



Welcome !!!

Spanish Trade Mission

June 2010



Business Opportunities Seminar (BOS)

- **Introduction**
- **How to get Short-listed**
- **How to Prepare Responsive Proposals**



Business Opportunities Seminar (BOS)

Consulting Services

Introduction



Business Opportunities Seminar (BOS)

Consulting Services

- 1. ADB recruits consultants for Technical Assistance (TA) projects**
- 2. Borrowers recruit consultants for loan and Grants projects**

According to the Guidelines on the Use of Consultants by ADB and the Borrowers



What Kind of Consultants?

TA Consultants

- **Project Preparation**
- **Capacity Development**
- **Policy and Advisory**
- **Research and Development**



What Kind of Consultants?

Consultants for Loan Projects

- Detailed Design
- Implementation supervision
- Capacity Development



When does ADB need Consultants ?

(Streamlined Business Process)

Country Partnership Strategy (CPS)





The Project Cycle

1. Country Partnership Strategy (CPS)

Study of country's economy and development plans

↳ Formulation of ADB's operational strategy

↳ Government request for ADB assistance

↳ Discussion with ADB

↳ Formulation of Country Partnership Strategy (CPS)

↳ Coordination with aid agencies



The Project Cycle

2. Concept Phase

Project Profile in CPS

- ↳ Draft Project Concept Paper**
 - ↳ Reconnaissance Mission**
 - ↳ Concept Clearance**
 - ↳ PPTA Consultant contracted**
 - ↳ Feasibility Study & Project Design Report**



The Project Cycle

3. Project Preparation Phase

↳ Loan Fact Finding

EA Capacity Assessment,
Procurement Plan & PAM

↳ 1st Draft RRP

Includes DMF

↳ ADB Peer Review MRM or SRM

↳ RRP + Loan Documents



The Project Cycle

4. Loan Negotiations and Board Approval

Loan Negotiations



- Discussion of Draft Loan Agreement & Project Agreement
- Signing of Minutes of Loan Negotiations

Board Circulation



- Finalization of RRP, Loan Agreement & Project Agreement
- Circulation of Complete Set of Loan Documents to the Board

Loan Signing



- Signing by the President & Representatives of Government & Executing Agency

Loan Effectiveness

- Declaration by the Bank that Loan is effective after Borrower has satisfied various Loan Conditions (usually 60 to 90 days)



The Project Cycle

5. Implementation

Implementation is the responsibility of the Borrower

ADB

- reviews and approves EA's actions such as:
 - engagement of consultants
 - procurement of goods, works, and turnkey contracts
- monitors physical implementation and achievement of development objectives
- checks that loan covenants have been met
- carries out project review missions
- disburses loan proceeds



The Project Cycle

6. Evaluation

Project Benefits

- **Detailed Examination of Socio-Economic Impact of the Project**

Preparation of Project Performance & Audit Report

- **Evaluation of Actual Implementation against Original Schedule**
- **Assessment of Economic, Financial, Social and Environmental Aspects**
- **Lessons learned for Future Projects**

Country Synthesis of Findings



Service Providers and Eligibility

- **Service Providers (international and national)**
 - **Firms**
 - **Individuals**
 - **Universities**
 - **NGOs**
 - **Research institutes**
 - **Others – UN Organizations**

- **Eligibility**
 - **ADB member countries**

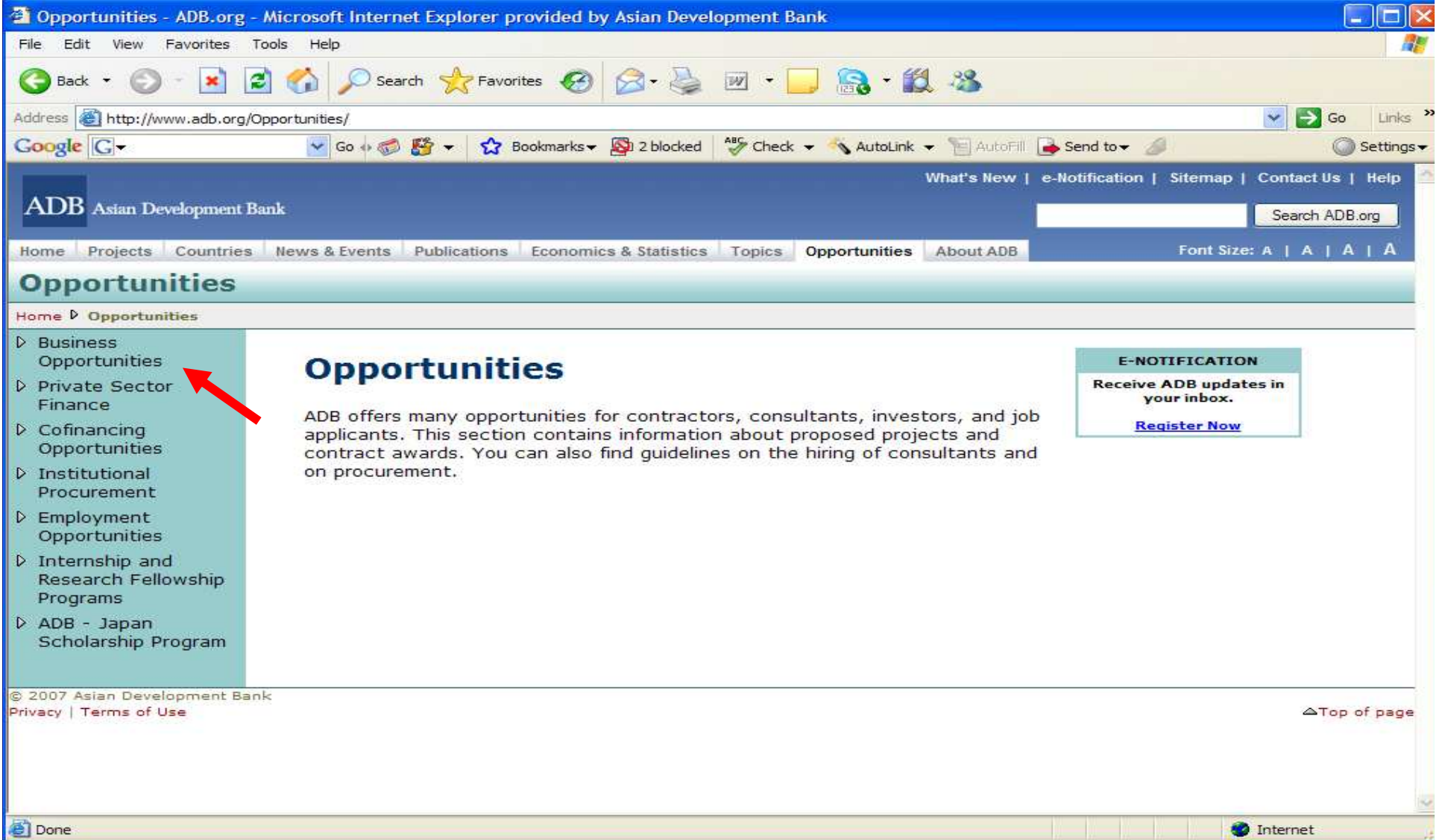


Business Opportunities Seminar (BOS)

**Where do you find information on
ADB consulting opportunities ?**

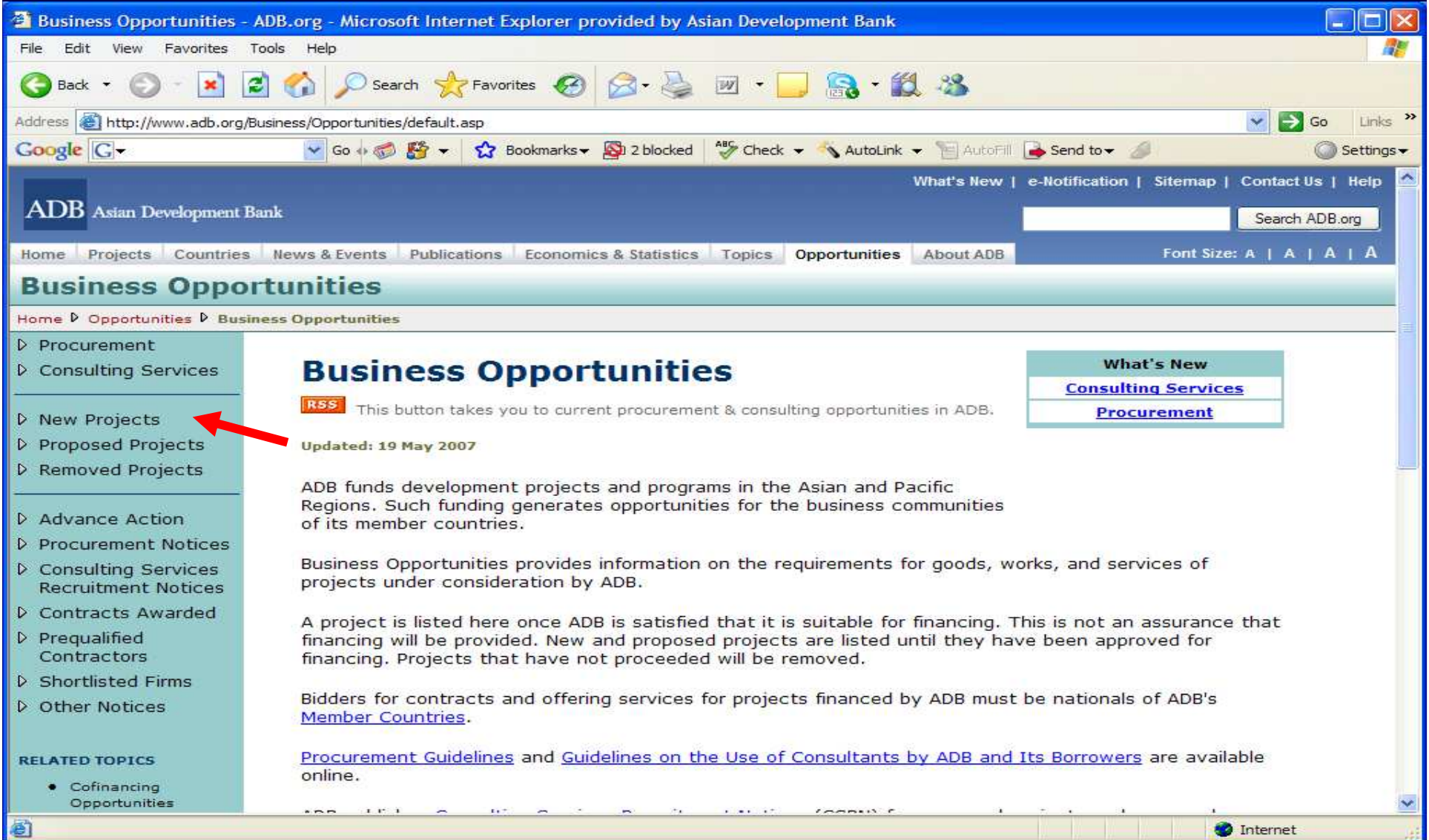
The ADB logo consists of the letters 'ADB' in a white, serif font, centered within a dark blue square.

4. ADB Website www.adb.org

A screenshot of the ADB website as viewed in Microsoft Internet Explorer. The browser window title is 'Opportunities - ADB.org - Microsoft Internet Explorer provided by Asian Development Bank'. The address bar shows 'http://www.adb.org/Opportunities/'. The website header includes the ADB logo, navigation links like 'Home', 'Projects', 'Countries', 'News & Events', 'Publications', 'Economics & Statistics', 'Topics', 'Opportunities', and 'About ADB'. A search bar is present with the text 'Search ADB.org'. The main content area is titled 'Opportunities' and features a left-hand navigation menu with items like 'Business Opportunities', 'Private Sector Finance', 'Cofinancing Opportunities', 'Institutional Procurement', 'Employment Opportunities', 'Internship and Research Fellowship Programs', and 'ADB - Japan Scholarship Program'. A red arrow points to 'Business Opportunities'. The main text area contains the heading 'Opportunities' and a paragraph: 'ADB offers many opportunities for contractors, consultants, investors, and job applicants. This section contains information about proposed projects and contract awards. You can also find guidelines on the hiring of consultants and on procurement.' To the right of this text is a box titled 'E-NOTIFICATION' with the text 'Receive ADB updates in your inbox.' and a 'Register Now' link. The footer includes '© 2007 Asian Development Bank' and links for 'Privacy' and 'Terms of Use'. The status bar at the bottom shows 'Done' and 'Internet'.



4. ADB website www.adb.org



The screenshot shows the ADB website in Microsoft Internet Explorer. The browser title is "Business Opportunities - ADB.org - Microsoft Internet Explorer provided by Asian Development Bank". The address bar shows the URL "http://www.adb.org/Business/Opportunities/default.asp". The website header includes the ADB logo and navigation links: Home, Projects, Countries, News & Events, Publications, Economics & Statistics, Topics, Opportunities, and About ADB. A search bar is also present. The main content area is titled "Business Opportunities" and features a sidebar with a list of categories: Procurement, Consulting Services, New Projects, Proposed Projects, Removed Projects, Advance Action, Procurement Notices, Consulting Services Recruitment Notices, Contracts Awarded, Prequalified Contractors, Shortlisted Firms, and Other Notices. A red arrow points to "New Projects". The main content area includes an "RSS" button, a "What's New" section with links for "Consulting Services" and "Procurement", and several paragraphs of text describing the website's purpose and providing information on project listings and bidding requirements. The footer contains "RELATED TOPICS" such as "Cofinancing Opportunities".

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>

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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

RELATED TOPICS

- Cofinancing Opportunities

Business Opportunities

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

Updated: 19 May 2007

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

Business Opportunities provides information on the requirements for goods, works, and services of 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 online.

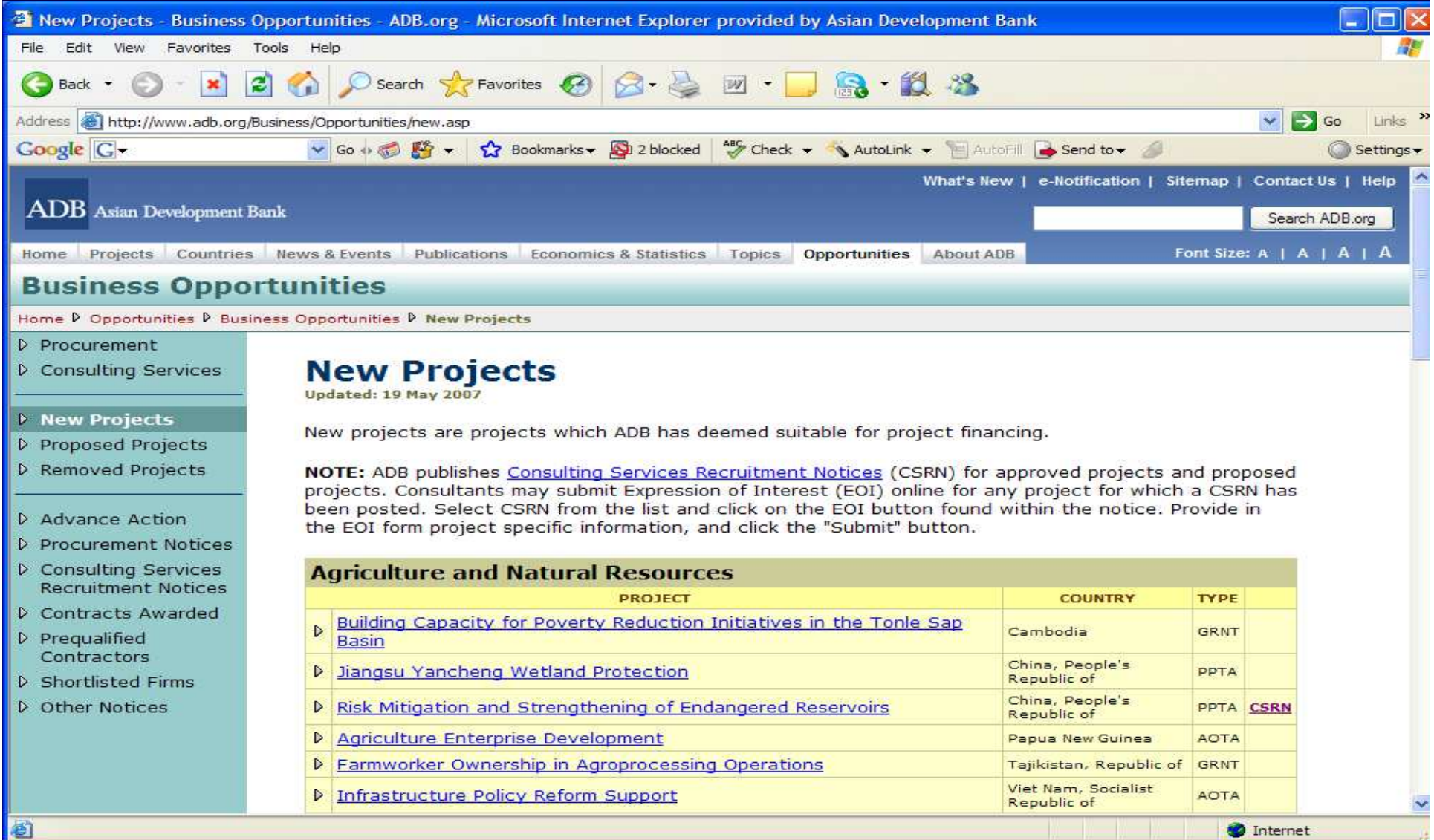
What's New

- [Consulting Services](#)
- [Procurement](#)

Internet



4. ADB website www.adb.org



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

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

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Business Opportunities

Home > Opportunities > Business Opportunities > New Projects

- 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

New Projects

Updated: 19 May 2007

New projects are projects which ADB has deemed suitable for project financing.

NOTE: ADB publishes [Consulting Services Recruitment Notices \(CSRN\)](#) for approved projects and proposed projects. Consultants may submit Expression of Interest (EOI) online for any project for which a CSRN has been posted. Select CSRN from the list and click on the EOI button found within the notice. Provide in the EOI form project specific information, and click the "Submit" button.

Agriculture and Natural Resources			
	PROJECT	COUNTRY	TYPE
▷	Building Capacity for Poverty Reduction Initiatives in the Tonle Sap Basin	Cambodia	GRNT
▷	Jiangsu Yancheng Wetland Protection	China, People's Republic of	PPTA
▷	Risk Mitigation and Strengthening of Endangered Reservoirs	China, People's Republic of	PPTA CSRN
▷	Agriculture Enterprise Development	Papua New Guinea	AOTA
▷	Farmworker Ownership in Agroprocessing Operations	Tajikistan, Republic of	GRNT
▷	Infrastructure Policy Reform Support	Viet Nam, Socialist Republic of	AOTA

Internet



Consulting Services Recruitment Notice (CSRN)

Consulting Services Recruitment Notice - Microsoft Internet Explorer provided by Asian Development Bank

File Edit View Favorites Tools Help

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

Go Links

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Bookmarks Popups okay Check AutoLink AutoFill Send to Settings

Search Web Anti-Spy Mail Answers Dating Mobile Sign in

Consulting Services Recruit... Add Tab

ADB CSRN Consulting Services Recruitment Notice

Login As : [Executing Agency](#) | [Individual Consultant](#) | [Consulting Entities](#)

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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.

Browse by:	
Country	Sector
<ul style="list-style-type: none">▶ BANGLADESH▶ BHUTAN▶ INDIA▶ INDONESIA▶ LAO PDR▶ MONGOLIA▶ NEPAL▶ P.N.G.▶ P.R.C.▶ PAKISTAN▶ PHILIPPINES▶ REGIONAL▶ SAMOA▶ SRI LANKA▶ VIETNAM	<ul style="list-style-type: none">▶ Agriculture & Natural Resources▶ Education▶ Energy▶ Health, Nutrition, & Social Protection▶ Industry & Trade▶ Law, Economic Management & Public Policy▶ Multisector▶ Transport & Communications

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start

Trusted sites

Terence N. Wood... Slides-Consulting Slides3 Consulting Service... 3:42 PM



Consulting Services Recruitment Notice (CSR)

Consulting Services Recruitment Notice - Microsoft Internet Explorer provided by Asian Development Bank

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Address <http://csr.aadb.org:8080/csm/publicProjectList.htm>

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

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Project Name	Sector	Type of Assignment	Package No./Name	Published Date	Deadline for Submission of EOI	CSR
GRNT: BAN 35242-03 Gas Transmission and Development Project	Energy	GRANT	G1	12-AUG-2008	11-SEP-2008	view

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Business Opportunities Seminar (BOS)

Selection Procedure



Quality and Cost Based Selection (QCBS)


More Quality

Quality and Cost Based Selection (QCBS) – 80:20

Total score = 80% technical + 20% financial



Quality and Cost Based Selection (QCBS)

- **Expression of Interest (EOI)**
 - **Shortlist**
 - **Request for Proposal**
 - **Technical and financial proposal submitted at same time**
 - **Technical proposal evaluation**
 - **Public opening of financial proposals**
 - **Financial proposal evaluation**
 - **Combine technical (80%) and financial (20%) scores to give overall score**
- 
- A long white arrow pointing downwards, positioned to the right of the list items.



Business Opportunities Seminar (BOS)

How to get Short-listed



Pointers

- 1. Firms should register in ADB's Consultant Management System (CMS)**
- 2. Associate with more experienced Short-listed firms**
- 3. Expression of Interest (EOI)**
- 4. Get short-listed as a Joint Venture partner**

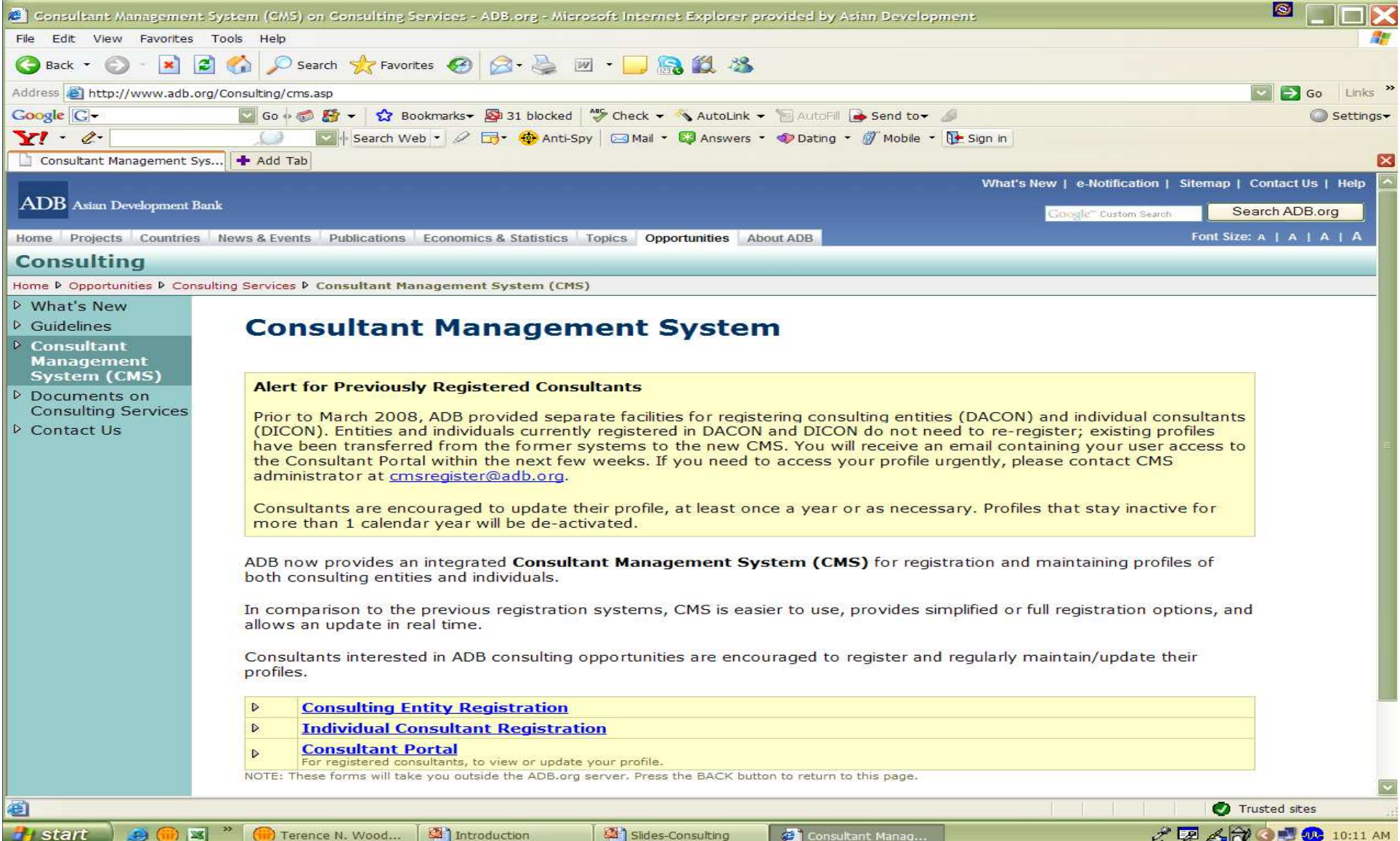


Pointer 1

Register in the Consultants Management System (CMS)



Consultant Management System (CMS)



Consultant Management System (CMS) on Consulting Services - ADB.org - Microsoft Internet Explorer provided by Asian Development

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Address <http://www.adb.org/Consulting/cms.asp>

ADB Asian Development Bank

Home Projects Countries News & Events Publications Economics & Statistics Topics Opportunities About ADB

Consulting

Home > Opportunities > Consulting Services > Consultant Management System (CMS)

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

Consultant Management System

Alert for Previously Registered Consultants

Prior to March 2008, ADB provided separate facilities for registering consulting entities (DACON) and individual consultants (DICON). Entities and individuals currently registered in DACON and DICON do not need to re-register; existing profiles have been transferred from the former systems to the new CMS. You will receive an email containing your user access to the Consultant Portal within the next few weeks. If you need to access your profile urgently, please contact CMS administrator at cmsregister@adb.org.

Consultants are encouraged to update their profile, at least once a year or as necessary. Profiles that stay inactive for more than 1 calendar year will be de-activated.

ADB now provides an integrated **Consultant Management System (CMS)** for registration and maintaining profiles of both consulting entities and individuals.

In comparison to the previous registration systems, CMS is easier to use, provides simplified or full registration options, and allows an update in real time.

Consultants interested in ADB consulting opportunities are encouraged to register and regularly maintain/update their profiles.

- [Consulting Entity Registration](#)
- [Individual Consultant Registration](#)
- [Consultant Portal](#)
For registered consultants, to view or update your profile.

NOTE: These forms will take you outside the ADB.org server. Press the BACK button to return to this page.

start Terence N. Wood... Introduction Slides-Consulting Consultant Manag... 10:11 AM



CMS Registration

- **Be legal entities that have the capacity to enter into binding and enforceable contracts with the ADB**
- **Be incorporated or legally established in an ADB member country**
- **Have at least five (5) permanent full-time professional staff; and**
- **Have a bank account for financial transactions.**



Pointer 2

Associate with Experienced Short-listed Firms

The ADB logo consists of the letters 'ADB' in a white, serif font, centered within a dark blue square.

Shortlisted Firms

Business Opportunities - List of Shortlisted Firms for Technical Assistance Projects - ADB.org - Microsoft Internet Explorer pr

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Address <http://www.adb.org/Documents/ADBBO/listshrt.asp>

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Business Opportunities

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- ▶ Procurement
- ▶ Consulting Services
- ▶ Proposed Projects
- ▶ Approved Projects
- ▶ Removed Projects
- ▶ Advance Action
- ▶ Procurement Notices
- ▶ Consulting Services Recruitment Notices
- ▶ Contracts Awarded

Shortlisted Firms

The ADB chooses shortlists of six consulting firms for most assignments and invites them to submit proposals. We post the names of these shortlisted firms for the information of consultants who wish to associate with them.

For technical assistance projects, the ADB chooses the shortlisted consultants and then selects the winning proposals. For loan projects, the borrowing country's executing agency chooses the shortlist and selects the winner.

Technical Assistance

Loans



Current List of Shortlisted Firms for Technical Assistance and Grant Financed Projects

Business Opportunities - List of Shortlisted Firms for Technical Assistance Projects - ADB.org - Microsoft Internet Explorer pr

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Address <http://www.adb.org/Documents/ADBBO/ta-current.asp> Go

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Business Opportunities

Home > Opportunities > Business Opportunities > Shortlisted Firms > Technical Assistance

- Procurement
- Consulting Services
- Proposed Projects
- Approved Projects
- Removed Projects
- Advance Action
- Procurement Notices
- Consulting Services Recruitment Notices
- Contracts Awarded

Current List of Shortlisted Firms for Technical Assistance and Grant-Financed Projects

As of 11 May 2010

Consulting firms have been shortlisted for the following technical assistance and grant-financed projects and proposals submission deadlines are indicated for every project. Consultants not shortlisted but interested in being considered for participation in technical proposals should contact the firms directly. Please do not contact ADB.

By country

- Bangladesh
- Cambodia
- People's Republic of China
- Pakistan
- Philippines
- Regional



Business Opportunities - List of Shortlisted Firms for Technical Assistance Projects - ADB.org - Microsoft Internet Explorer pr

File Edit View Favorites Tools Help



Address <http://www.adb.org/Business/Opportunities/TA-Projects/2010/ban/ban7415.asp>

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- ▶ Procurement
- ▶ Consulting Services
- ▶ Proposed Projects
- ▶ Approved Projects
- ▶ Removed Projects

BANGLADESH

TA No. 7415: Preparing the Greater Dhaka Sustainable Urban Transport Corridor

Shortlisting Date : 29 January 2010

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

Firm Name	:	AECOM ASIA COMPANY LIMITED, HONG KONG
Address	:	9/F, Grand Central Plaza, Tower 2, 138 Shatin Rural Committee Road Sha Tin, New Territories Hong Kong
Phone	:	(416) 445-7890
Fax	:	(852) 2691 2649
Email	:	alex.kwan@maunsell.aecom.com



Pointer 3

Expression of Interest (EOI)



Consulting Services Recruitment Notice (CSRN)

Consulting Services Recruitment Notice - Microsoft Internet Explorer provided by Asian Development Bank

File Edit View Favorites Tools Help

Address <http://csrn.adb.org:8080/csm/publicProjectList.htm>

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Consulting Services Recruit... + Add Tab

ADB CSRN Consulting Services Recruitment Notice

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Project Name	Sector	Type of Assignment	Package No./Name	Published Date	Deadline for Submission of EOI	CSRN
GRNT:BAN 35242-03 Gas Transmission and Development Project	Energy	GRANT	G1	12-AUG-2008	11-SEP-2008	view

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Consulting Services Recruitment Notice

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[Back to Search Advertisement Result](#)

Project Details:

Click the name below for more information about the project.

12-03 GRANT: Gas Transmission and Development Project

Country:	BANGLADESH	Sector:	Energy
Source:	Norwegian Grant (w/ LoA)	Amount (USD):	5,000,000.00
Type of Assignment:	GRANT		

Details of CSRN Packages

Package G1

Date of Publication	Anticipated Deadline for Submitting EOI
12-SEP-2008	11-SEP-2008
Duration of Assignment (In Months)	Tentative commencement date
	05-APR-2009
Anticipated completion date	Types of consultants
SEP-2011	Entity
Selection method for entities	Budget (USD)
ENTRANT COST BASED SELECTION	1,050,501.00

Attachments of Reference (Adobe [PDF](#) Reader should be installed in your computer to open the attached file)

[Document](#)

ILS	
number of International Experts	Assignment period in person-months (for International Experts)
	30
number of National Experts	Assignment period in person-months (for National Experts)
	29

http://www.adb.org/Consulting/EOI-firms.doc - Microsoft Internet Explorer provided by Asian Development Bank

File Edit View Insert Format Tools Table Go To Favorites Help

Back Forward Stop Refresh Home Search Favorites

Address http://www.adb.org/Consulting/EOI-firms.doc Go Links

Google Go Bookmarks 2 blocked Check AutoLink AutoFill Send to Settings

Final Showing Markup Show

I. II. III. A. B. C. 1. 2. 3. a. b. c. i. ii. iii. (i), (ii), (iii) Normal ParaNum Insert Footnote Make Black AppNum

1 2 3 4 5 6 7

Expression of Interest Consulting Firms

1. Project Data

Project Number	
Project Name	
Project Country	

2. Eligibility

ADB DACON No.	
---------------	--

Declaration

We hereby declare that:

i.	we have read the Consulting Services Recruitment Notice (CSRN), including the attached terms of reference (TOR), for this assignment; and
ii.	we have not been engaged to prepare such TOR as a firm; and
iii.	no full-time or part-time or contracted expert employed by our firm has been engaged to prepare such TOR.

We further confirm that, if any of our experts is engaged to prepare TOR for any ensuing assignment as part of our work product under the assignment to which this CSRN relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

Signed by (Name/Position)	
------------------------------	--

Unknown Zone



Pointer 4

Short-Listed as a Joint Venture partner



EOI Evaluation for Short-listing

- **Eligibility – pass/fail**
- **Management Competence – (%)**
- **Technical Qualifications – (%)**
- **Relevant Geographical Experience – (%)**



Short-listing Joint Ventures and Associations

- **Qualifications of all firms in an association/JV should be taken into account**
- **Higher weighting should be given to lead firm**



Business Opportunities Seminar (BOS)

How to Prepare Responsive Proposals



Pointers

- 1. Know the rules of the Game**
- 2. Loosing Proposals**
- 3. Excellent Proposals**



Pointer 1

Know the Rules-of-the-game



1. Request for Proposal (RFP)

Section 1: Letter of Invitation (LOI)

Section 2: Instructions to Consultants (ITC)

Section 3: Technical Proposal - Standard Forms

Section 4: Financial Proposal - Standard Forms

Section 5: Terms of Reference (TOR)

Section 6: Standard Forms of Contract

Section 7: List of ADB Member Countries



Policies and Procedures 'Rules of the game'

Guidelines on the Use of Consultants



Guidelines

- **Policies and procedures for selecting, contracting and monitoring consultants required for loan and technical assistance (TA) projects**

The image shows the front cover of a document. It has a dark blue background. At the top left is the ADB logo (white 'ADB' in a dark blue square). Below the logo is a horizontal orange band containing the title. At the bottom is another horizontal dark blue band containing the date and the bank's name.

ADB

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

Feb 2007

Asian Development Bank



Business Opportunities Seminar (BOS)

Pointer 2

Losing Proposals !



Actual Cases

- **13 TP samples between 2008-2009**
- **4 sectors: Energy, Transport, Natural Resources, Governance.**
- **For projects in 8 countries and 2 regions (SA/SE)**
- **1st ranked=2, 2nd=3, 3rd=3, Below 750=5**
- **2 Worst scores: 411 and 596**



Why did they get 411 out of 1000 points?

- **Proposing non-ADB member country nationals**
- **Proposing current EA staff**
- **Ticking the wrong boxes in the CV (13. Certification)**
- **Exceeding the page limit**
- **Splitting a position into two**



How about the TP with 596 points?

- **Proposing non-ADB member country nationals**
- **Too much Home-Office inputs (more than 60%)**
- **Little understanding of the objectives**
- **Missing certain requirements of TOR**
- **No similar geographical experiences**
- **Proposing non- or under-qualified experts**



Pointer 3

Excellent proposals

- **Follows Instructions to Consultants.**
- **Using charts and tables effectively to demonstrate their good understanding of the project objectives**
- **Proposing highly qualified experts with relevant project and country experiences**



You MUST:

- **Read and follow Instructions to Consultants (RFP Section 2) including Data Sheet Very Very carefully!**
- **Visit the project site and meet the EA**
- **Understand Terms of Reference (TOR) very well**
- **Propose TL who is familiar with ADB procedures, guidelines**
- **Reduce home-office inputs**
- **Check the Evaluation criteria carefully and propose the best candidates for the highest point position**



Thank you for attending the seminar!

Hope you have found this seminar useful.

Feel free to contact Central Operations Services Office Div. 1 should you have further questions after the seminar

Hiroyuki Maruyama

Tel: 0063 2 632 6437

E-mail: hmaruyama@adb.org