



Asian Development Bank

## **INSTRUCTIONS FOR PREPARING THE MONTHLY STATEMENT OF CONSULTANT INPUTS AND CLAIM FOR PAYMENT**

### **Monthly Statement of Inputs**

1. Prepare a monthly statement of inputs for each month that services have been rendered and submit it to the ADB Office (User Division) specified in Clause 12 of the contract.
2. Personal inputs (Item No. 3 of the Monthly Statement) must be reported in terms of person-months. Enter the total contract provision from Appendix C of the contract, or any corresponding revised provision in the latest approved contract variation. Show experts in the same order as in Appendix C and present international and national consultants separately. Field services include travel time. The formulas for converting periods of less than one person-month into person-months are given in the contract. For periods of less than one person-month of field services, the basis of calculation is one calendar day which is equivalent to 1/30 (0.0333) of a month. For periods of less than one person-month of home office services, the basis of calculation is 176 working hours which is equivalent to one person-month, or eight hours is equal to 1/22 (0.0454) of a person-month, or as otherwise provided in the contract.

### **Claims for Payment**

3. If you are claiming a progress payment or reimbursable expense, complete the claim form on the reverse of the monthly statement. Attach your official invoice and the supporting documents specified in the payment schedule (last page) of Appendix C of the contract. If the payment due date does not coincide with a monthly reporting date, you may submit your claim without providing the details of personnel inputs on the reverse side of the form.
4. You should not claim amounts in excess of the contract provision or latest variation unless prior approval has been granted by ADB. If you are claiming additional amounts not provided for in the contract or in the latest approved contract variation, you must make a request for a contract variation in the prescribed ADB form and attach it to your claim. If you propose to incur and claim costs in excess of the contract provision or the latest approved variation, you must submit a request for a contract variation to the User Division for ADB approval prior to making the additional expenditure.
5. If you wish to change your Bank account(s) as specified in Clause 7 of the contract, you must provide the following details on the claim form:
  - (i) Full details of your bank including Bank Name, address, ABA Number, SWIFT Account Number, and your Account Number.
  - (ii) All payments to the consultant will be made in the currencies specified in the contract. Where the payment is to be made to a bank not located in the country of the specified currency to be paid, please provide the full name and address of the correspondent bank in that country. If payment is due to more than one currency but only one account is designated, ADB shall convert the other

currencies payable to the consulting firm into the currency of the account so designated at ADB's exchange rates applicable at the time of payment for remittance. While ADB will exercise all reasonable care in arranging telegraphic transfer of funds, it is unable to accept responsibility for delays in payment arising from misdirected telegraphic transfers.

### **Final Statement of Eligible Costs**

6. Pursuant to Section 6.06 of the General Conditions of Contract, the consultant, after completion of services, must submit a statement of Eligible Costs incurred. The inputs shown in such statement must be consistent with the inputs shown in the Monthly Statements of Inputs and Claims for Payment.