

Project Administration Instructions

PAI 2.04, Part C
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SUPERVISING THE IMPLEMENTATION OF CONSULTING SERVICES PART C: SUPERVISING CONSULTANTS ON STAFF CONSULTING ASSIGNMENTS

A. Introduction

1. This project administration instruction (PAI) provides some policies and procedures for supervising consultants on Asian Development Bank (ADB) staff consulting assignments and on administering their contracts. Also read PAI 2.04, Part A and PAI 5.11, which provide procedures for administering technical assistance assignments. Many of these procedures also apply to staff consulting assignments. PAI 2.05, Parts A and B provide more information on evaluating consultants' performance.

B. Policies

2. ADB user divisions are responsible for supervising consultants on staff consulting assignments. The Central Operations Services Office (COSO) is generally responsible for administering the staff consultants' contracts.

C. Status

3. Consultants on staff consulting assignments are regarded as experts performing missions for ADB and are entitled to certain privileges and immunities in accordance with the provisions in the *Agreement Establishing the Asian Development Bank*.

4. Consultants on staff consulting assignments must not represent ADB or sign documents on behalf of ADB.

D. Mission Travel

5. When a user division requires a consultant on a staff consulting assignment to visit a project area or to join an ADB mission, the division obtains approval for the consultant's travel in the mission authorization request.

E. Extending Individual Staff Consulting Assignments

6. COSO treats proposals for individual consultants on staff consulting assignments to perform additional work as extensions if there has been less than 1 month's delay since the consultant completed the previous assignment and if the new assignment is similar to the previous one. COSO treats other proposals for additional work as new assignments.

7. Proposals to extend an individual staff consulting assignment up to a total period of less than 1 year are approved by the director of the user division and the relevant COSO director. When the total engagement period including the extension is more than 60 calendar days, the Director, Budget and Management Services Division, endorses the extension proposals. Proposals to extend an individual staff consulting assignment to a total period of 1 year or more are endorsed by the head of the user department or office and the Principal Director, COSO, and approved by the Director General, Budget,

Personnel and Management Systems Department. Note that long-term assignments without specific time-bound outputs are approved only in exceptional circumstances. The memo must include detailed justification of the rationale and purpose, establishing that the assignment is important and no staff member can perform the work. The user division attaches to its memo requesting approval the terms of reference, the cost estimates, and the consultant's curriculum vitae.

8. The user division either processes the extension if it will cost \$10,000 or less or asks COSO to process it. When it writes to COSO, the user division attaches copies of the approval, the terms of reference, and the cost estimates.

F. Terminating Contracts for Individual Staff Consulting Assignments

9. When problems arise during an individual staff consulting assignment, the user division generally follows the procedures in PAI 5.11, paragraph 19. When the division proposes to terminate the contract, it first consults COSO and, if necessary, the Office of the General Counsel. If the user division decides, after consultation, to terminate the contract, it notifies the consultant in writing of its intention to terminate the contract. Then it asks COSO to send a written notice to the consultant in accordance with the provisions in the contract. The implementation of the contract provisions is the responsibility of the user division.