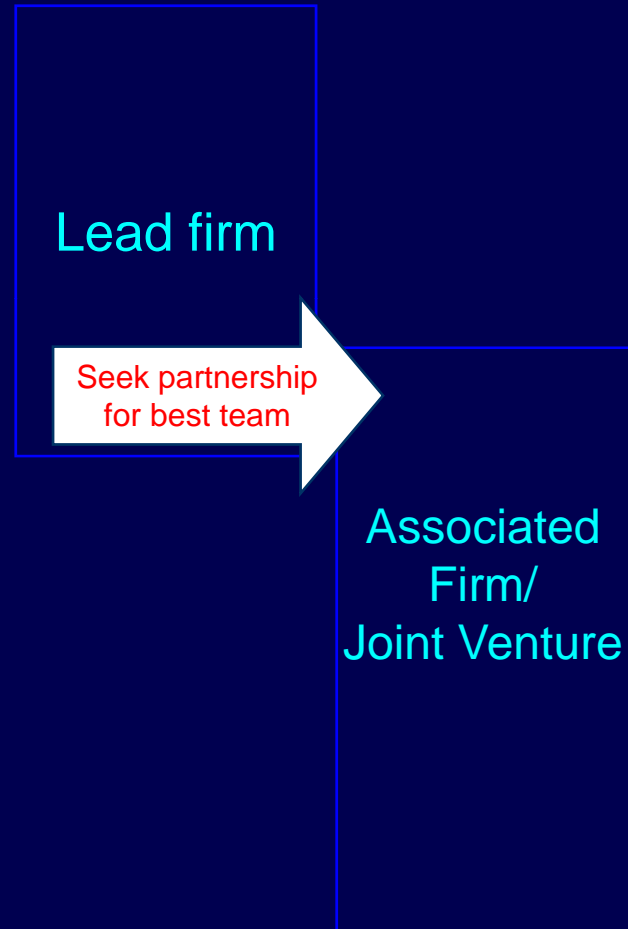
Submit EOI (For Individual Consultants)

## How to win a ADB contract

Your action – check availability of your personnel

Upon receiving a RFP,

- ✓ Identify the right team is top priority
- ✓ Personnel carry > 50% of the weight in technical score.
- ✓ Team Leader carries the heaviest weight



## How to win a ADB contract

Your action – Visit the project site and the EA

- First hand information
- Field assessment
- Estimate the local costs.
- Identify local partner
- Get to know the EA.



## How to win a ADB contract

Your action – Prepare a strong technical proposal

Technical proposal usually carries 80% weight under QCBS and 100% weight under QBS and FBS.

### Keys to success:

- ✓ Understand ADB's Operations Policies
- ✓ Study the TOR
- ✓ Select the best personnel
- ✓ Visit the project site
- ✓ Follow the instructions in the RFP
- ✓ Understand the evaluation criteria



## How to win a ADB contract

Your action – Prepare a strong technical proposal

### Types of Technical Proposals

Full Technical Proposal

Simplified Technical Proposal

Biodata Proposal

## How to win a ADB contract

Your action – Prepare a strong technical proposal

### Contents of Technical Proposals

	<b>Full</b>	<b>Simplified</b>	<b>Biodata</b>
<b>Experience of the Firm</b>	Y Max. 20 project sheets	N	N
<b>Methodology Work program Personnel Schedule</b>	Y Max. 50 pages	Y Max. 10 pages	Only personnel schedule required
<b>Personnel</b>	Y 5 pages per CV	Y 5 pages per CV	Y 5 pages per CV
<b>Comments on TOR</b>	Y	N	N
<b>Counterpart Support</b>	Y Max. 2 pages	N	N

## How to win a ADB contract

Your action – Prepare a strong technical proposal

### Technical Proposal Evaluation Criteria

Weight	Full Technical Proposal	Simplified Technical Proposal	Biodata Proposal
Experience of the firm	100-200	--	--
Methodology Work program Personnel schedule, etc.	200-400	300	100 for personnel schedule only
Personnel	500-700	700	900

## How to win a ADB contract

Your action – Prepare a strong technical proposal

### Personnel Evaluation Criteria

- General Qualifications 10-25%
- Project Experiences 60-70%
- International/Regional/Country Experiences 10-15%



## How to win an ADB contract?

### Prepare a competitive financial proposal

#### Some tips:

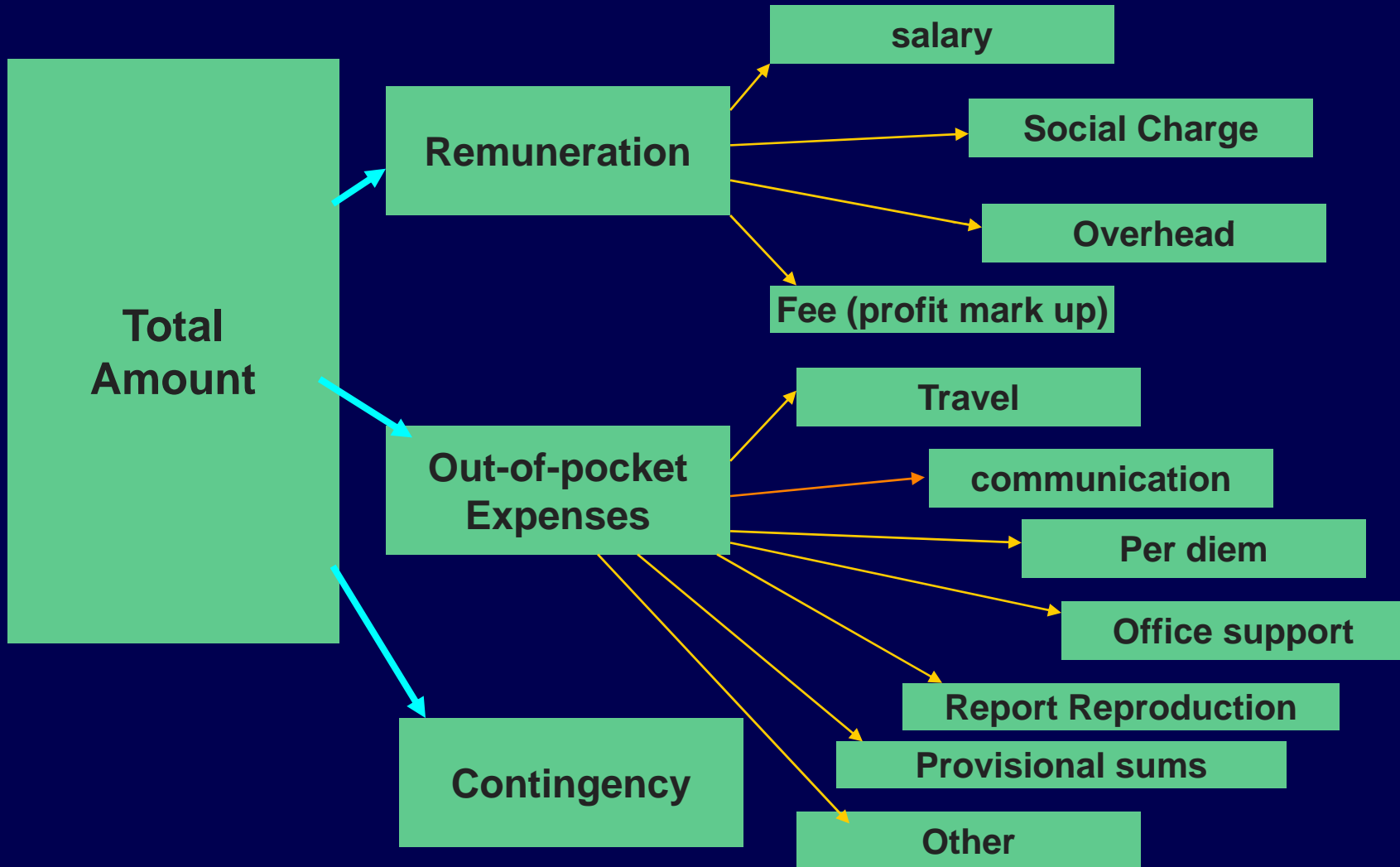
- most suitable expert with lowest cost
- use DMC consultants
- shop for best airfares and local hotel
- optimize the personnel schedule to maximize cost-effectiveness.



# How to win an ADB contract?

Prepare a competitive financial proposal

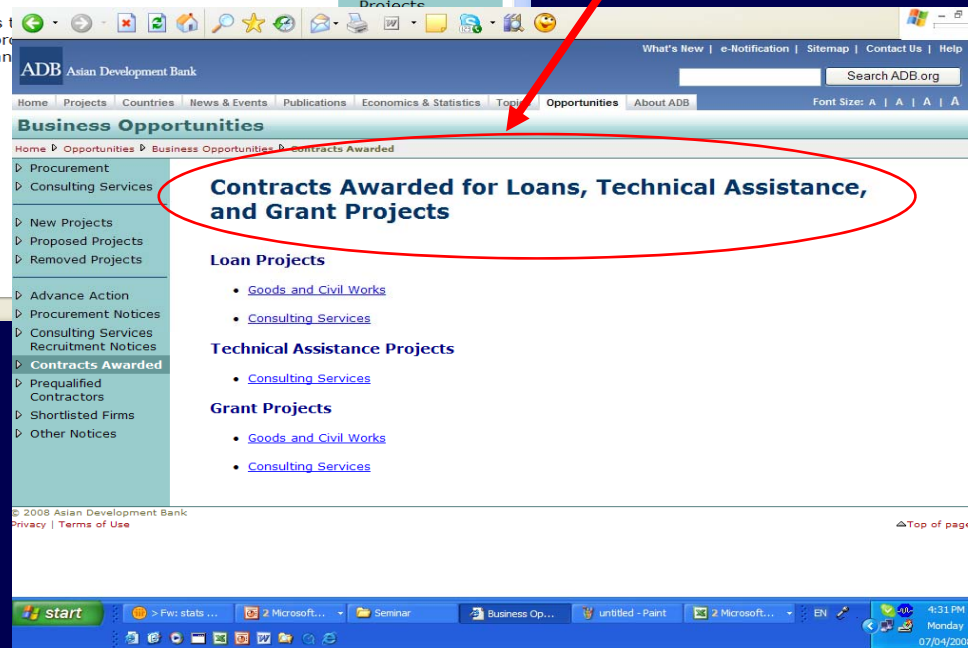
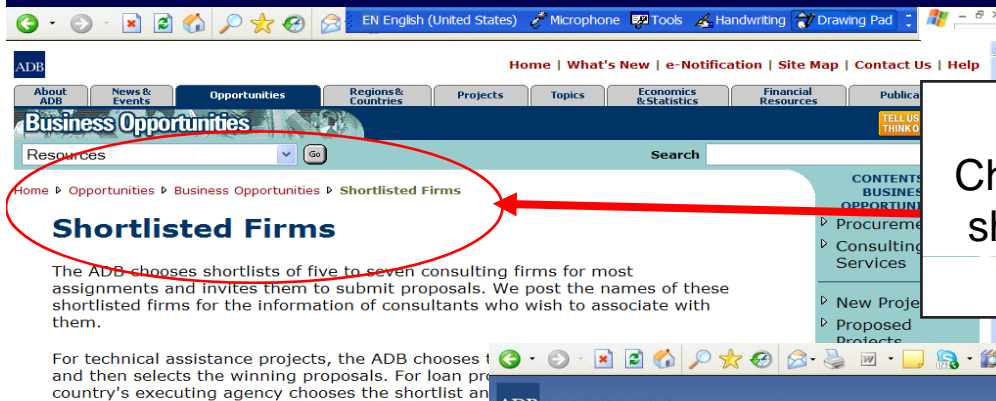
## Typical components in a cost proposal



# How to win an ADB contract?

Offer partnership to firms which are likely to be shortlisted


Check ADB website for a record of the firms shortlisted or awarded contracts in the past



# How to win an ADB contract?

Deliver the best service as you can

ADB does PER for every assignment

A large, solid green circle is positioned in the lower right quadrant of the slide. Inside the circle, the text 'Good performance will lead to more contracts in the future!' is written in a white, sans-serif font, centered both horizontally and vertically.

Good performance  
will lead to more  
contracts in  
the future!

# Q&A