

Project Administration Instructions

PAI 2.02, Part B
Revised January 2009
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RECRUITING CONSULTING FIRMS PART B: TYPES OF TECHNICAL PROPOSALS

A. Introduction

1. This project administration instruction (PAI) outlines the three types of technical proposals that the Asian Development Bank (ADB) and executing agencies (EAs) use to select consulting firms. Also read PAI 2.01, which provides general guidelines on recruiting consultants, and the other parts of PAI 2.02, which provide guidelines on recruiting consulting firms.

2. The three types of technical proposals ADB and EAs use are the full technical proposal (FTP), simplified technical proposal (STP), and biodata technical proposal (BTP). The type used for each assignment depends mainly on the contract budget and whether there is a need for a detailed approach and methodology, although flexibility exists to adapt the type of proposal to special circumstances.

3. For technical assistance (TA) operations, the project officer states in the concept paper¹/TA paper the type of proposal that will be used, after discussing this with the Central Operations Services Office (COSO). Where COSO and the user division do not agree on the type of proposal, COSO may request that the type of proposal be discussed and endorsed by a staff review committee (SRC) meeting. The type of proposal may alternatively be approved by the director of the user division and responsible COSO director through submission of a memo. After the TA is approved, a recommendation to change the type of proposal to be used must be approved jointly by the director of the user division and the responsible COSO director.

4. For loan/grant projects, the type of proposal that will be used must be set out in the procurement plan and the report and recommendation of the President (RRP) and reviewed by COSO at the time of submission of the draft RRP for comments prior to the management review meeting. Where COSO and the user division do not agree on the type of proposal, COSO may request that the type of proposal be discussed and endorsed by the SRC meeting after appraisal. The type of proposal may alternatively be approved by the director of the user division and the responsible COSO director through submission of a memo. After the loan/grant is approved, a recommendation to change the type of proposal to be used must be approved jointly by the director of the user division and the responsible COSO director.

B. Full Technical Proposals

5. ADB and EAs normally use FTPs as the default types for contract budgets over \$1,000,000.

6. The short-listed consultants are allowed 45 days to prepare FTPs.

¹ Applicable to project preparatory technical assistance.

7. The information required in an FTP includes the following:

- details of the consultant's and any associated consultants', or the joint venture's, background, organization, and recent experience including project profiles of completed projects that outline the range of technical experience and the range of geographic experience the firm or its associates can bring to the assignment;
- a proposed technical approach and work plan, including comments on the terms of reference (TOR), a general approach to carrying out the services, an organization chart, a time schedule, a bar chart showing when the main activities will be completed, and a staffing schedule showing when the international and national experts will work in the field and at the home office;
- the biodata of each proposed expert, including the expert's name, nationality, academic background, employment record, and detailed professional experience; each expert must sign and date his/her biodata when the consultant submits it and certify that the information is correct; PAI 2.01, Part C lists some requirements for all experts, including that they must be nationals of ADB member countries and must be medically fit for their assignments, including necessary travel; each expert's biodata is limited to five single-sided pages;
- details of any proposed association arrangements or joint ventures with international or national consulting firms, including identifying any experts in the proposal who are staff members of associated consultants; and
- estimates of the office space, furniture, equipment, vehicles, etc. that the consultant will need to provide the services.

8. ADB's user division determines the evaluation weights for TA, and EAs determine the evaluation weights for loans. The evaluation weights are set according to the requirements of the project and total 1,000 points. The suggested weights are

• firm's qualifications and experience	100–200 points
• approach and methodology	200–400 points
• personnel biodata	500–700 points
Total	1,000 points

C. Simplified Technical Proposals

9. ADB and EAs normally use STPs as the default type for contract budgets over \$600,000 and less than or equal to \$1,000,000.

10. ADB prefers detailed, precise TOR and STPs as the most commonly used type of technical proposal.

11. The short-listed consultants are allowed 35 days to prepare STPs.

12. STPs are shorter than FTPs. They do not include information on the firms' previous experience, because the consultant selection committee or the EA is assumed to have reviewed this adequately during short-listing. The length of some sections is strictly limited as follows:

- The approach and methodology, work plan, and personnel schedule are limited to 10 single-sided pages in total.
- Each expert's biodata is limited to five single-sided pages.
- No appendices are allowed.

When a proposal exceeds the above page limits, ADB or the EA will reduce the relevant scores by way of penalty as provided for in more detail in the Request for Proposal (RFP).

13. The evaluation weights for STPs are fixed, and ADB or the EA cannot change them:

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|-----------------------------|---------------------|
| • approach and methodology | 300 points |
| - methodology and work plan | 200 points |
| - personnel schedule | 50 points |
| - presentation | 50 points |
| • personnel biodata | 700 points |
| Total | 1,000 points |

14. An abbreviated STP with reduced proposal submission time (e.g., 14 or 21 days), see PAI 2.02, Part H, paragraph 12 may be used upon prior approval of COSO in particular cases involving national and local NGOs.

D. Biodata Technical Proposals

15. ADB and EAs normally use BTPs as the default type for contract budgets of \$600,000 or less.

16. The short-listed consultants are allowed 21 days to prepare BTPs.

17. BTPs are shorter than STPs and consist of a graphical work plan, a personnel schedule, and the biodata of each proposed expert.

18. The biodata of each proposed expert is limited to five single-sided pages. When a biodata exceeds five pages, ADB or the EA reduces the relevant score by way of penalty as provided for in more detail in the RFP.

19. The evaluation weights are fixed, and ADB or the EA cannot change them:

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|------------------------------------|---------------------|
| • work plan and personnel schedule | 100 points |
| • proposal presentation | 50 points |
| • personnel biodata | 850 points |
| Total | 1,000 points |