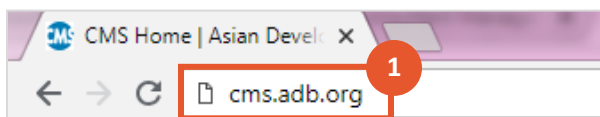


Searching and Viewing S.C. Contracts

Staff Consultants can use the Consultant Management System (CMS) to search and view particulars of their contracts.

Searching and Viewing Staff Consulting (SC) Contracts

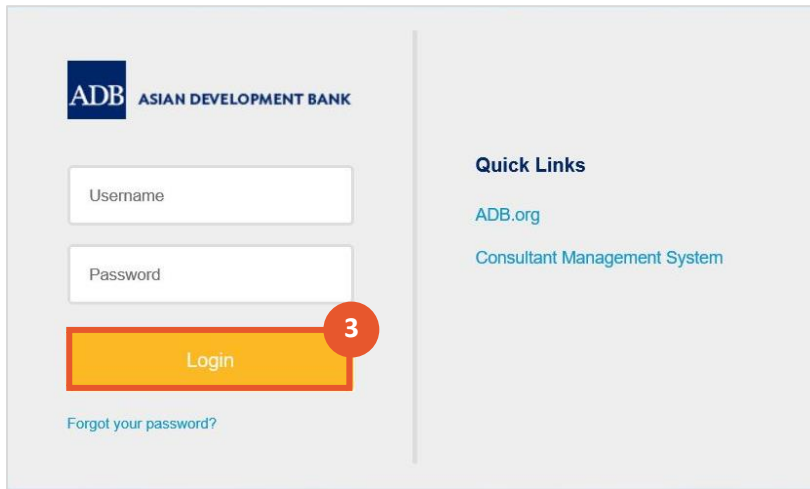
1. Open your browser and type <http://cms.adb.org> in the address bar.



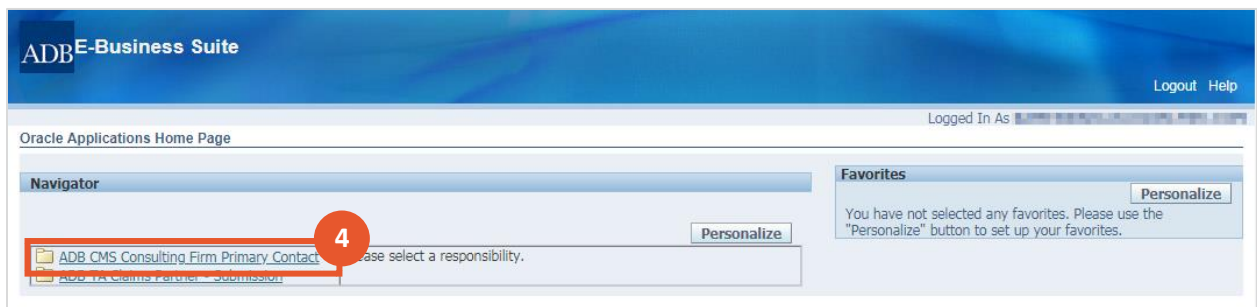
2. You will be directed to the Consultant Management System (CMS) page. Select **Consultant/EA** button.

A screenshot of the ADB Consultant Management System (CMS) homepage. The page has a blue header with the ADB logo and navigation links: HOME, CONSULTING OPPORTUNITIES, SHORTLISTED FIRMS, AWARDED CONTRACTS, and CONSULTANT TUTOR. The main content area features the text 'Welcome to the ADB CONSULTANT MANAGEMENT SYSTEM' and 'CMS opens opportunities for consultants to join and make a difference at the Asian Development Bank.' Below this, there is a 'Login for Registered Users' section with two buttons: 'CONSULTANT / EA' and 'ADB STAFF'. The 'CONSULTANT / EA' button is highlighted with a red box and a circled '2'. At the bottom, there is a link: 'Don't have an account yet? Register here.' Below the main content area, there are three small images: a person using a laptop, a woman and a man reviewing documents, and two men in safety gear reviewing a document on a construction site.

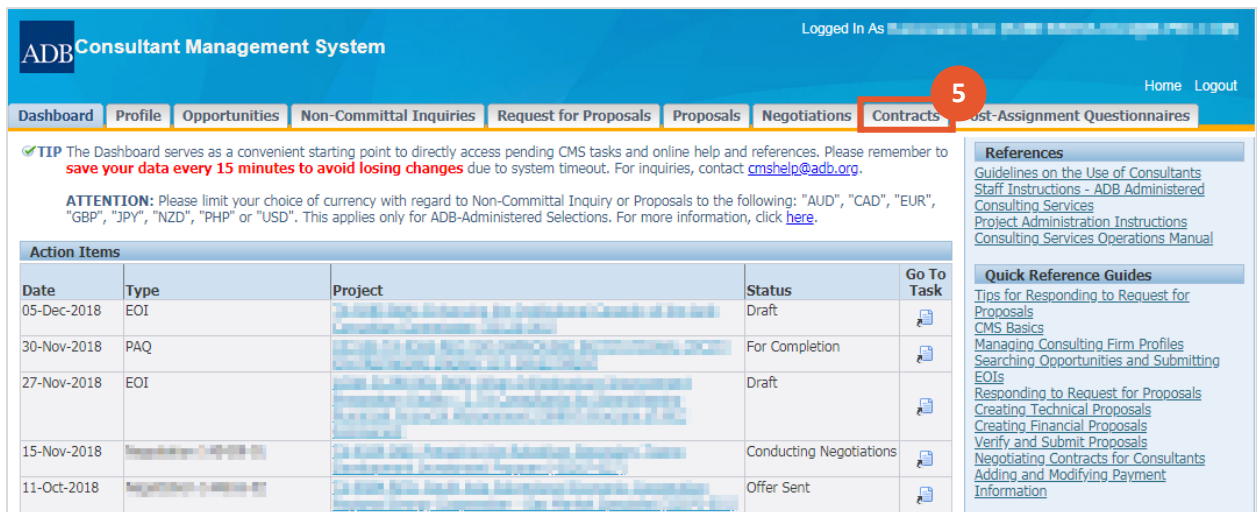
3. Enter your CMS credentials and click **Login**.



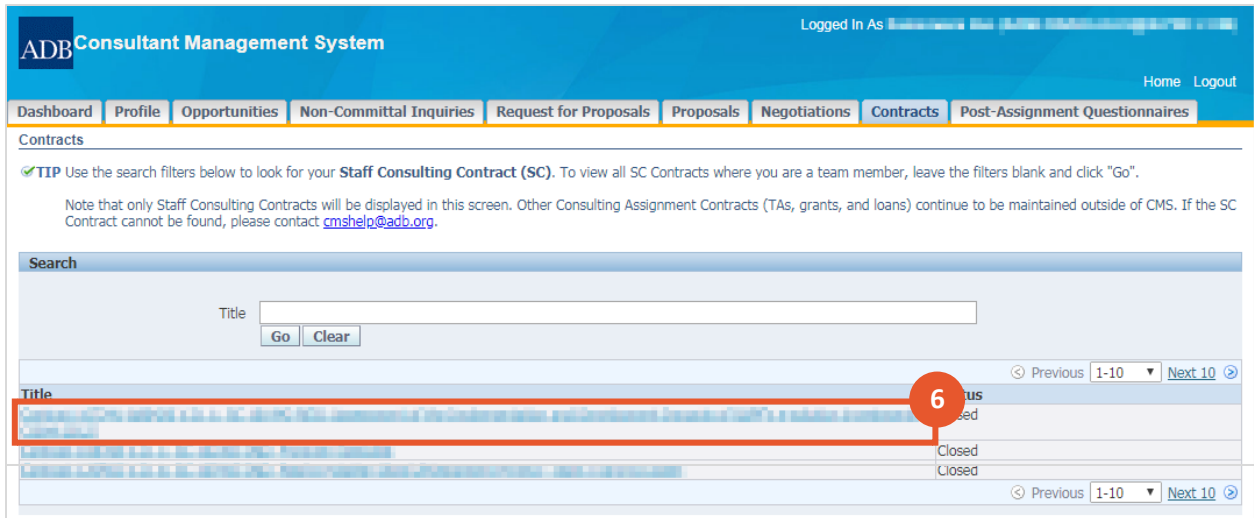
4. Once logged in, you will be directed to the Oracle Applications Home Page. Under Navigator, choose **ADB CMS Consulting Firm Primary Contact** responsibility.



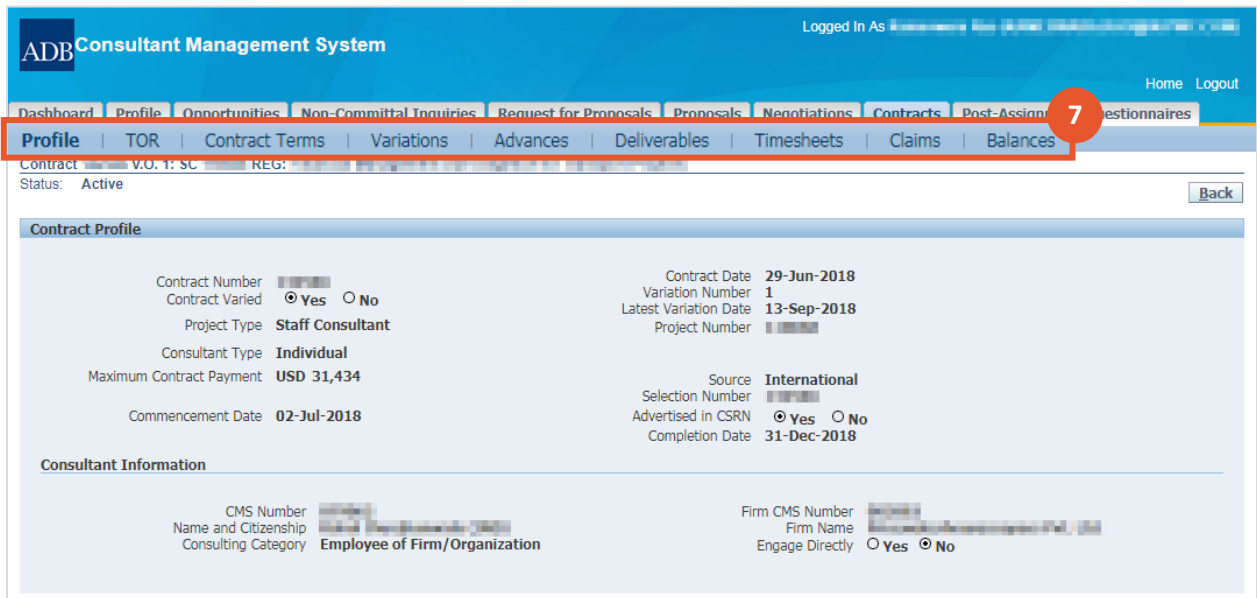
5. In your dashboard, click on the **Contracts** tab.



- Under Contracts screen, click on the **Title** to see the details of the project.



- After selecting a contract, you will see several tabs. Tabs that are available under this screen are **Profile, TOR, Contract Terms, Variations, Advances, Deliverables, Timesheets, Claims and Balances**.





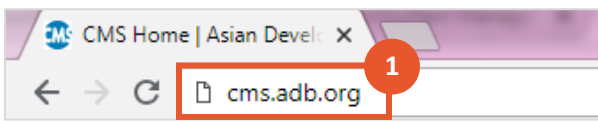
Only Staff Consulting Contracts will be displayed in the CMS Contracts screen. Other Consulting Assignment Contracts (TAs, grants, and loans) are maintained outside of CMS.

Searching and Viewing T.A. Related Information

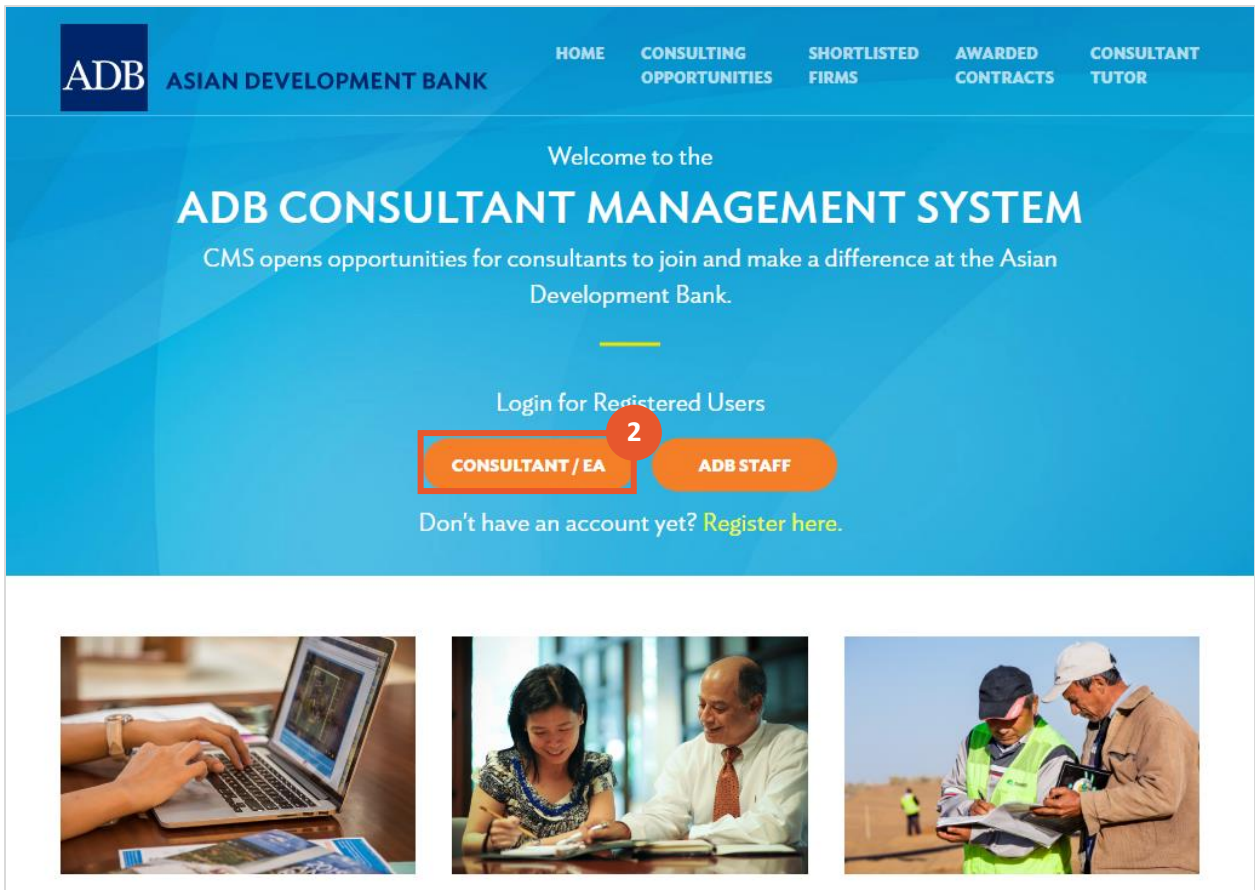
Staff Consultants and consulting firms can use the Consultant Management System (CMS) to search and view particulars of their non-committal inquiries (NCI), request for proposals (RFP), proposals and negotiations.

Searching and Viewing Technical Assistance (TA) Related Information

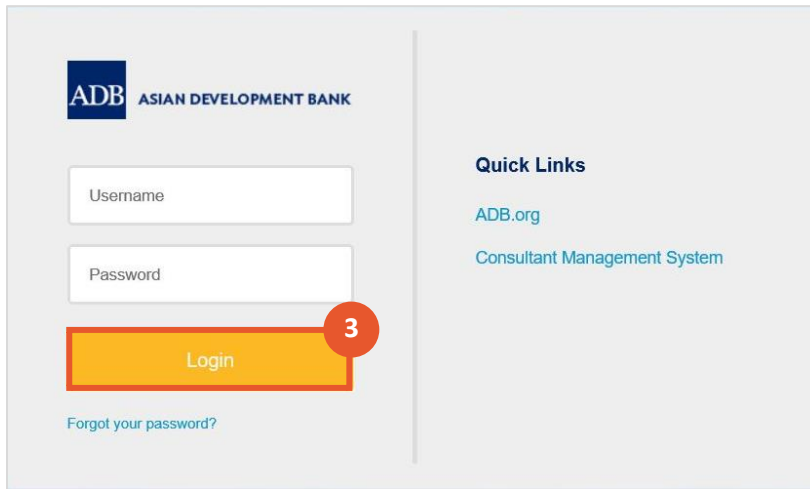
1. Open your browser and type <http://cms.adb.org> in the address bar.



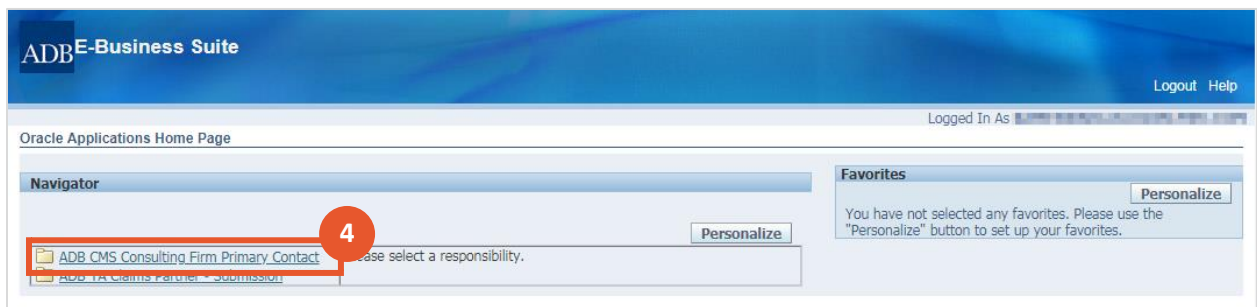
2. You will be directed to the Consultant Management System (CMS) page. Select **Consultant/EA** button.



3. Enter your CMS credentials and click **Login**.



4. Once logged in, you will be directed to the Oracle Applications Home Page. Under Navigator, choose **ADB CMS Consulting Firm Primary Contact** responsibility.



5. In your CMS screen, you will see several tabs which may contain contracts or projects that are specific
 - a. **Non-Committal Inquiries:** If you are being considered for a consulting assignment in ADB, you will receive a non-committal inquiry. All NCI responses will be saved under this area.
 - b. **Request for Proposals:** Firms that were shortlisted are requested to submit for proposals. All RFP-related documents can be downloaded in this area and the response to invitation.
 - c. **Proposals:** All of your submitted proposals will be displayed under this tab. Proposals that are required to submit are the Technical Proposal and the Financial Proposal.
 - d. **Negotiations:** All negotiations-related documents, communications and responses will be displayed under this area.

ADB Consultant Management System Logged In As [User Name]

Home Logout

Dashboard Profile Opportunities **Negotiations** Request for Proposals Proposals Negotiations Contracts Post-Assignment Questionnaires

TIP The Dashboard serves as a convenient starting point to directly access pending CMS tasks and online help and references. Please remember to **save your data every 15 minutes to avoid losing changes** due to system timeout. For inquiries, contact cmshelp@adb.org.

ATTENTION: Please limit your choice of currency with regard to Non-Committal Inquiry or Proposals to the following: "AUD", "CAD", "EUR", "GBP", "JPY", "NZD", "PHP" or "USD". This applies only for ADB-Administered Selections. For more information, click [here](#).

Action Items				
Date	Type	Project	Status	Go To Task
05-Dec-2018	EOI	[Project Name]	Draft	[Go To Task]
30-Nov-2018	PAQ	[Project Name]	For Completion	[Go To Task]
27-Nov-2018	EOI	[Project Name]	Draft	[Go To Task]
15-Nov-2018	Negotiation	[Project Name]	Conducting Negotiations	[Go To Task]
11-Oct-2018	Negotiation	[Project Name]	Offer Sent	[Go To Task]

References

- Guidelines on the Use of Consultants
- Staff Instructions - ADB Administered Consulting Services
- Project Administration Instructions
- Consulting Services Operations Manual

Quick Reference Guides

- Tips for Responding to Request for Proposals
- CMS Basics
- Managing Consulting Firm Profiles
- Searching Opportunities and Submitting EOIs
- Responding to Request for Proposals
- Creating Technical Proposals
- Creating Financial Proposals
- Verify and Submit Proposals
- Negotiating Contracts for Consultants
- Adding and Modifying Payment Information