

Project Administration Instructions

PAI 2.04, Part B
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SUPERVISING THE IMPLEMENTATION OF CONSULTING SERVICES PART B: SUPERVISING CONSULTANTS ON LOAN/GRANT PROJECT ASSIGNMENTS

A. Introduction

1. This project administration instruction (PAI) provides some procedures for supervising consultants on the Asian Development Bank (ADB) loan assignments and administering their contracts. Also read PAI 2.04, Part A, PAI 5.04 and PAI 5.11, which provide procedures for administering loan/grant and technical assistance (TA) assignments. Please note that requests for consultant contract variations typically need to be accompanied by approval for related minor or major changes in project scope or implementation arrangements (ref. PAI 5.04, paras 13-16 and PAI 5.11, paras 36-43). PAI 2.05, Part A and PAI 2.05, Part B provide information on evaluating consultants' performance.

B. Policies

2. The borrower's executing agency (EA) is normally responsible for supervising the consultants on loan assignments and on administering their contracts. It is important for the EA to monitor the consultants' progress and promptly discuss any problems that arise.

3. The ADB user division advises and assists the EA as necessary while the consultants are being recruited and are completing their assignments.

C. Terminating a Consultant's Contract

4. When problems arise during a loan consulting assignment, the user division advises the EA to generally follow the procedures in PAI 2.04, Part A and PAI 5.11, paragraph 19.

5. If the EA proposes to terminate a consultant's contract, the EA should submit to the user division for approval

- adequate background information and justification for the proposed termination,
- a summary of the required adjustments or remedial action, and
- a proposal on how the assignment will be completed.

6. The user division discusses the proposal with the EA, and the consultant if possible. Based on the available information, the user division then discusses with the Central Operations Services Office (COSO) whether to convene a consultant selection committee (CSC) meeting. If COSO convenes a CSC meeting, the CSC decides if termination is warranted. If a CSC meeting is not convened, the user division decides if termination is warranted, in consultation with COSO, the Office of the General Counsel, and other relevant departments and offices. The user division advises the EA of the decision. The EA then tells the consultant the decision, in accordance with the provisions in the contract.