

Project Administration Instructions

PAI 2.03, Part D
Revised January 2008
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RECRUITING INDIVIDUAL CONSULTANTS PART D: FOR IN-HOUSE TRAINING ASSIGNMENTS UNDER THE ADMINISTRATIVE BUDGET

A. Introduction

1. This part of project administration instruction (PAI) 2.03 provides procedures for recruiting consultants for in-house training assignments. Also read PAI 2.01, which provides general guidelines on recruiting consultants, and PAI 2.03, Parts A, B, and C for individual consultants recruited under technical assistance, loans, and staff consultants for assignments other than in-house training assignments. Appendix 1 outlines the steps in recruiting consultants.

2. Training assignments are to conduct training and development programs for Asian Development Bank (ADB) staff. The user division for all training consultants is the Human Resources Division (BPHR). The assignments are for either consulting firms or individual consultants. BPHR selects individual consultants using biodata reviews or single-source selection (SSS).

B. Training Concept Paper

3. BPHR first identifies potential training needs and analyzes them to clarify what training is required. Then BPHR prepares a training concept paper that identifies the target audience and their training needs, and recommends a program to meet those needs. The Director, BPHR approves the concept paper if the contract budget is \$100,000 or less, and the Director General, Budget, Personnel, and Management Systems Department (BPMS) approves it if the contract budget is more than \$100,000.

C. Terms of Reference

4. BPHR forms working groups to design most training programs and select the consultants. The working groups include staff from the target departments and technical specialists, with training specialists from BPHR acting as chairpersons. The groups first develop the content of the programs and prepare the terms of reference (TOR), which include the following information:

- purpose of the training program;
- scope of work;
- expertise required;
- whether BPHR will recruit a firm or individual training consultant;
- if BPHR will recruit an individual consultant, whether it will select using a biodata review or SSS;
- time schedule;
- deliverables and reports required;
- facilities ADB will provide; and
- details of other implementation arrangements.

5. The Director, BPHR approves the TOR if the contract budget is \$100,000 or less and BPHR will select the consultant competitively. The Director General, BPMS approves the TOR if the contract budget is more than \$100,000 or if BPHR will use SSS to select the consultant.

D. Short List

6. When the contract budget is more than \$100,000, BPHR posts the training program in the business opportunities section of ADB's website for at least 30 days before preparing a short list. When a program is urgent, the Director General, BPMS may approve waiving the posting.

7. The working group then prepares a short list of at least three technically qualified consultants after checking the Technical Assistance Information System for their past performance. The group identifies qualified candidates from their expressions of interest; by searching the DACON and DICON (data on consulting firms and individual consultants, respectively), the Internet, and databases of professional associations; and by asking training companies and educational institutions for nominations. The consultants on the short list must represent ADB's member countries in a reasonably geographically balanced manner. The list normally does not contain more than one consultant from any member country. In special cases when not enough candidates can be identified with the required expertise, the Director, BPHR may approve including two consultants from one country on the list.

8. BPHR prepares minutes of the short-listing meeting, and submits the short list and minutes through the Director, BPHR to the Central Operations Services Office (COSO) for concurrence. After COSO concurs with the short list and minutes, the Director, BPHR approves them.

E. Using Biodata Reviews to Select Individual Consultants

9. The working group reviews the biodata of the short-listed candidates and ranks them. The Director, BPHR approves the ranking and clears any former ADB staff who have not previously worked as consultants on ADB assignments. Then BPHR confirms the availability of the first-ranked candidate.

10. BPHR enters the TOR and biodata of the first-ranked candidate into the individual consultants system (ICS) and submits a request to COSO to engage the consultant. The ICS routes the request through the Director General, BPMS, who approves it. BPHR submits the request at least 10 working days before the scheduled start of the assignment.

F. Selecting Individual Consultants Using Single-Source Selection

11. BPHR uses SSS to select individual consultants for training assignments in special circumstances, when it has adequate justification. SSS may be appropriate when

- a consultant is clearly more qualified than any other for the assignment, because the consultant previously conducted the same program or a related program and performed well;
- only one consultant is qualified for the assignment; or

- a consultant must be engaged quickly and not enough time is available to conduct a biodata review.

12. BPHR may use SSS to select training consultants and engage them to facilitate workshops and seminars without a contract negotiated by COSO when the required inputs are less than 3 days and the contract budget does not exceed \$10,000. In these cases

- BPHR prepares the TOR and an invitation letter offering an honorarium and out-of-pocket expenses;
- BPHR selects a consultant;
- BPHR sends the TOR, the letter, and the consultant's biodata to COSO;
- COSO checks that the honorarium is reasonable and endorses the engagement;
- BPHR sends the letter and TOR to the consultant; and
- after receiving the consultant's acceptance, BPHR sends the Controller's Department (CTL) copies of COSO's endorsement and the consultant's acceptance, and asks CTL to arrange for the consultant's payment.

G. Administering Training Assignments for Individual Consultants

13. BPHR is responsible for implementing training assignments and supervising the consultant's work. After the training program is completed, BPHR evaluates the consultant's performance and sends a postevaluation report to COSO. The report includes a summary of the program participants' evaluations and the consultant's postevaluation report.

14. BPHR retains in its records the approved training concept papers, TOR, short lists, minutes of short-listing meetings, requests for proposals, technical proposals, evaluation reports, contracts, program evaluations, and consultants' performance evaluation reports.

H. Termination

15. When BPHR proposes to terminate a contract for a training assignment, it first consults COSO and, if necessary, the Office of the General Counsel. If BPHR 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.

RECRUITING INDIVIDUAL CONSULTANTS FOR TRAINING ASSIGNMENTS USING QCBS

