

Project Administration Instructions

PAI 2.02, Part F
Revised January 2008
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RECRUITING CONSULTING FIRMS PART F: FOR STAFF CONSULTING ASSIGNMENTS

A. Introduction

1. This project administration instruction (PAI) provides policies and procedures for recruiting consulting firms for staff consulting assignments. Read it in conjunction with PAI 2.01, which provides general guidelines on recruiting consultants, and the other parts of PAI 2.02, which describe procedures for recruiting consulting firms.

B. Policies

2. ADB recruits consultants for staff consulting assignments funded from ADB's administrative budget to supplement its staff by providing specialized expert knowledge and advice. Most staff consulting assignments are for individuals, but some are for organizations, including commercial consulting firms, international and national organizations, accredited nongovernment organizations, and academic and research institutions. The steps to be followed in recruiting firms for staff consulting assignments are shown in Appendix 1.

3. Staff consulting assignments are categorized as

- international if they require international experience, and organizations from all ADB member countries may apply and be considered; or
- national if they require only expertise available in the assignment country, and only organizations registered in the assignment country may apply and be considered.

Nationals of the country concerned who have extensive international experience may be considered as international consultants for assignments that require an international level of expertise. (Extensive international experience is generally defined as having been recruited for three or more contracts at an international level, but also includes individuals of internationally acknowledged expertise in their professional fields.)

4. ADB funds staff consulting assignments from the user division's administrative budget. The Controller's Department debits the costs from the budget subheading "consultants" under the provision for internal administrative expenses. Staff consulting assignments for firms do not usually involve work that could be considered as providing technical assistance (TA) to member countries, because ADB finances this work through TA operations.

C. Obtaining Approval

5. When the user department or office has sufficient budget, the user division submits a proposal to engage a consulting firm for a staff consulting assignment to the head of the user department or office for approval. When the consultant's inputs will exceed 60 calendar days, the user division also submits the

proposal to the Director, Budget and Management Services Division (BPBM), to endorse. When the user department or office does not have sufficient budget, the user division submits the proposal to the head of the department or office to endorse and to the Director General, Budget, Personnel, and Management Systems Department to approve.

D. Asking COSO to Help Recruit the Consultant

6. After the assignment is approved, the user division sends a memo to the Central Operations Services Office (COSO) asking it to help recruit the consultant. The user division discusses and agrees with COSO on specific details relating to the recruitment. These will entail following the principles of free and open competition outlined in the *Guidelines on the Use of Consultants by Asian Development Bank and Its Borrowers*; the use of one of the six approved methods of selection described in PAI 2.02, Part A; the use of an appropriate proposal as described in PAI 2.02, Part B; and the use of a standard contract as described in PAI 2.02, Part C.

RECRUITING CONSULTING FIRMS AS STAFF CONSULTANTS

