RECRUITING CONSULTING FIRMS FOR LOAN USING CQS
(with maximum budget of $200,000)

Executing Agency

- Prepares a procurement plan
- Advertises in local newspaper/trade magazine. Listing confirms use of CQS, calls for EOI s and may include indicative EOI evaluation criteria.
- Evaluates EOI s and prepares evaluation report
- Issues RFP for biodata technical proposal (BTP) to the consultant submitting the first ranked EOI.
- Reviews and evaluates technical and financial proposal and sends checklist to ADB

ADB

- Fact-finding mission assesses EA and helps prepare a procurement plan
- User division lists project in ADB60 indicating use of CQS. Listing calls for EOI s and may include indicative EOI evaluation criteria.
- User division reviews and approves and submits to CQS 0 on a no-objection basis
- Sends approval to EA
- Retains copy of contract
- Sends notice to proceed to consultant
- Advises unsuccessful consultants

SUBMISSION 1

1 See CQS checklist for Loan/Grant project.
USING CRAM FOR LOAN PROJECTS

COSO
- Develops a standard CRAM template
- Receives a CRAM frame for logging in the system
- Checks planned activity on daily basis and sends reminder to the user division if planned activity is not achieved on schedule
- Sends email on a monthly basis to directors of user divisions
- When the recruitment process is completed, stores completed CRAM frames in database
- Evaluates CRAM frames annually and, if required, proposes recommendation for streamlining recruitment process

USER DIVISION
- Creates a CRAM frame by inputting loan data
- Inputs actual date of each activity, takes appropriate action where actual date exceeds planned date, inputs explanation/reason and action taken
- Receives monthly CRAM frames and forwards copies to the EA. Takes action when needed
- When the recruitment process is completed, makes a hard copy of CRAM frame and places on the project file and sends a copy to EA

EXECUTING AGENCY
- Receives the CRAM frame
- During fact-finding/appraisal mission, ADB user division officer discusses with the EA the consultant recruitment schedule based on CRAM targets
- Receives the CRAM frame with recruitment schedule for confirmation at COSO-SL
- Assigns a staff to be responsible for monitoring recruitment process, if not already done
- Sends the confirmed CRAM frame to ADB together with short list and RFP documents
- Receives monthly CRAM frames and takes action when needed
- Receives a completed CRAM frame and inserts it into the project file