ADB

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Technical Proposal

CMS guides consultants in creating their technical proposal. TECH attachments would give consultants the standard templates on how to create **Proposal Submission Letter**, **Description of the Approach**, **Methodology and Work Plan**, **Work schedule**, **Expert's CVs**, **Consultants Organization and Experience and Comments and Suggestions on the TOR and counterpart staff and facilities to be provided by EAs.**

Also, CMS provides screens for consultants to enter **detailed information on the team members** that will be deployed and the **proposed schedule** the members will be working on the project.

Downloading Standard Templates & Uploading Completed Forms

1. Under the Dashboard, click on the **name of the project** or on the **Go To Task** icon. This will open the **Proposals** tab.

2. Under the **Technical Proposal**, download the templates by clicking the **links** in the **Standard Templates** section under the **TECH Attachments** sub-tab

3. The **File Download** dialog box displays as you click on a link. Click the **Save** button to save a copy of the template in your local drive.

4. Fill up all the templates you downloaded

5. Upload all completed documents. In the **Technical Proposal Attachments** section, click the **Add Attachment** button.

6. The **Add Attachment** screen appears. Fill in the **Title**, **Description** and **Category** fields.

7. Search the document to be attached by clicking the **Browse** button.

8. Continue to attach documents by clicking **Add Another**. You will need to provide the **Title**, **Description** and **Category** details for each attachment.

9. When finished uploading all the necessary files, click **Apply**. The main page is displayed again

CMS.ADB.ORG
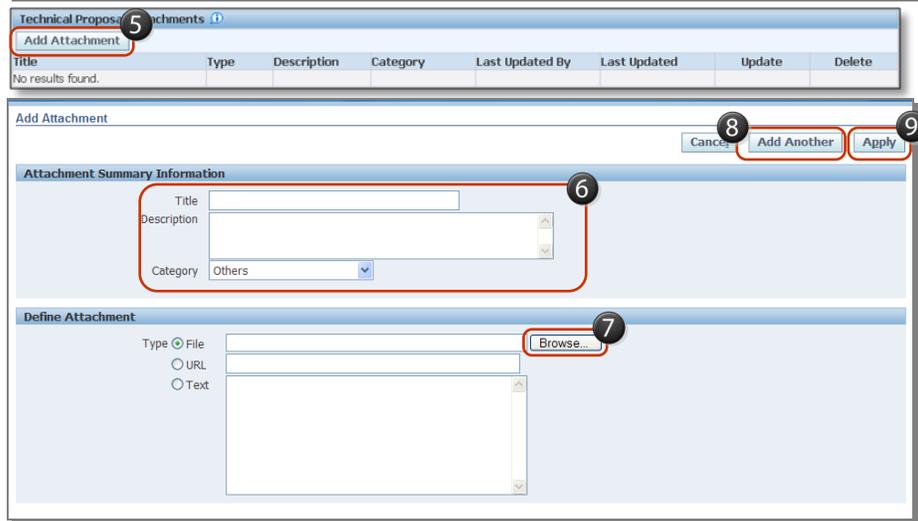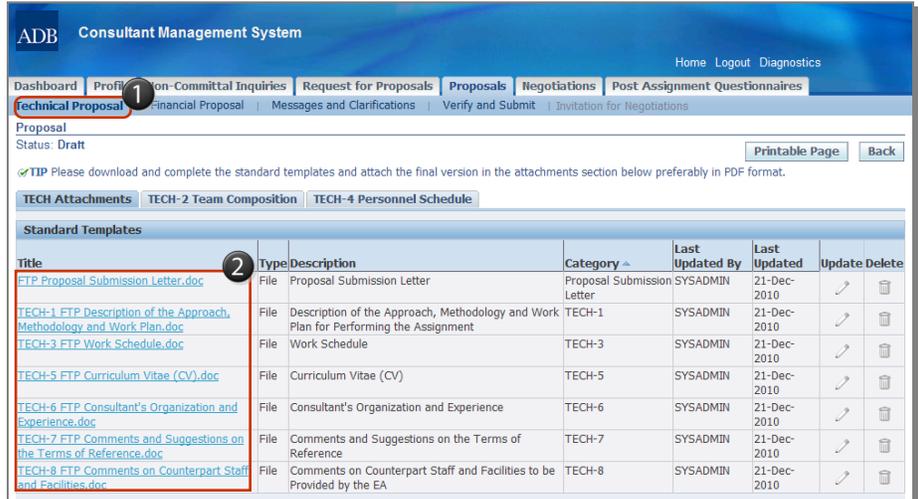
NOTE Please upload your completed technical proposal documents in **PDF** version. Be careful to select the correct attachment category that would describe the file you are uploading. The **Category** field displays the CMS attachment types that come from a standard list of values.

TIP If you uploaded a document by mistake or you need to edit some information, you can do so by updating the attachment record.
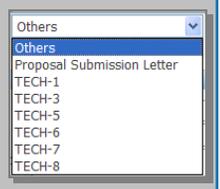
4

Preparing Team Composition

The **Team Composition** tab allows consultants to create records of the team members being proposed. Consultants will identify the consultants to field per position and the schedule the person will work in the project. The listing is split between **International** and **National** positions. Each list is sorted by **Team Leader** first, and then ascending by name.

1. To designate people to the default positions, click the **update** icon.

2. The **Team Member** screen is displayed. Provide the needed information.

3. Add details about the projected schedule of the expert you are fielding. Click **Add Schedule**.

4. Enter the **start and end week, assignment city, home or field assignment**. And input in **person months** for the member.

5. Enter the number of **international** and **national** travel for the member.

6. Click **Apply** to save all the information for this team member. Update the information of the other positions by repeating the steps above.

Team Members — TECH-2 Team Composition

CMS Number	Name	Country	Firm	Position	Required in Proposal	Team Leader	Age	Home Inputs	Field Inputs	Update	Delete
	Name of Consultant	COU	Consultant	Team Leader	☑	☑				✏ ①	🗑
				Sub-total							

National

CMS Number	Name	Country	Firm	Position	Required in Proposal	Team Leader	Age	Home Inputs	Field Inputs	Update	Delete

⑥ Apply Cancel

Team Member
* Indicates required field

Task Assignment

* Proposed Position **test1** ☑ Required in Proposal
Category ⦿ International ◯ National   ☐ Team Leader

Personal and Work Information ②

Employment Status ⦿ Full-Time (regular full-time staff of lead or associate firm)
◯ Other Source (contractual staff or consultant subcontracted from another source)
◯ Independent (free lancer)

Firm **7369FN**
* Date of Birth [____] 📅
CMS Number [____] 🔍   Gender ◯ Male ◯ Female
* Last Name [____]   Former ADB Staff ☐
* First Name [____]   * City of Residence/Home Office [____] 🔍
* Citizenship [____ ▼]   Country
* Experience in Years [____]

Personnel Schedule ③

Add Schedule

*Start Week	*End Week	*Assignment City	Location Country Home Office or Field	Full-Time or Intermittent	*Input in Person Months	Delete ④
[__]	[__]	[__] 🔍	◯ Home Office ⦿ Field	⦿ Full-time ◯ Intermittent	[__]	🗑

* International Air Travel Required [____] **ROUND TRIP**   * National Air Travel Required [____] **ROUND TRIP** ⑤

Personnel Schedule

The **TECH-4 Personnel Schedule** sub-tab provides consultants a graphical representation of their proposed schedule.

With the information entered in the personnel schedule for each member, CMS incorporates all home & field inputs, start and end week dates and air travel and presents it in a Gantt chart.

To reflect changes in the Gantt chart, edit the information in the **TECH-2 Team Composition**.

Dashboard | Profile | Non-Committal Inquiries | Request for Proposals | Proposals | Negotiations | Post Assignment Questionnaires
Technical Proposal | Financial Proposal | Messages and Clarifications | Verify and Submit | Invitation for Negotiations

Proposal
Status: Draft

Printable Page **Back**

TECH Attachments | TECH-2 Team Composition | TECH-4 Personnel Schedule

Name (Citizenship) Position	Firm	Week(1 year = 52 weeks)					Months Input			Air Travel	
						4	Home	Field	Total	Int'l	Nat'l
International											
		H	H	H	H		1	0	1	5000	0
				Sub-total			1	0	1	5000	0
National											
				Sub-total			0	0	0	0	0
				Total			1	0	1	5000	0

Legend:
DAI - 7369FN
🟩 Home, Full-Time
🟩 Home, Intermittent
🟦 Field, Full-Time
🟦 Field, Intermittent

CONTACT INFORMATION

▪ **For user/technical support , contact Help Desk.**

✉ cmshelp@adb.org

TIP Click on the **Printable Page** button to see the TECH and FIN proposals in a printable screen format.