

Appendix 1

Documents on Consulting Services

Document	URL
1. Harmonized Request for Proposal (RFP) for Recruiting Consulting Firms for Technical Assistance Projects for All Selection Methods (Updated: 20 August 2007)	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/all-methods-ta.asp
2. Recruitment of Individual TA or Staff Consultant	
<ul style="list-style-type: none"> ▪ CV format for individual consultants 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/CV-format-individual-28Aug07.doc
<ul style="list-style-type: none"> ▪ Noncommittal inquiry 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/ICS-noncommittal-inquiry-21June07.pdf
<ul style="list-style-type: none"> ▪ Sample individual consultant's contract 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/ICS-Contract.pdf
<ul style="list-style-type: none"> ▪ Computer requirements of consultants assigned at ADB HQ 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/Computer-Requirements.pdf
<ul style="list-style-type: none"> ▪ Global group insurance policy for consultants 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/GGIPC-1January2006.pdf
<ul style="list-style-type: none"> ▪ Request for payment to individual consultant/non-ADB staff 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/Claim-Form.xls
<ul style="list-style-type: none"> ▪ Performance evaluation report form 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/PER-IC.pdf
3. Harmonized Request for Proposal (RFP) for Recruiting Consulting Firms for Loan Projects for All Selection Methods (Updated: 20 August 2007)	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/all-methods-loan.asp
<ul style="list-style-type: none"> ▪ Summary of major changes from previous RFP version 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/changes-prevrfpvsasm.pdf
4. Submission Formats for Executing Agencies	
<ul style="list-style-type: none"> ▪ Submission forms 	
<ul style="list-style-type: none"> ▪ QBS submission 1 – report on short-listing of consulting firms 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/QBS-SUBMISSION-1.doc
<ul style="list-style-type: none"> ▪ QBS submission 2 – report on evaluation and ranking of proposals 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/QBS-SUBMISSION-2.doc
<ul style="list-style-type: none"> ▪ QBS submission 3 – draft negotiated contract 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/QBS-SUBMISSION-3.doc
<ul style="list-style-type: none"> ▪ QBS submission 4 – signed contract 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/QBS-SUBMISSION-4.doc
<ul style="list-style-type: none"> ▪ QCBS submission 1 – report on short-listing of consulting firms 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/QCBS-SUBMISSION-1.doc
<ul style="list-style-type: none"> ▪ QCBS submission 2 – report on evaluation of technical proposals 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/QCBS-SUBMISSION-2.doc
<ul style="list-style-type: none"> ▪ QCBS submission 3 – report on financial evaluation and ranking of technical proposals 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/QCBS-SUBMISSION-3.doc
<ul style="list-style-type: none"> ▪ QCBS submission 4 – draft negotiated contract 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/QCBS-SUBMISSION-4.doc
<ul style="list-style-type: none"> ▪ QCBS submission 5 – signed contract 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/QCBS-SUBMISSION-5.doc
<ul style="list-style-type: none"> ▪ Direct selection submission 1 – report on consulting assignment 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/DS-SUBMISSION-1.doc
<ul style="list-style-type: none"> ▪ Direct selection submission 2 – draft negotiated contract 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/DS-SUBMISSION-2.doc
<ul style="list-style-type: none"> ▪ Direct selection submission 3 – signed contract 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/DS-SUBMISSION-3.doc
<ul style="list-style-type: none"> ▪ Individual consultant submission 1 – proposal for engagement of consultant 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/IC-SUBMISSION-1.doc
<ul style="list-style-type: none"> ▪ Individual consultant submission 2 – signed contract 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/IC-SUBMISSION-2.doc

Document	URL
<ul style="list-style-type: none"> ▪ Templates 	
<ul style="list-style-type: none"> ▪ Form EV 4.1 – record of attendance at the opening of the financial proposals 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/Form-EV-4-1.doc
<ul style="list-style-type: none"> ▪ Form EV 4.2 – record of technical score and proposal prices at opening of financial proposals 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/Form-EV-4-2.doc
<ul style="list-style-type: none"> ▪ Form EV 5 – summary evaluation sheet of individual firm's financial proposal 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/Form-EV-5.doc
<ul style="list-style-type: none"> ▪ Form EV 6 – summary evaluation sheet of financial proposals 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/Form-EV-6.doc
<ul style="list-style-type: none"> ▪ Form EV 6.1 – financial proposal price adjustments 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/Form-EV-6-1.doc
<ul style="list-style-type: none"> ▪ Form EV 7 – summary proposal ranking sheet 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/Form-EV-7.doc
<ul style="list-style-type: none"> ▪ Form CN minutes (QBS) 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/QBS-Loan-CN-Minutes.doc
<ul style="list-style-type: none"> ▪ Form CN minutes 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/QCBS-Loan-CN-Minutes.doc
5. Summary of methods for selection of consulting firms/ organizations	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/qcbs.asp
6. Standard forms for contract administration (revised Jan 2008)	
<ul style="list-style-type: none"> ▪ Contract variation 	
<ul style="list-style-type: none"> ▪ Instructions to consultant to request a contract variation 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/Instruct2Consultants-Nov07.pdf
<ul style="list-style-type: none"> ▪ Breakdown of billing rates form 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/Breakdown.xls
<ul style="list-style-type: none"> ▪ CV format for replacement experts 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/CV-format-replacement-28Aug07.doc
<ul style="list-style-type: none"> ▪ Example of contract variation 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/vo-sample-12Sep07.pdf
<ul style="list-style-type: none"> ▪ Contract variation form 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/convar_form.xls
<ul style="list-style-type: none"> ▪ Illustrated example of contract cost estimates 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/voform-sam.pdf
<ul style="list-style-type: none"> ▪ VO Request Form for User Division 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/VO-Reqform-14Jan08.xls
<ul style="list-style-type: none"> ▪ Preparation and submission of TA monthly reports and claims for payment 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/instructions.asp
<ul style="list-style-type: none"> ▪ Instructions on preparing the monthly statement of consultant inputs and claims 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/prepare-mo-statement.pdf
<ul style="list-style-type: none"> ▪ Monthly statement of consultant inputs 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/firmmsci.xls
<ul style="list-style-type: none"> ▪ Final statement of eligible costs 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/finalstm.xls
<ul style="list-style-type: none"> ▪ Request for payment to individual consultant/non-ADB staff 	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/req_payment_form.pdf
7. Glossary of ADB consulting terms (Sept. 2001)	<ul style="list-style-type: none"> ▪ www.adb.org/Consulting/glossary.pdf

Appendix 2

Data Sheet

DATA SHEET		
TA No. 7901 - DMC Institutional Strengthening of the Urban Development Authority		
Ref. No.: LOI/TA7901-DMC		
Reference Clauses in Section 2		
1.1	Method of Selection	QCBS
1.3	Representative/Contact Person and Address of the Executing Agency Mr. John Doe Director General Urban Development Authority 13-14 National Blvd., Capital City, DMC Tel. No.: 899 23 890 330 Fax No.: 899 23 212 278 E-mail Address: uda@dmcnet.com	
1.4	The executing agency will provide the following counterpart facilities: (a) office accommodation and transport; (b) remuneration and per diem of counterpart staff	
1.12	Validity of proposal	03 August 2007 – 1600 hours
2.1	Clarifications may be requested not later than 10 days before the submission date	23 April 2007
4.1	Type of technical proposal required	Simplified
4.1(v)	Minimum number of person-months that must be shown on the personnel schedule are:	
	International experts	22
	National experts	8
5.1(v)(f)	Provisional sums (\$ amount) Equipment Training, seminars, and conferences	20,000 (fixed amount) 30,000 (fixed amount)
5.1(v)(f)	Contingency (\$ amount)	65,000 (fixed amount)
5.1(v)(f)	Maximum budget for consulting services assignment (including the provisional sums and contingency shown above in \$) ¹	700,000
5.1(v)(g)	Examples of essential items of expenditure to be included on the financial proposal (other than provisional sums and contingency) ²	(Remuneration, out-of-pocket expenses [e.g., per diem, international/national air travel, miscellaneous travel expenses, communication, report preparation, production and transmission, land transportation, vehicle rental, etc.]
6.3	Consultants must submit an original and 2 copies of the technical proposal and an original financial proposal with CD to ADB at the following address: ³	

¹ The amount of provisional sums is included within the budgeted ceiling in the data sheet (clauses 7.6 [QCBS], 7.7 [FBS], and 7.8 [LCS]).

² The consultant must assess the relevant expenditure, other than the provisional sums and contingency, to be included in its financial proposal. The relevant items of expenditure must be shown and found in the financial proposal. If any item is not shown, the cost of such items will be treated as being included elsewhere in the financial proposal and cannot be introduced during contract negotiations.

³ If QBS, only a technical proposal should be submitted.

Reference Clauses in Section 2		
	The Principal Director, Central Operations Services Office Asian Development Bank 6 ADB Avenue, Mandaluyong City 1550 Metro Manila, Philippines	
6.4	Financial proposal to be submitted at the same time as the technical proposal	Yes
6.5	Submission time and date of proposal	03 May 2007 – 1600 hours
6.5	Name and address of ADB where correspondence concerning this request for proposal is to be sent: Julia Kwan, Procurement Specialist Central Operations Services Division 2 6 ADB Avenue, Mandaluyong City 1550 Metro Manila, Philippines Fax: 63 2 636 2471 E-mail: jkwan@adb.org	
6.5	One copy of the technical proposal for ADB resident mission with the following address: Name of Incumbent Country Director DMC Resident Mission Street Address, Capital City, DMC, P.O. Box 2436 Tel: 5509 (899 23) 215 805 / 215 806 / 216 417 Fax: 899 23 215 807 E-mail: adb@bigpond.com.DMC	
6.5	One copy of the technical proposal for the executing agency with the following address: Mr. John Doe Director General Urban Development Authority 13-14 National Blvd., Capital City, DMC Tel. No.: 899 23 890 330 Fax No.: 899 23 212 278	
7.1	Minimum score required for technical proposal	750 points
7.1	Summary evaluation criteria	Please refer to data sheet, Appendix 1
7.4	Expected date of public opening of financial proposals	21 May 2007
7.4	Reference exchange rate	ADB currency book rate on proposal submission date
8.1	Expected date to start contract negotiations	13 June 2007
9.2	Expected date to commence consulting services	02 July 2007
Verified by:		
Julia Kwan Procurement Specialist Central Operations Services Division 2		

Appendix 3

Curriculum Vitae (CV) for Proposed International or National Experts

1. **Proposed Position** *[only one candidate shall be nominated for each position]:* _____

2. **Name of Firm** *[Insert name of firm proposing the expert]:* _____

3. **Name of Expert** *[Insert full name]:* _____

4. **Date of Birth:** _____ **Citizenship:** _____

5. **Education** *[Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

6. **Membership in Professional Associations:** _____

7. **Other Trainings** *[Indicate significant training since degrees under 5 – Education were obtained]:*

8. **Countries of Work Experience:** *[List countries where expert has worked in the last 10 years]:*

9. **Languages** *[For each language, indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

10. **Employment Record** *[Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (format here below): dates of employment, name of employer organization, positions held.]:*

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

NOTE: Maximum of 5 pages.

<p>11. Detailed Tasks Assigned <i>[List all tasks to be performed under this assignment.]</i></p>	<p>12. Work undertaken that best illustrates capability to handle the tasks assigned <i>[Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed in line 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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13. Certification:

- | | | |
|--|--------------------------|--------------------------|
| I, the undersigned, certify to the best of my knowledge and belief that | Yes | No |
| (i) this CV correctly describes my qualifications and my experience; | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) I am employed by the Executing or the Implementing Agency; | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) I am a close relative of a current ADB staff member; | <input type="checkbox"/> | <input type="checkbox"/> |
| (iv) I am the spouse of a current ADB staff member; | <input type="checkbox"/> | <input type="checkbox"/> |
| (v) I am a former ADB staff member; | <input type="checkbox"/> | <input type="checkbox"/> |
| • If yes, I retired from ADB over 12 months ago; | <input type="checkbox"/> | <input type="checkbox"/> |
| (vi) I am part of the team who wrote the terms of reference for this consulting services assignment; | <input type="checkbox"/> | <input type="checkbox"/> |
| (vii) I am sanctioned (ineligible for engagement) by ADB. | <input type="checkbox"/> | <input type="checkbox"/> |

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of expert or authorized representative of the firm] *[Day/Month/Year]*