

Project Administration Instructions

PAI 2.03, Part E
Revised on February 2008
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RECRUITING INDIVIDUAL CONSULTANTS PART E: FOR RESOURCE PERSON ASSIGNMENTS

A. Introduction

1. This part of project administration instruction (PAI) 2.03 provides policies and procedures for recruiting individual consultants for resource person assignments. Also read PAI 2.01, which provides general guidelines on recruiting consultants.

B. Policies

2. Resource person assignments are engaged for persons to act as facilitators, speakers, and panelists in conferences, workshops, and seminars financed by the Asian Development Bank (ADB). The consultants engaged for these assignments often have distinguished academic backgrounds and qualifications. User divisions may use single-source selection to select the consultants for these assignments and may engage them without the Central Operations Services Office (COSO) negotiating a contract.

3. Resource person assignments are relatively short and inexpensive, normally not exceeding 10 days. Instead of a consulting fee, consultants engaged for these types of assignments may be given a reasonable range of honorarium as indicated in the reference guide for honorarium of resource persons prepared and updated by COSO from time to time.¹ In addition to the honorarium, and when required, out-of-pocket expenses for airfare, per diem allowance, and miscellaneous travel expenses may be provided separately in accordance with ADB's practices and guidelines for engagement of consultants. If an honorarium is proposed that exceeds the provided ceiling, approval from the head of the department is required after consultation with COSO. The user division must document the selection process and indicate the basis for selection of the resource persons.

4. When user divisions have assignments longer than 10 days, they treat them as technical assistance (TA) or staff consulting assignments and ask COSO to engage the consultants (PAI 2.03, Parts A and C). User divisions may, thus, not extend resource person assignments beyond 10 days. However, divisions may engage resource persons for repeated assignments.

C. Procedures

5. When a user division plans a resource person assignment, it prepares the terms of reference (TOR), the qualifications and experience required, and the cost estimates. If the assignment will be financed under TA, the division includes these details in the TA paper during TA preparation.

6. The user division selects a qualified candidate and checks his/her eligibility. The user division then prepares an invitation letter offering an honorarium and out-of-pocket expenses. If the candidate has previously worked on an ADB assignment, the user division checks the technical assistance information system for his/her previous performance. If the candidate is a former ADB staff member who has not

¹ The reference guide for honorarium of resource persons is included as Appendix 1.

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previously worked as a consultant on an ADB assignment, the division asks the Human Resources Division to clear the engagement. The user division must also follow the general guidelines on recruiting consultants.

7. The user division prepares and generates a request for the staff consultant (RSC) for budget allocation of the expected expenses in the Budget Monitoring Control System if the assignment is to be financed under the user division's staff consultant budget.

8. The user division director approves the invitation letter, the TOR, the cost estimates together with the RSC if it is financed under the staff consultant budget, and the candidate's biodata. The division then sends the invitation letter and the TOR to the candidate. Upon the resource person's acceptance, the user division updates the RSC in the Budget Monitoring Control System to record the agreement.²

9. The user division sends copies of the resource person's acceptance to the Controller's Department (CTL) and asks CTL to arrange to pay the resource person. If the assignment is financed under the staff consultant budget, the user division enters the agreement in the Staff Consultants System using the same RSC number as the reference contract number to enable CTL to process payment.

² The system will only be ready by March 2008. In the meantime, users may please coordinate with J. Pascual, COS1 for assistance.

REFERENCE GUIDE FOR HONORARIUM OF RESOURCE PERSONS

The matrix below provides a reference range of honorarium daily rates³ for different types of resources person assignments.

Type of Assignments	Honorarium for International Resource Person (Daily Rate in US\$)	Honorarium for National Resource Person (Daily Rate in US\$)
Distinguished Speaker/Panelist	700 - 1,000	350 - 500
Conference/Workshop Facilitator	300 - 700	150 -350

³ COSO should be consulted if the honorarium daily rate exceeds the high end in each category. COSO will review and update the reference rates as needed from time to time.