

Orientation to the 2019 ADB Business Opportunities Fair for Civil Society, Academia, and Nongovernment Organizations

2:00 – 5:00 pm, March 26, 2019 • k-Hub, ADB Headquarters

AGENDA

An orientation for civil society, academia, and NGOs organized by ADB's NGO and Civil Society Center in advance of the ADB Business Opportunities Fair (BOF) 2019. The orientation aims to give an overview of the BOF for nonprofit organizations and discuss what to expect and how to prepare.

2 p.m.	Introductions (Lainie Thomas, NGO and Civil Society Center)
2:10 p.m.	Overview on collaborating with ADB (Lainie Thomas) How does ADB engage with civil society, academia, and NGOs? How does the BOF fit into the bigger picture?
2:25 p.m.	Strategies for identifying business opportunities (Sofia Shakil, East Asia Department) How can an NGO identify business opportunities? What is the Consultant Management System?
2:45 p.m.	Understanding ADB procurement (Steve Gillard, Procurement, Portfolio and Financial Management Department) Overview of procurement at ADB.
3:15 p.m.	Advanced strategies for identifying business opportunities (Steve Gillard) Using the CMS effectively
3:45 p.m.	Break
4 p.m.	Budgeting and finance (Steve Gillard) Preparing a budget in the ADB format; covering your indirect costs
4:20 p.m.	An NGO's perspective (Mandy Wong, The Asia Foundation) One organization's experience in seeking ADB-financed contracts
4:45 p.m.	Wrap-up (Lainie Thomas)