



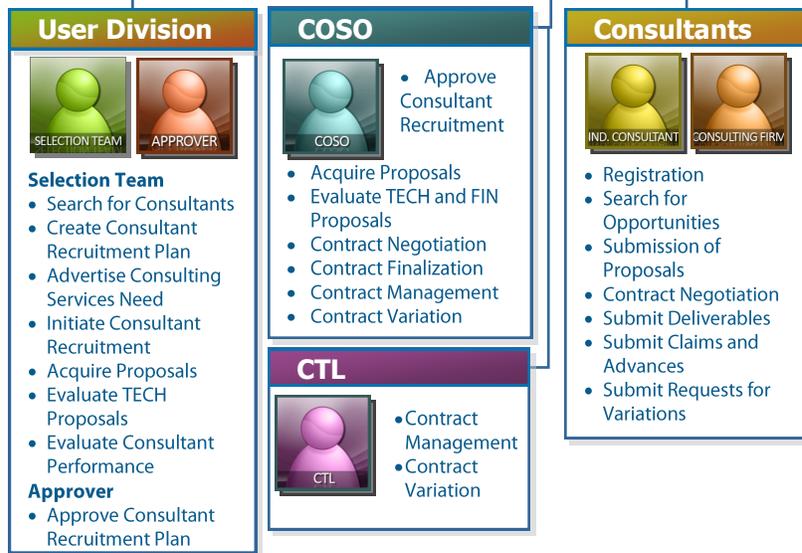
1

Introducing the ADB Consultant Management System

Consultant Management System (CMS) is the web-based integrated system to support ADB's consultant information management, consulting services recruitment, contract administration, and consultant performance management.

ROLES AND SCOPE OF CONSULTANT MANAGEMENT

Consultant Management System

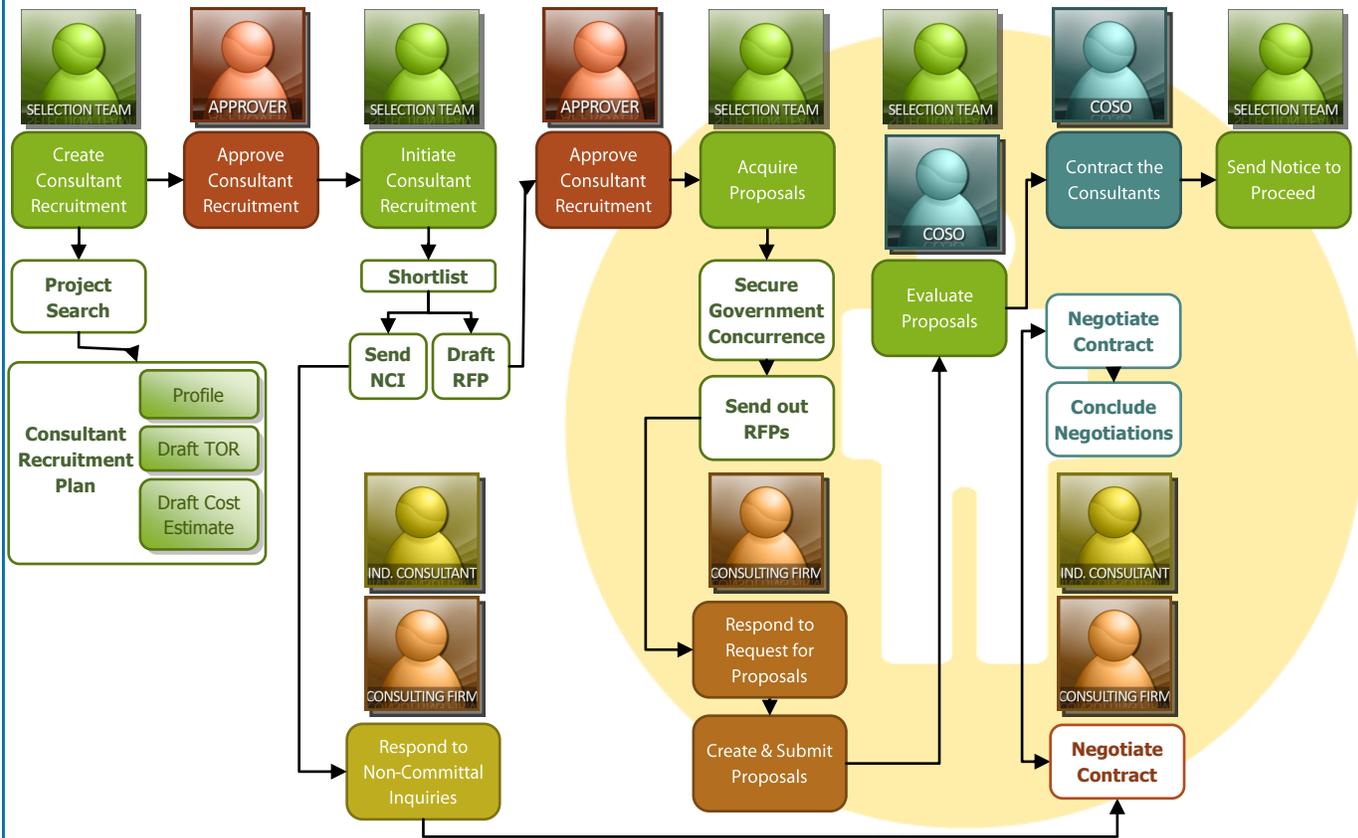


CMS was designed to cover any detail required by the consultant engagement through a generic workflow that can accommodate the specifications in the table below:

Consultant Type	<ul style="list-style-type: none"> Consulting Firm Individual Consultant
Consultant Source	<ul style="list-style-type: none"> International National
Selection Methods	<ul style="list-style-type: none"> QCBS - Quality and Cost-Based Selection QBS - Quality-Based Selection FBS - Fixed Budget Selection LCS - Least Cost Selection CQS - Consultant's Qualifications Selection SSS - Single Source Selection
Technical Proposal Types	<ul style="list-style-type: none"> FTP - Full Technical Proposal STP - Simplified Technical Proposal BTP - Biodata Technical Proposal

CONSULTANT ENGAGEMENT PROCESS ROLES

CMS covers the end-to-end process of engaging consultants. Depending on roles, users are provided screens to guide them through each step, making sure that all important information has been covered to be able to select the best consultant possible to accomplish the job.



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1

Selection Methods and Proposal Types

CMS provides various Selection Methods and Proposal Types for all ADB-administered projects.

6

Selection Methods

- **Quality and Cost-Based Selection (QCBS)** - QCBS uses a competitive process among short-listed firms that evaluates proposals on the basis of the quality of the proposal and cost of the services. It is usually used when the engagement would require team work and contains specific requirements with respect to team composition, detailed tasks and reporting.
- **Quality-Based Selection (QBS)** - QBS gives more importance to the evaluation of the quality of the technical proposals. The firm with the highest ranked technical proposal will then be invited for negotiations. It is used when the consultants are expected to submit innovative proposals or be assigned to projects with high downstream impact.
- **Fixed Budget Selection (FBS)** - FBS is a selection method that evaluates the quality of technical proposals, provided that the costs of service are within a specified budget. It is used when the TOR is precisely defined, the time and personnel inputs can be assessed accurately and the budget is fixed and cannot be exceeded.
- **Least Cost Selection (LCS)** - LCS is a selection method that initially determines if the technical proposals of the shortlisted firms are technically qualified, followed by the selection of the firm proposing the lowest price. It is used on small (less than \$100,000) and well-defined assignments where well-established practices and standards exist.
- **Consultant's Qualifications Selection (CQS)** - CQS is a selection method focused on consulting firms' qualifications, reflected in the Expressions of Interest (EOIs) submitted by firms. It is used for small assignments (less than \$200,000) where highly specialized expertise is required, and few consultants are qualified.
- **Single Source Selection (SSS)** - SSS will invite a specific consultant to submit a proposal. It is usually used for tasks that represent a natural continuation of previous work performed by the firm, emergencies (such as responding to disasters and for consulting services required immediately following the emergency) and when only one firm is qualified and available, or has exceptional experience for the assignment.

3

Proposal Types

- **Full Technical Proposal (FTP)** - FTP is used for assignments with complex TORs and cost estimates over \$1 million. Usually, firms are given 35 days to prepare proposals. FTP would require [description of the approach, methodology, and work plan for performing the assignment](#), [team composition](#), [task assignments](#), and [CV summary, work schedule, personnel schedule, CV of proposed experts, consultant's organization and experience, comments or suggestions on the TOR and comments on EA counterpart staff and facilities](#).
- **Simplified Technical Proposal (STP)** - STP is used for assignments with a well-defined TOR and a cost estimate ranging from \$600,000 to \$1 million. Consultants are given 25 days to prepare proposals. The following information needs to be provided as part of the STP: STP would require everything that FTP would ask except [consultant's organization and experience, comments or suggestions on the TOR and comments on EA counterpart staff and facilities](#).
- **Biodata Technical Proposal (BTP)** - BTP is used for assignments with well-defined, position-based TORs and cost estimates of up to \$600,000. Consultants are given 15 days to prepare proposals. BTP would require [team composition, task assignments, and CV summary, work schedule, personnel schedule, and CVs of proposed experts](#).

PERFORMANCE



After each assignment, ADB staff and consultants log in to CMS to evaluate the overall engagement. This is an important process for this provides both parties to identify and address areas for improvement and champion and continue best practices.

Performance Evaluation Report - ADB staff evaluates consultants performance. The evaluation would be kept for potential engagement in future ADB consulting service requirements.

Post Assignment Questionnaire - Consultants evaluate the support received from ADB staff and local authorities throughout the assignment.

CONTACT INFORMATION



▪ For user/technical support , contact Help Desk.

✉ cmshelp@adb.org