

Project Administration Instructions

PAI No. 2.05
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SPECIFIC REQUIREMENTS FOR RECRUITING CONSULTANTS BY THE EXECUTING AGENCY

1. This project administration instruction (PAI) explains the specific procedures for recruiting consulting services that executing agencies (EAs) administer under loan projects, grant-financed projects, or delegated technical assistance (TA) of the Asian Development Bank (ADB). Read this PAI with PAI 2.01 on general policies, PAI 2.02 on preparatory work, and PAI 2.03 on general procedures.

2. This PAI applies to projects or delegated technical assistance with concept papers approved before 1 July 2017 and governed by the Guidelines on the Use of Consultants by the Asian Development Bank and Its Borrowers (2013).

A. Responsibilities of the EA, ADB's Project Unit,¹ and ADB's Procurement Staff

3. PAI 2.01 defines the general responsibilities of the EA and ADB in recruiting consulting services that the EA administers. Specific responsibilities for EAs, ADB project units, and ADB procurement staff follow:

4. The EA

- prepares the procurement plan for the entire project under PAIs 1.05 and 3.02, the Consulting Services Recruitment Notice (CSRN) for each recruitment, related draft terms of reference (TOR), and cost estimates under PAI 2.02.
- undertakes recruitment actions including shortlisting, preparing and issuing the request for proposals (RFP) when applicable, evaluating the proposals when proposals are required, and negotiating and signing the contract with the selected consultants. PAI 2.03 describes the general procedures for these actions and this PAI describes specific procedures for EAs. Under certain circumstances, when justified, the EA may request ADB to adopt the responsibilities for some recruitment actions, in accordance with PAI 2.01 and para 1 of this PAI.
- supervises and manages the implementation of the consultant contract under PAI 2.06.
- provides data required for the consultant recruitment activity monitoring (CRAM) schedule and monitors the CRAM process, taking corrective action as necessary to avoid delays.

5. ADB's project unit

¹ Project unit refers to an ADB project division, regional office, or resident mission that supervises projects (see PAI 2.01).

- assists the EA in preparing the procurement plan, the CSRN, draft TOR, and cost estimates. It then incorporates these in the project administration manual for loan and grant projects, or the Concept/TA Paper for delegated TA.
- reviews the shortlist, draft RFP (when applicable), proposal evaluation report (when applicable), EA's recommendation for contract award, and draft negotiated contract. It seeks approval from the Procurement, Portfolio and Financial Management Department (PPFD), when required, and notifies the EA of ADB's decisions or comments on these submissions, in accordance with this PAI.
- assists the EA in managing the implementation of the consultant contract and, in consultation with PPFD, reviews and approves the EA's submissions on issues related to contract implementation (such as contract variations).
- ensures that prospective consultants selected by the EA are not on ADB's sanctions or suspensions lists.
- provides data required for the CRAM schedule and monitors the CRAM process, taking corrective action as necessary to avoid delays.

6. For the purpose of this PAI, ADB's procurement staff comprise the PPFD Loan Consulting Services Unit (LCU), PPFD country procurement specialists, and national procurement officers from ADB resident missions. ADB procurement staff handle and communicate with project units and EAs on matters related to consulting services that EAs administer. ADB procurement staff

- advise and support project units in reviewing EA submissions for the consulting services that EAs administer.
- comment on EA submissions and review those within the approval threshold of PPFD. If the approval is not granted or is granted with conditions, ADB procurement staff advise specific actions for that project unit or EA.
- communicate with the EA (through the project unit) on actions the EA needs to take for recruiting consulting services it administers.
- advise the project unit during exceptional or emergency cases.
- assist PPFD staff in charge of capacity building to develop training materials on consultant recruitment, including the accreditation of project units in the review of EA consultant selections under ADB's Procurement Accreditation Skills Scheme (PASS).
- provide data required for the CRAM schedule, monitor the CRAM process, and advise on corrective actions to avoid delays, when necessary.

B. Advance Contracting

7. To ensure prompt and efficient project implementation, the EA may use advance contracting as part of the normal procedure if (i) ADB Management approves the further processing of the project; (ii) TOR and budget for the assignment are sufficiently clear to permit consultants to submit informed expressions of interest (EOIs) and, if shortlisted, technical and financial proposals; and (iii) PPFD has endorsed the project procurement plan for recruiting the consultants. This means that the EA may draft the RFP, shortlist consultants, and evaluate them, if the recruitment advertisement has been posted and EOIs have been received.

8. The EA may start contract negotiations with the selected consultant after ADB's Board of Directors approves the project. However, the EA may not sign a contract with a firm before the financing agreement for the project has been declared effective, unless ADB Management has also approved retroactive financing. The project unit should advise the EA that advance contracting is part of the normal procedure, and that ADB's support for advance contracting or retroactive financing does not commit ADB to approve the loan/grant project or to finance the recruitment costs.

C. Advertising (Consulting Services Recruitment Notice)

9. PAI 2.03 outlines the general requirements for posting a CSRN. All EA-administered consulting services assignments that ADB finances must be advertised with a CSRN, except for proposals to undertake single-source selection (SSS) of a consulting firm, direct selection of an individual consultant, or other exceptional circumstances with strong justification, where PPFDF may waive the requirement.

10. The EA prepares the CSRN with support from the project unit. The project unit decides whether its approval of the draft CSRN is required prior to posting, taking into consideration the project's procurement risk classification and the value and characteristics of the proposed assignment. Project units may consult with ADB procurement staff for advice on this if necessary.

11. When finalized, the EA posts the CSRN in the Business Opportunities section of ADB's website before shortlisting. For this purpose, the EA sends an e-mail to csrns@adb.org, with a copy to the concerned project unit staff, stating all projects under its administration. PPFDF registers the EA and e-mails the EA's user ID and password for the CSRN posting. The usual posting time for each CSRN for firms is 30 days (or a minimum of 15 days when using electronic methods with electronic submission and collation of all EOIs, such as ADB's Consultant Management System [CMS]) and a minimum of seven days for individual consultants. Any reduction to less than these times requires a strong justification and the approval of the responsible PPFDF Director. In addition to the required CSRN posting, the EA is allowed to advertise the recruitment in other appropriate and publicly-accessible media if desired, including local newspapers, websites, or international trade publications. PAI 2.03 lists PPFDF's approving authorities for CSRN waivers. Requests to waive the CSRN advertisement process also require PPFDF approval.

D. Consultant's Expression of Interest

12. The EA will request submissions using the standard EOI form to ensure that the EOIs contain sufficient and consistent information to allow EAs to decide on the shortlisting, EAs request EOIs using the standard EOI form. The Business Opportunities section of ADB's website has a link to the standard EOI forms for loans/grants that firms and individual consultants can download, complete, and send to the EA. The CSRN template also provides the EA address (preferably including an e-mail address), where consultants can write to obtain a standard EOI form. The standard EOI form may be submitted as hard or electronic copy. National regulations and the EA may require additional information from national consultants such as company registration and tax reference numbers to be submitted at the EOI stage. This information can be included as an appendix to the standard EOI form.

13. PAI 2.03 explains how consultants should prepare EOIs and how they should be evaluated during shortlisting.

E. Recruiting Consulting Firms

14. The EA follows the general procedures in PAI 2.03, sections C and D of this PAI, and the following specific requirements to submit documents for each major step of the recruitment process for ADB's review and approval. The review is conducted in two or three steps, depending on the selection method used. ADB may, following its procurement risk assessment, agree to waive one or more of the submissions for prior review if it is satisfied that the EA requires only minimal supervision. Appendix 1 presents a simplified flow chart of the key steps in the process.

a) Preparing Cost Estimates, Shortlist, and Request for Proposals— Submission 1

15. The EA establishes a consultant selection committee (CSC) in accordance with PAI 2.01 before initiating the recruitment. Each CSC member signs the standard Statement on Ethical Conduct form, available on ADB's website. The EA works on the following tasks, with support from the project unit when needed:

- preparing a budget and cost estimates for the selection;
- preparing the shortlisting criteria (except for SSS);
- generating a long list primarily based on the EOIs received (except for SSS), and preparing the shortlisting criteria;
- preparing a short list in accordance with the shortlisting criteria and eligibility requirement in PAI 2.01 (except for SSS);
- preparing the narrative technical proposal evaluation criteria or (EOI evaluation criteria, if the recruitment is based on Consultants' Qualifications Selection (CQS));
- preparing an RFP, which includes the data sheet, summary evaluation sheet, personnel evaluation sheet, TOR, and draft contract; and ensuring any necessary ADB approvals to use the CQS or SSS methods.

16. The EA then e-mails the following documents, usually referred to as "Submission 1," to ADB (through the project unit) for approval: (i) cost estimate and budget; (ii) minutes of EA's CSC meeting(s) including the shortlisting criteria, long list, proposed short list (for all selection methods except SSS), and signed statements on ethical conduct; (iii) narrative technical proposal evaluation criteria; (iv) draft RFP with the data sheet, summary evaluation sheet, personnel evaluation sheet, TOR, and draft contract; and (v) a copy of ADB's approval to use the SSS or CQS selection methods, if applicable and if not stated in the project's report and recommendation of the President (RRP) or procurement plan. The EA uses ADB's standard submission form (Submission 1) available on ADB's website or as provided by the project unit. Different versions of the form are available depending on the selection method used. The EA submits the signed submission form. This also includes a checklist of documents that the EA completes. This

submission applies to all selection methods for recruiting firms, with certain exceptions for CQS and SSS as described above.

b) ADB's Review of the EA's Submission 1

17. Upon receipt of the EA's Submission 1, the project unit ensures that the EA has completed all documents required in the submission form. If any document is missing, the project unit immediately asks the EA to submit these to ADB. The review process is then determined by the relevant approval authority as per Section F of this PAI.

18. For contracts within the approval authority of the project unit, the project unit reviews the submission and provides any comments in the comment fields of ADB's standard submission form. The project unit may also directly input corrections in the EA's submitted documents, provided it explains them in the comment fields. The project unit director then unconditionally approves, conditionally approves, or disapproves the submission and sends it to the EA.

19. For contracts requiring PPFDF approval, as per Section F of this PAI, the project unit immediately forwards an electronic copy of the completed submission to the LCU, with a copy to other relevant ADB procurement staff. LCU reviews the submission and provides any comments in the comment fields of ADB's standard submission form, consulting with other relevant ADB procurement staff as necessary. LCU may also directly input corrections in the EA's submitted documents, provided it explains them in the comment fields. The project unit and the LCU conduct their reviews in parallel, and the project unit submits its comments to the LCU for consolidation. Once all comments have been consolidated, the authorized PPFDF staff unconditionally approves, conditionally approves, or disapproves the submission and forwards it to the project unit who will send it to the EA.

20. In either case, the EA may be requested to revise and resubmit Submission 1 if there are material concerns with its submission. Each version of every submission has to be dated. ADB states in the standard submission form whether it approves a particular submission from the EA. For complex issues, ADB procurement staff or the project unit may request PPFDF to create an internal ADB CSC to review the documents and resolve any pending issues.

21. The project unit provides and updates the data required for the CRAM process alongside its review of Submission 1 and forwards it to the EA for monitoring purposes. ADB procurement staff monitor the CRAM process when necessary and coordinate with the project unit to ensure that the review of the EA's submission is accomplished within the allotted period.

c) Sending RFP to Consulting Firms

22. After ADB approves Submission 1, the project unit authorizes the EA to send official copies of the RFP to the shortlisted consultants with a copy to the project unit. The project unit requests PPFDF to post the short list on the ADB website, as described in Submission 1. The EA sends any answers, information, or amendments to all shortlisted consultants simultaneously, with copy to the project unit, without disclosing the source of the query. Any proposed amendment to the RFP requires ADB's prior approval, issued by the project unit after approval by the approving authority listed in section F of this PAI.

23. To give shortlisted firms reasonable time to address amendments to the RFP in their proposals, the EA may extend the deadline for submitting proposals, subject to ADB's prior approval. Extensions should generally not be granted near to the current deadline and must not be granted with the intention or effect of giving an unfair advantage to a particular shortlisted consultant.

**d) Evaluating Technical Proposals and Preparing Evaluation Report—
Submission 2**

24. The CSC of the EA forms to evaluate technical proposals received following the procedures in PAI 2.03. The CSC prepares minutes of its evaluation meeting and a report of its evaluation, describing the strengths and weaknesses of each proposal as well as any below average scorings awarded for each proposal.

25. Unless the EA's procurement plan provides otherwise, the EA then e-mails the following documents, referred to as "Submission 2", to ADB (through the project unit) for approval: (i) the RFP as issued; (ii) copies of all requests for clarification, answers provided, and RFP amendments (if any) with acknowledgements of receipt from shortlisted consultants (not applicable for SSS or CQS); (iii) copy of the original record of opening of technical proposals (not applicable for SSS or CQS); (iv) minutes of the EA's CSC technical evaluation meeting(s) including narrative comments on each technical proposal; (v) filled out summary and personnel evaluation sheets; (vi) copy of the confirmation of withdrawal from any consultant that did not submit a proposal (if relevant) (not applicable for SSS or CQS); and (vii) notes on the EA's examination of the firm's financial proposal – only for CQS and SSS. The EA uses ADB's standard submission form (Submission 2) available on ADB's website or as provided by the project unit. Different versions of the form are available depending on the selection method used. The EA submits the signed submission form. This also includes a checklist of documents that the EA completes. This submission applies to all selection methods for recruiting firms; with the exception that for CQS and SSS, the technical evaluation documents are submitted together with the financial evaluation documents.

e) ADB's Review of the EA's Submission 2

26. Subject to Section F of this PAI, the procedures and requirements in Section D(b) of this PAI apply to reviewing Submission 2. However, for CQS and SSS, the review of the EA's technical evaluation documents occurs with the review of the EA's financial evaluation documents.

**f) Opening and Evaluating the Financial Proposal(s), Ranking the Proposals,
and Recommending Contract Award—Submission 3**

27. Cost-based selections (quality- and cost-based selection (QCBS), fixed budget selection (FBS), and least-cost selection (LCS)) require public opening of the financial proposals. After ADB approves Submission 2, the project unit authorizes the EA to proceed with public opening of financial proposals for QCBS, FBS, and LCS. These are opened and evaluated in accordance with PAI 2.03. The quality-based selection (QBS) method requires the separate submission of the

first-ranked firm's financial proposal, which is submitted and opened in accordance with PAI 2.03. CQS and SSS require that the financial proposal be submitted along with the technical proposal, but it is only reviewed in preparation for contract negotiations. Such proposals are opened and reviewed in accordance with PAI 2.03.

28. Unless the EA's procurement plan provides otherwise, the EA then e-mails the following documents, referred to as "Submission 3", to ADB (through the project unit) for approval: (i) the completed MS Excel financial evaluation file, including data entry page, record of opening of financial proposals (Form FEV 1), financial proposals price adjustments (Form FEV 2), and summary evaluation sheet and final ranking (Form FEV 3); and (ii) the minutes of the EA's CSC financial evaluation meeting(s) including comments and justification for each price adjustment, if any, and narrative summary of evaluation of financial proposals and proposed final ranking. The EA uses ADB's standard submission form (Submission 3) available on ADB's website or as provided by the project unit. The EA submits the signed submission form. This submission requirement applies to all selection methods for recruiting firms, except QBS; with the exception that for CQS and SSS, the technical evaluation documents are submitted with the financial evaluation documents. This also includes a checklist of documents that the EA completes.

g) ADB's Review of the EA's Submission 3

29. Subject to Section F of this PAI, the procedure and requirements in Section D(b) of this PAI apply to reviewing Submission 3 for QCBS, FBS, and LCS. QBS selections do not use the Submission 3 form and the EA liaises directly with the project unit on any matters related to requesting and examining the financial proposal from the first-ranked firm. PAI 2.03 gives more information on QBS selection procedures. ADB procurement staff may provide advice on request. CQS and SSS selections also do not use the Submission 3 form. The Submission 2 form for CQS and SSS selections includes the EA's financial evaluation documents, as described in para. 24 of this PAI.

h) Preparing for and Conducting Contract Negotiations

30. Before contract negotiations, the EA must confirm the eligibility and performance records of each member of the team proposed by the selected firm. As part of the review of Submission 3, ADB will have reviewed the team of experts proposed by the winning entity against ADB's sanction and suspension list due to integrity violations or poor performance, as well as the terrorism list recognized by ADB.

31. After ADB approves Submission 3 (or Submission 2 for QBS, CQS, and SSS), the project unit authorizes the EA to invite the first-ranked consultant to negotiate a contract with the EA, in accordance with PAI 2.03.

32. At contract negotiations, the selected consultant will identify the authority of its representative to negotiate and sign the contract, provide the entity's legal certificate of incorporation or establishment, confirm the availability of its proposed personnel, provide clarifications and corrections to its proposal as requested by the EA, and replace personnel when appropriate, in accordance with PAI 2.03. The EA confirms the support and/or facilities it will provide to the consultant and their mutual responsibilities, and finalizes the amounts to be used

under the contract for provisional sums, if any. When negotiations are conducted face-to-face (in person or by video link), the EA prepares minutes of the important points of agreement.

33. The EA should obtain ADB's prior approval before agreeing with the consultant on any changes to the General or Specific Conditions of Contract from those approved in the Draft RFP at Submission 1.

34. If the EA and the consultant cannot agree, the EA may terminate the current negotiations with ADB's prior approval, and start negotiations with the next-ranked consultant, and so on until an agreement is reached. The project unit requests PPF's endorsement each time the EA requests to terminate contract negotiations and to start negotiations with the next-ranked firm.

i) Finalizing the Contract

35. Once contract negotiations are successfully completed, the EA and the consultant sign the contract and the EA submits a copy of the signed contract to ADB (through the project unit). The EA also submits the following information to ADB (through the project unit, or directly to: loanconsultingshortlist@adb.org) for posting on its website:

- names of the shortlisted consultants that submitted proposals;
- scores of the respective technical proposals;
- prices in the respective financial proposals (for QCBS and LCS);
- overall ranking (for QCBS);
- name of the consultant selected; and
- cost, duration, and summary scope of the contract.

36. After receiving the signed contract, the project unit verifies that it is substantially the same as the draft contract it approved in Submission 1. The project unit sends copies of the signed contract to PPF, CTL, and OGC for their files and future record.

37. After completing the selection, the EA debriefs the shortlisted consultants, if so requested by the consultant concerned, regarding how their ranking was determined. The EA is required to address any procurement-related complaint objectively and in a timely manner, with transparency and fairness. Consultants unsatisfied with the debriefing provided by the EA, or whose questions have not been answered by the EA, may contact ADB to request a debriefing or to submit a complaint.

j) Issuing Notice to Proceed

38. The EA then makes the contract effective by sending the consultant a written notice to proceed, copied to ADB (through the project unit). Consultants must not start work prior to receiving this notice to proceed.

F. Approving Authorities for EA Submissions

39. Notwithstanding Section A and subsections (b), (e), and (g) of Section E, all project units shall review and approve Submissions 1, 2, and 3 for all consulting firm contracts valued at \$5 million and below, provided the reviewing staff are duly accredited under ADB's PASS. Project units also review and approve submissions related to individual consultant selection, provided the reviewing staff are duly accredited under ADB's PASS. The project unit director approves the unit's reviews of all EA submissions.

40. PPFDF shall review and approve submissions for consulting firm contracts valued above \$5 million. PPFDF will also review and approve contracts below \$5 million if the project unit lacks PASS-accredited staff. PPFDF directors or their authorized representatives approve submissions.

41. PPFDF regularly assesses project unit capacity and performance to update the review thresholds and ascertain the readiness of project units to fully review and approve Submissions 1, 2, and 3 under specific circumstances.

G. Recruiting Individual Consultants

42. The EA follows the general procedures in PAI 2.03 and sections C and D of this PAI. The EA then follows the specific requirements below for each step of the recruitment process for ADB's review and approval. Appendix 2 presents a simplified flow chart of the key steps in the process.

a) Selecting and Approving the Short List

43. The EA prepares a short list of at least three qualified candidates, except when proposing direct selection of a single candidate. At the EA's request, the project unit may provide the names and qualifications of suitable candidates from the CMS. The EA may also advertise externally for suitable candidates, in addition to the CSRN posting requirement in PAI 2.03.

44. The EA ranks the candidates and submits their names and qualifications, with the draft contract, to ADB (through the project unit) for approval. An optional "Submission 1" form is available on the ADB website that EAs may use for this purpose. The project unit

- reviews the EA's submission documents;
- for proposals to undertake a direct selection of a single candidate, considers the EA's rationale provided and approves or rejects the proposal based on this rationale;
- consults with ADB procurement staff, if necessary, after identifying concerns;
- requests comments from CTL, OGC, and/or other departments or offices after identifying concerns;
- approves the EA's submission or identifies needed revisions, changes, or amendments that the project unit considers necessary;
- prepares a note to file summarizing the issues raised and the decisions taken; and
- advises the EA of ADB's decision.

b) Negotiating the Contract

45. After ADB approves the ranked short list and the draft contract, the EA negotiates with the first-ranked candidate. If negotiations fail, the EA obtains the project unit's approval to terminate the current negotiations and start negotiations with the next-ranked candidate, and so on until agreement is reached.

46. Once contract negotiations are successfully completed, the EA and the consultant sign the contract and the EA submits a copy of the signed contract to ADB (through the project unit). An optional "Submission 2" form is available on the ADB website that EAs may use for this purpose.

c) Finalizing the Contract

47. After receiving the signed contract, the project unit verifies that it is substantially the same as the draft contract it approved in Submission 1. The project unit sends copies of the signed contract to PPF, CTL, and OGC for their files and future record.

d) Issuing Notice to Proceed

48. The EA then makes the contract effective by sending the consultant a written notice to proceed, copied to ADB (through the project unit). Consultants must not start work prior to receiving this notice to proceed.

H. Requesting ADB Assistance in Selecting the Consultant

49. When the borrower/recipient requests ADB in writing to take responsibility for selecting a consultant, the project unit consults PPF and submits the request to the project unit's head of department for approval. The borrower/recipient should adequately justify such a request and explain its necessity. ADB's proposed participation in the recruitment should be set out in the procurement plan and the RRP. If the request is made after the loan/grant is approved, it will be regarded as a change in implementation arrangements and will be dealt with in accordance with PAI 5.02. If approved, PPF informs ADB's Board of Directors of the change in implementation arrangements in the quarterly portfolio update. In all such cases, ADB generally takes responsibility only for selecting the consultant, and the EA retains the responsibility for negotiating and signing the contract with the consultant, issuing the notice to proceed, and supervising the consultant's services.

I. Monitoring the Consultant Recruitment Process

50. The EA, the project unit, and ADB procurement staff use CRAM for EA-administered consulting services to monitor the activities in consultant recruitment and to avoid delays. A preliminary CRAM schedule for the recruitment based on the anticipated consultant mobilization timetable is included as an annex to the procurement plan.

51. The CRAM schedule identifies the main activities in the recruitment process, the responsible unit, the expected time required for each activity, and the target dates for completing each activity. The EA, project unit, and ADB procurement staff complete each activity and monitor

the recruitment process. They use CRAM to identify delays and to act promptly to get the recruitment process back on schedule.

52. The project unit and the EA are jointly responsible for preparing the project CRAM schedule, monitoring and updating it promptly after each activity is completed, and taking corrective action to avoid delays as necessary. The project unit is responsible for promptly recording these updates and actions within ADB's CRAM system, available in the Procurement Review System for contracts approved by PPF. Doing so is optional for contracts approved by the project unit, where the offline, sample CRAM schedules may be used instead (available on the ADB website). ADB procurement staff may monitor CRAM schedules and advise corrective actions as necessary.

53. The project unit appoints a staff as CRAM coordinator, who coordinates all CRAM related data inputs and updates with ADB procurement staff and the EA. When a planned activity is not completed on schedule, the project unit must explain the delay in the CRAM schedule. Project unit directors monitor recruitment activities for all the loans/grants under their supervision, and act to overcome delays in recruitment.

a) Creating a CRAM Schedule

54. During the loan/grant fact-finding mission, the project unit explains the CRAM schedule and process to the EA. The project unit gives the EA the sample CRAM schedules (available on the ADB website) and discusses the consultant recruitment schedule. The project unit asks the EA to assign staff who will be responsible for maintaining the CRAM schedule and monitoring recruitment. The project unit and EA agree on realistic planned dates for each activity, following as closely as possible the "norms" for each activity that are listed in the sample CRAM schedules. Activities can be added or removed from the schedules as necessary, depending on the arrangement agreed in the project procurement plan (e.g., to remove ADB's prior review of one of the submissions, if agreed). Planned dates and durations shall be entered into the CRAM schedules prior to the start of the first activity and shall not be changed thereafter.

55. When the EA schedules and advises ADB of the date for the CSRN posting (or the date of the first activity, for SSS or other selections without advertisement), the project unit creates a CRAM schedule for the assignment. The project unit enters the following information into the schedule for the package:

- package number and name;
- type of selection (firm or individual consultant);
- general description of the package;
- estimated value in USD;
- whether reviewing staff are PASS-accredited;
- selection method (QCBS, QBS, FBS, LCS, CQS, SSS);
- assignment type (international or national);
- mode of EOI submission (fully electronic or mixed (electronic and paper-based));
- planned quarter and year that the advertisement will start;
- type of technical proposal for firms (biodata, simplified, full); and

- approving authority (project unit or PPF).

56. After creating the new schedule, the project unit needs to modify activities as necessary and enter the planned start date of the first activity and the planned duration of each activity. These initial modifications and planned dates shall not be changed once they are entered and confirmed into the schedule.

b) Accessing the CRAM system

57. Project unit and ADB procurement staff access and update the CRAM schedule within ADB's CRAM system. The EA accesses the CRAM schedule through communication with the project unit. The project unit should export and send the schedule to the EA regularly for their inputs.

c) Monitoring the Recruitment Activities and Updating the CRAM Schedule

58. The designated staff responsible for CRAM within the project unit and EA should communicate and share data regularly on the status of each activity in the schedule. At minimum, the project unit sends the EA an updated CRAM schedule alongside each formal communication of ADB's decision on the EA's submissions.

59. The EA staff monitors the recruitment and reports to the project unit the date when each activity is completed and the reason for any delays. The ADB project unit staff enter this information into the CRAM schedule. When an activity is completed later than the planned date, the EA and the project unit take corrective action to get recruitment back on schedule.

d) Maintaining CRAM Records

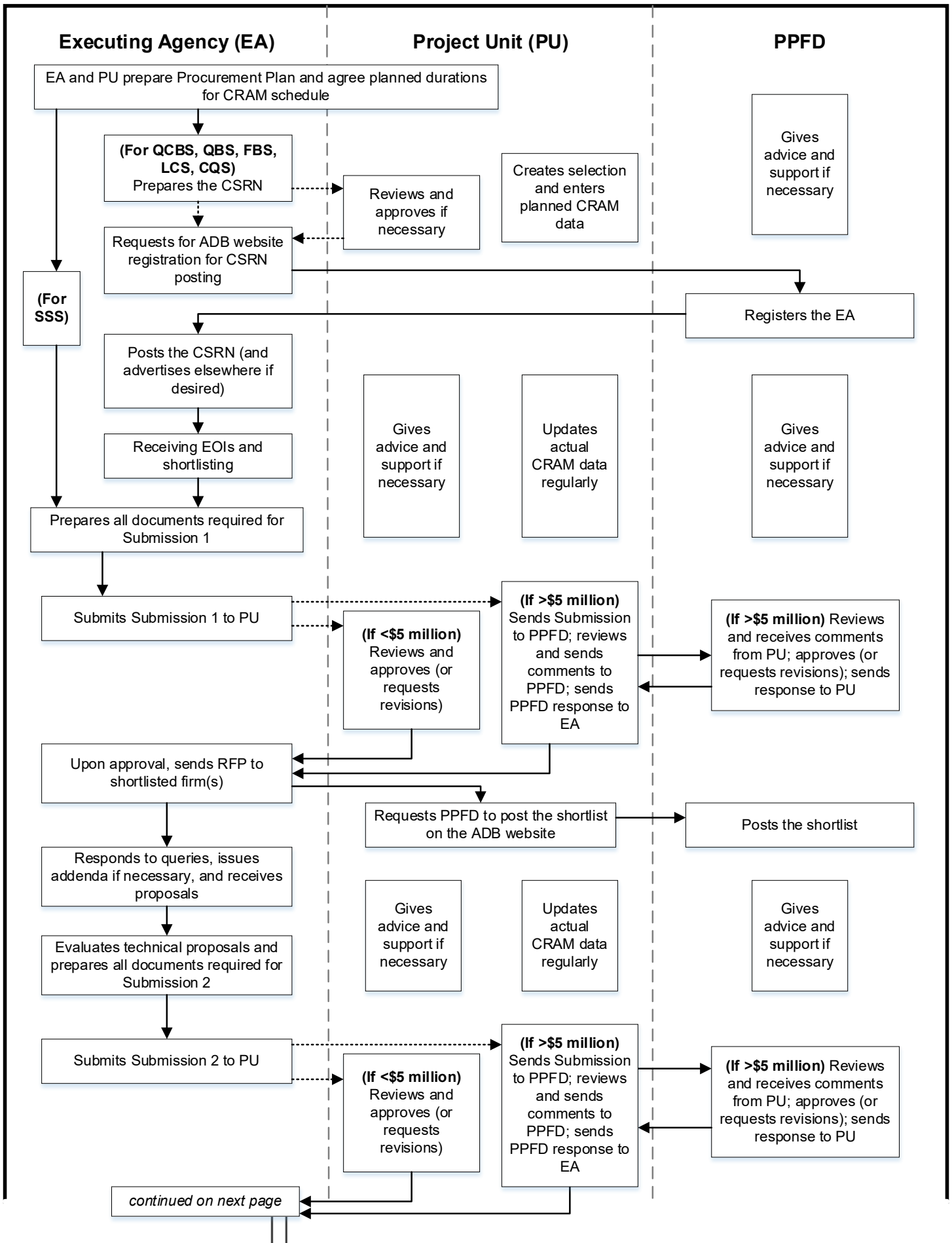
60. When the recruitment process is completed, the project unit makes a hard copy of the CRAM and retains it in the project file.

61. PPF monitors the use of CRAM, maintains the CRAM system and offline sample CRAM schedules, analyzes CRAM data, and proposes recommendations for streamlining the recruitment process. Staff should report any problems with the system or offline CRAM schedules to PPF.

J. Appendixes:

1. Simplified flow chart of the key steps for recruiting consulting firms by the EA
2. Simplified flow chart of the key steps for recruiting individual consultants by the EA

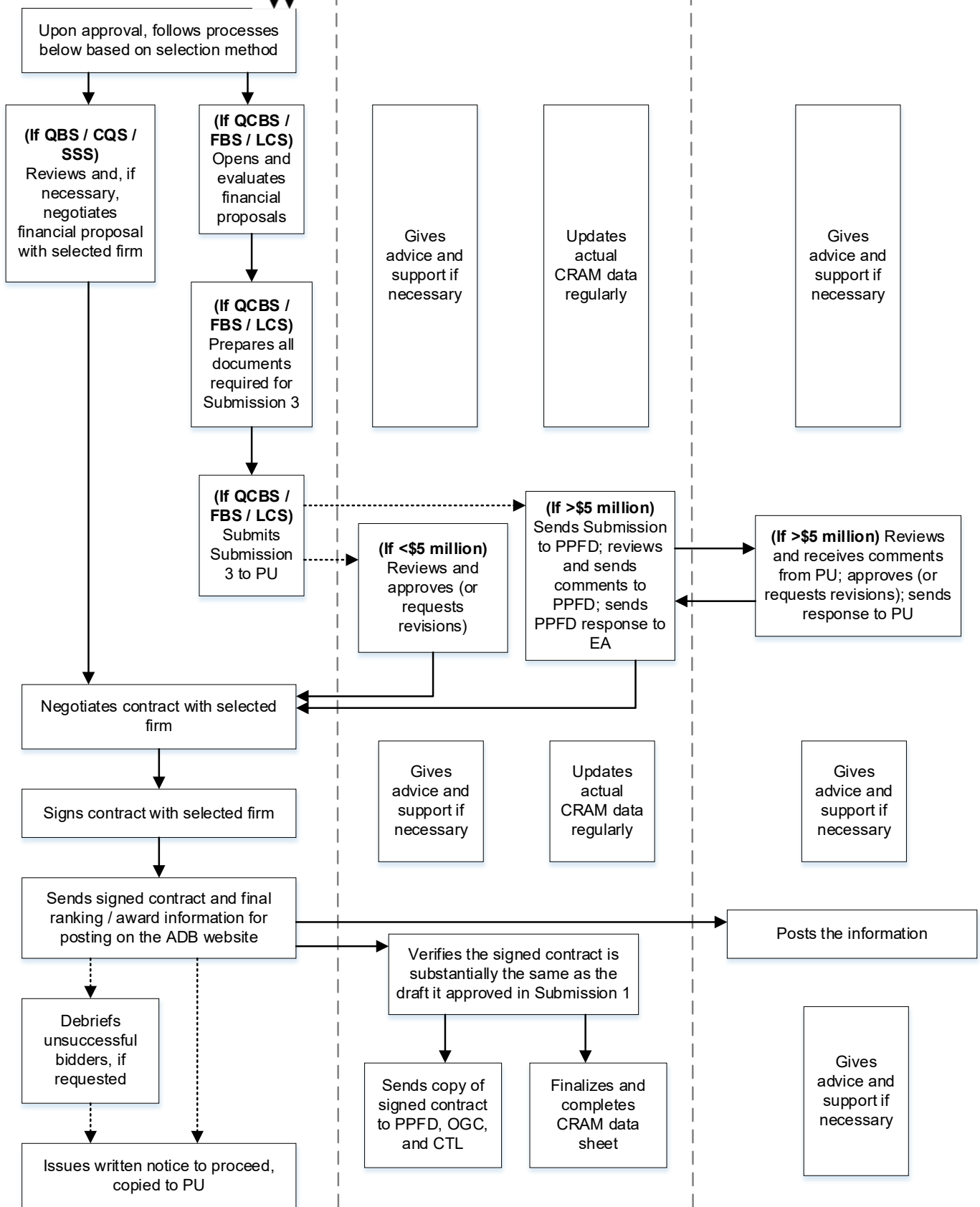
Appendix 1: Simplified flow chart of the key steps for recruiting consulting firms by the EA



Executing Agency (EA)

Project Unit (PU)

PPFD



Appendix 2: Simplified flow chart of the key steps for recruiting individual consultants by the EA

