

Revised procedures for recruiting and using consultants

Effective January 2005, ADB has changed several procedures for recruiting consultants for TAs and implementing TA projects.

a) Recruiting consulting firms

- There is a new, more detailed format for listing the consulting services required for TAs in the Business Opportunities section of ADB's website. The new notice is additional to the usual project notice and includes the consultants' TOR. It is listed for at least 30 days before shortlisting.
- The electronic EOI format was revised accordingly, to make it more specific and focused on the project. Consultants are encouraged to use the electronic format.
- ADB staff are using a new system to monitor the time taken for each recruitment activity. The aim is to eliminate unnecessary delays and generally speed up recruitment.
- Only assignments with budgets of US\$500,000 or more are counted against a firms' quota of three 3 proposals per calendar year. Assignments with smaller budgets do not count.
- The threshold for the project division to shortlist consultants and evaluate their proposals, rather than an interdepartmental committee, is increased from \$400,000 to \$500,000.
- There are some new guidelines on using technical proposals:
 - When the consulting services budget is less than or equal to US\$500,000, the default type is biodata technical proposals (BTPs) and the preparation time is 21 days.
 - When the consulting services budget is more than US\$500,000 and equal to or less than US\$1,000,000, the default type is simplified technical proposals (STPs) and the preparation time is 35 days.
 - When the consulting services budget is over US\$1,000,000, the default types are either simplified technical proposals (STPs) or full technical proposals (FTPs). The preparation time for FTPs is 45 days.
- When the consulting services budget \$600,000 or less, ADB will generally conduct the contract negotiations by email and fax. ADB will usually conduct face-to-face negotiations when the consulting services budget is more than \$600,000.

b) Recruiting individual consultants

- ADB project officers can now propose one candidate for assignments that ADB does not classify as senior and which do not exceed 3 months. For senior assignments and those exceeding 3 months, project officers must continue to identify and rank three candidates.

c) Using consultants

- ADB staff must not allow a consultant to start work before the consultant and ADB sign the contract.
- The requirement for consultants to obtain 3 quotations for equipment in remote areas where few suppliers are available is now relaxed. In these cases the consultants will be asked to obtain quotations from the capital city or to obtain one or two quotations locally.
- ADB will close TA accounts promptly after the work is completed and will not be able to make payments from the closed accounts. Consulting firms have a deadline of 90 days after completion to submit their final claims and individual consultants have a deadline of 60 days. ADB will normally close the account less than 30 days after the submission deadline and less than 120 days after completion. When a consultant does not complete all the requirements for closing the account within the deadline, ADB will use the following procedures:
 - If a consultant does not submit its final claim by the deadline, ADB's project division will decide the amount that ADB will pay.
 - If a consultant submits its final claim but ADB disputes the amount and the consultant does not agree, ADB's project division will decide the amount that ADB will pay.
 - If the consultant does not turn over or dispose of the equipment and vehicles and submit a certificate, ADB's project division will certify that the equipment and vehicles were turned over or disposed of.