



The term "civil society organization" refers generically to organizations

not based in government, and not created to earn profit

ADB defines CSOs as nonprofit organizations independent from the government, which operate around common interests. They vary in size, interests, and function, and include nongovernment organizations (NGOs), youth groups, community-based organizations, independent academic and research institutes, professional associations, foundations, faith-based organizations, people's organizations, and labor unions. CSOs represent interests of their members or others.





# How Do We Engage with Civil Society?

- Consultations and Advisory
- Project Components (CSOs contracted as service providers)
- 3 CSO-Specific Funds [RARE]
- **4** Events and Partnerships





## **CSOs** in the Project Lifecycle

CSOs may participate in CPS formulation and review, including sector assessments and inclusive and sustainable growth assessments.



CSOs may participate in project evaluation as consultants or service providers, or through independent review.

Planning/
Regional Cooperation Strategy

Preparation

O5

Completion Evaluation

Project Cycle

CSOs can serve as consultants or service providers; representatives or target groups in project design consultations.
CSOs sometimes perform advocacy roles.

CSOs can be implementing entities, consultants, service providers, target groups or monitors (as consultants or independently). Advocacy groups often comment on implementation.

O4
Implementation
O3

**ADB Business Cycle** 

CSOs have no role in projects approval. However, approved projects are posted in the ADB website and CSOs can monitor them as part of their advocacy efforts.

## **Now Let's Talk Business**

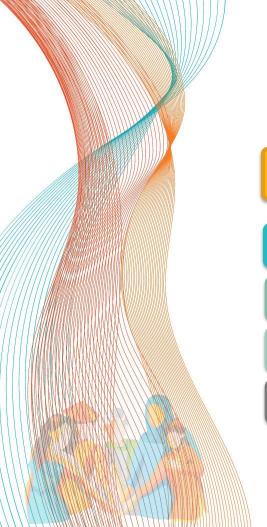
ADB does not provide grants or accept unsolicited proposals

CSOs are treated as contractors and ADB strictly follows best practices in procurement

**Find More Information on Procurement Here** 

Procurement Staff Instructions | Asian Development Bank (adb.org)





## What Does This Mean?

**CSO:** You are a Consultant to ADB!



ADB not a donor to be "pitched" to



CSOs not expected to co-finance projects



CSOs compete against the private sector



CSOs can compete on price



## If No Grants....Then What?

## **Consulting Opportunities!**

### **Technical Assistance**

- Small institutional pool (\$250M in 2022)
- Mostly used for innovative pilot projects
- Selection overseen by ADB
- Consultant Management System

**Get to know your ADB Staff!** 

### **Sovereign Loans**

- Large institutional pool (\$20 Billion in 2022)
- Selection overseen by the government
- ADB assists with project design so CSOs need to be built into the very early stages of the project vision
- **❖** Government Procurement Systems

**Get to know your Government!!** 





# WHAT TYPES OF OPPORTUNITIES CAN CSOs BID ON?

## **Supply of Goods**

Machinery, Equipment, Furniture, Computers

### **Turnkey Contracts**

Powerplants, pump stations, water plants, airports, etc.

## **Consulting Services**

Project Preparation and Implementation, Site supervision, detailed design, knowledge products, policy/advisory

### **Civil Works**

Roads, Bridges, Railways, Irrigation Canals, Schools, etc.

### **Non-Consulting Services**

Surveys, Training, Translation, Event Management



## What Types of Consultants are There?

**Technical Assistance, Loans, Grants** 





**Individuals** 

**ADB Staffing Budget** 



**Staff Consultants** 



## International vs National Eligibility

### International Firms

- Legally incorporated in an ADB member
- CSOs that are not incorporated must provide proof that they are duly established and legally capacitated to enter into binding and enforceable contracts with ADB
- Firms are considered international if they are based outside the country where the project is being conducted.
- INGOs can apply for international postings if HQ or an office outside the country joins the bid

### International Individuals

- Minimum Bachelor's degree
- Minimum three years of international professional experience
- At least one international assignment in a similar geographic area

### **National Firms**

- Legally incorporated in the country where the project is occurring
- INGO local offices can apply for national positions if it is the local office applying

### **National Individuals**

- Citizen of the country or legally resides and is eligible to work in the country where the project is occurring.
- Minimum Bachelor's degree
- Minimum three years of work experience
- Nationals of the country can also apply for international positions if they have the requisite experience.

**Budgets for International Contracts are Oftentimes Greater** 

## **Competitive Recruitment Process** Detailed TOR Advertisement and budget Negotiation **Evaluation Tendering** Contracting & Management



## **Direct Contracting**

Direct Contracting is a <u>Non-Competitive</u> contracting method where there is <u>NO ADVERTISEMENT</u> and individuals are directly selected

- Small assignments (generally < \$100k) or</p>
- **❖** When only one consultant is <u>available</u> or <u>qualified</u> or has <u>exceptional experience</u>.
- **❖** A useful <u>"stepping-stone"</u> to larger contracts

**How to Be Considered for Direct Contracting Opportunities?** 

- Get "on the radar" know your ADB counterparts attend events
- SO Anchors are focal points for CSOs in each ADB field office, and a list of CSO Anchors and contact details can be found on the NGOC website.



# Let's Talk About CMS (ADB's Consultant Management System)

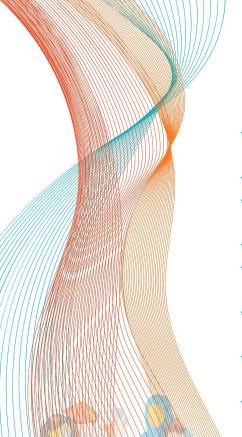




Remember not to treat an ADB contract as funding for your organization. Instead play the role of the service provider that ADB requires.

- Maximize the information, education, and communication resources of the ADB website. Be educated on our institutional requirements.
- Collect relevant business intelligence NETWORK! If possible, reach out to ADB HQ in Manila and the Resident Missions and meet the staff working there.
- Regularly monitor the website and CMS for new opportunities that might be a good fit for your organization.
- Register for alerts for new postings
- Consider individual consultant contract opportunities
- Express interest!
- Ensure that your organizations comes across as highly professional and easy to work with. Attention to detail matters.





## Tips for CSOs - to Win!

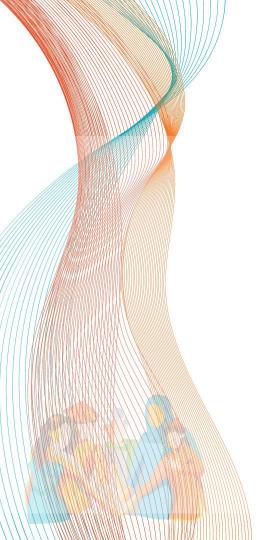
- English is ADB's working language. Ensure your organization has a staff member who can put together documentation in English.
- Understand the country, project, and client requirements
- Study the bidding documents and understand the selection method and evaluation criteria. Know the contract!
- Prepare a responsive and strong technical proposal
- CSOs can cover all costs and overheads from ADB contracts. Prepare budget proposals that break down and cover all indirect costs
- Engage a dedicated administrator with strong finance skills to manage your ADB contract and include the administrator in your proposal
- Keep good records and be prepared to provide clear statements of consulting inputs
- ❖ Focus on Performance and Reputation for successful work. ADB "rates" consultants upon completion of contracts and this is logged in the system for staff to reference for future contracts





## WHAT DOES NGOC DO?

- Provides institution-wide support to ADB engagement with civil society organizations
- 9 Supports ADB responses to civil society advocacy and policy and project concerns
- Participates in OneADB project teams and provides training on civil society engagement
- Monitors and provides knowledge on civil society engagement in ADB operations and in DMCs
- Organizes key events involving civil society organizations—most notably at the ADB Annual Meeting



## The CSO Anchors Network



Find your CSO Anchor today at the event!



## **KEY KNOWLEDGE PUBLICATIONS**

## Annual Civil Society Report



## **Civil Society Brief Series**



## **Business Opportunities**





## **OUR EVENTS**

- Annual Meeting Civil Society Forum
- Asia Pacific Youth Symposium (APYS)
- Civil Society Partnership Days
- Business Opportunities Civil Society Seminars-online
- Business Opportunities Fair in person (in HQ)
- Civil Society Conversations



## **THANK YOU!**

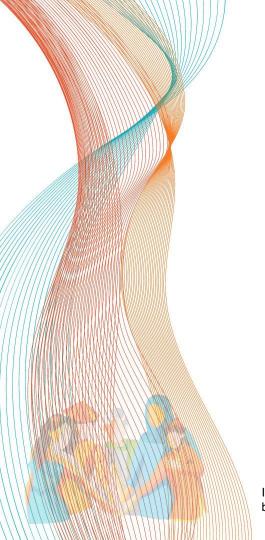
## **Questions and Answers**

Follow us on social media and visit our site for updates on all our events

Website: www.adb.org/who-we-are/ngos

- facebook.com/ADBandNGOs
- @ADBandNGOs
- ADB NGO and Civil Society Center

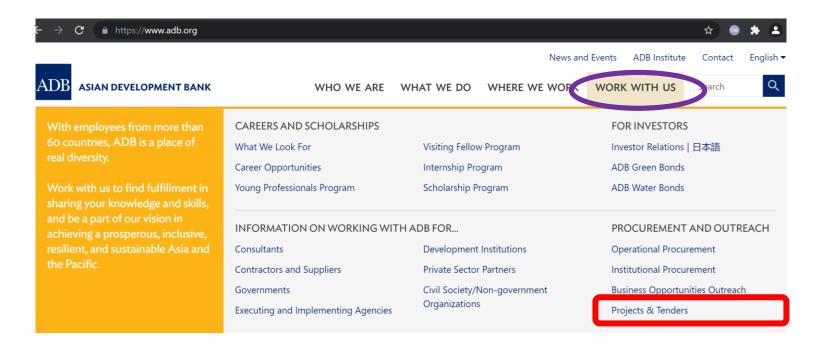




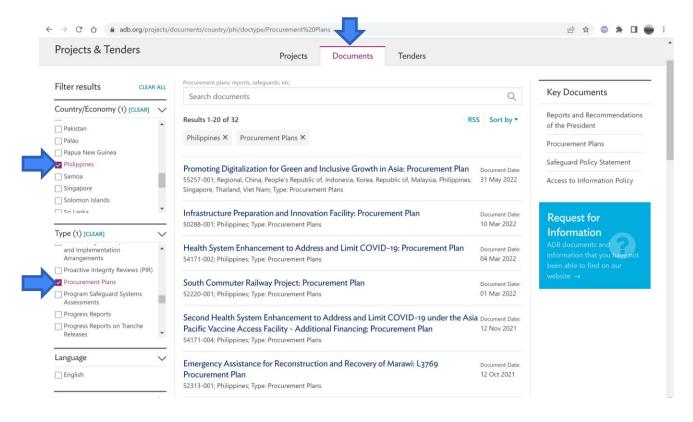
# APPENDIX



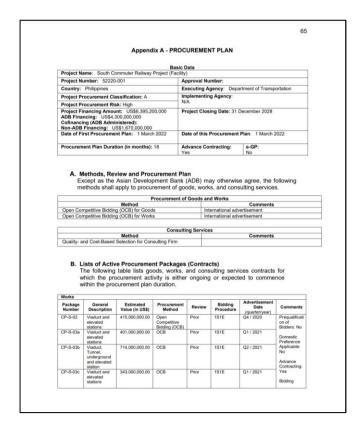
## How to find Information on our Website



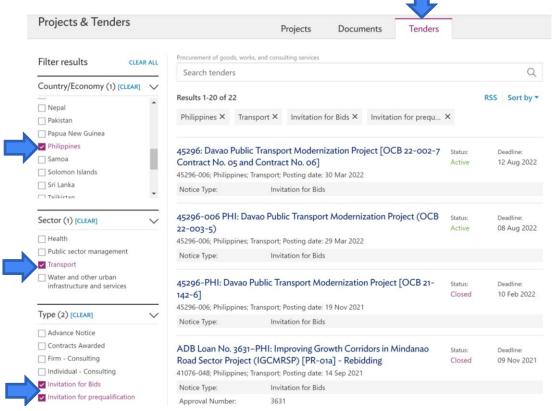
## Goods & Works – Procurement Plans



### Procurement Plans...

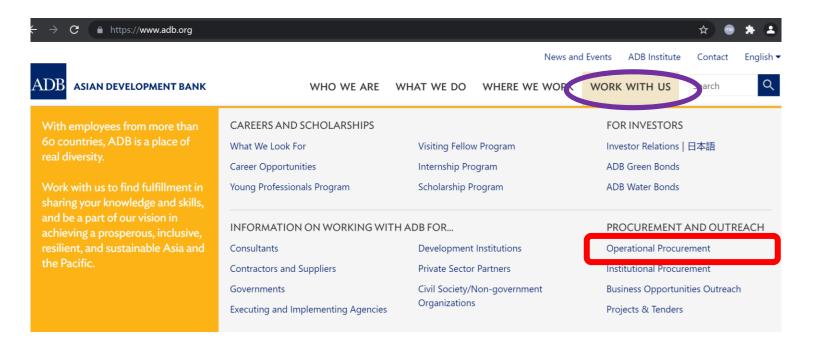


## Goods & Works – Specific Procurement Notices





### How to find Information on our Website



## **Operational Procurement**





Goods, Works, and Non-Consulting Services →

Ing member countries for a broad range of development projects and programs involving the procurement of goods, works, and services.



#### Consulting Services →

ADB engages individual consultants and consulting entities to pricontract preparation and project supervision, and to help ADB to and reports.

- Procurement Plans
- Prequalified Contractors
- Contracts Awarded
- Bidding Procedures

### Prequalified Contractors

The prequalification of contractors are undertaken for most large, ADB financed civil works contracts, turnkey contracts and contracts for the supply of expensive and technically complex equipment. ADB reviews and approves the prequalification process conducted by the Borrower's executing agency and publishes lists of prequalified contractors for contracts with estimated value of \$10,000,000 and above.



### Contracts Awarded

Contracts awarded for goods and civil works with contract value above US\$1.0 million. An archive of the previous year's contract awards is also provided.





## **ADB Consultant Management System** (cms.adb.org)













## Consultants to Register in CMS (cms.adb.org)



**Consultant Management System** 

Overview FA0

#### Welcome to the Asian Development Bank's Consultant Management System

Consultant Management System (CMS) is an integrated web-based system that supports the ADB's consulting services recruitment, from advertising the opportunity to awarding consulting contracts. This portal will enable users to work with the different facilities available in CMS.



Consultants create and update their profile, search opportunities, send Expressions of Interest (EOIs), respond to Non-Committal Inquiries (NCIs), and prepare and submit proposals. Login to the system by typing in your registered email address and password.

Since CSRN is now integrated in CMS, consultants are encouraged to complete their full registration to help facilitate EOI submission by tagging project and consulting experiences entered in their profile.

#### Click here to know who can register as consultants in CMS.

By using this service, you are accepting the CMS Terms and Conditions.



ADB Project Team Members can access all CMS functions like creating a selection, advertising opportunities, sending Non-Committal Inquiries (NCIs), distributing Request for Proposals (RFPs), sending Notice to Proceed (NTPs), and approving requests, even while working outside of the ADB network. Login to the system by typing in your ADB Self-Service Username and Password.



Executing Agencies (EAs) can access Consulting Services Recruitment Notice (CSRN) to post consulting apportunities for ADBfinanced projects. Login to the system by typing in your registered Username and Password.

To obtain an EA account, email your ADB Project Officer and copy csrn@adb.org with the following details:

- 1. Email address of the agency representative
- 2. Full name of the agency representative

- 3. Name and address of the agency
- 4. Duration of the recruitment for the project

#### Consulting Services Recruitment Notice (CSRN)

The Consulting Services Recruitment Notice provides detailed information on the consulting services required for ADB-financed or administered projects. The CSRN includes the terms of reference and is posted on ADB's website for at least one month for firms for EA-administered projects. 15 days for firms for ADB-administered projects or 7 days for individual consultants before shortlisting.

This will provide consultants sufficient time to prepare EOIs that are more specific and focused on the project's requirements.

Click here to view the list of advertisements of consulting opportunities.

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Login using your registered username and password.							
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Note: ADB users can login using their Oracle username and password. $ \\$							
Registration							
New user? Register now!							
Register as Consulting Firm							
Register as Individual Consultant							
Need Help?							
near nepr							
For inquiries regarding the system, please email <a href="mailto:cmshelp@adb.org">cmshelp@adb.org</a> .							

#### CMS SYSTEM UPDATE

Dear CMS Users.

The changeover period from the Consulting Services Recruitment Notice (CSRN) to the Consultant Management System (CMS) has concluded. We thank you for your cooperation during this interim process.

Should you have any inquiries, contact cmshelp@adb.org.

CMS Team

NOTE: CMS undergoes weekly maintenance activities from







## **Consulting Opportunities - CSRN**

### **Consulting Opportunities**

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Consulta

\_ Eligibility Open

<u>Engagem</u>

 ■ More t Country Select All

+ Sector

Consulting Services Recruitment Notices (CSRN)

CSRN provides detailed information on the consulting services required for ADB-financed or administered projects, including terms of reference. Filter on specific advertisements of interest by ticking the appropriate checkboxe. or by entering keywords to search by expertise.

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COVID-19 Related Assignment								< Prev	/ious 1-25 ×	Next 25 (2)	
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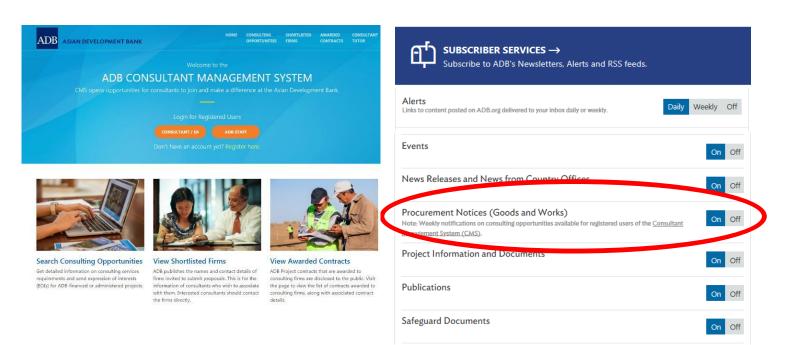




### **CSRN Profile**

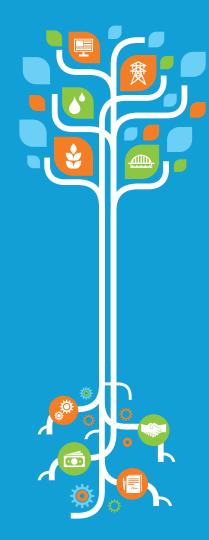
a selfservice.adb.org/OA\_HTML/OA.jsp?page=/adb/oracle/apps/xxcrs/csrn/webui/CsrnHomePG&OAPB=ADBPOS\_CMS\_ISP\_BRAND&\_ti=1531297672&oap... TA 55064-005 REG: Water Organization Partnerships for Resilience - WOP4R Program Consultants Date Published: 29-Jun-2022 Deadline of Submitting EOI: 10-Aug-2022 11:59 PM Manila local time Back **Express Interest EXTENSION** Profile Terms of Reference Cost Estimate Selection Profile Consultant Type Firm Source International Selection Method Quality and Cost-Based Selection (QCBS) Technical Proposal Full Technical Proposal (FTP) Selection Title Water Organization Partnerships for Resilience Package Number Package Name WOP4R Program Consultants ONo Approval Number Advance Action • Yes Engagement Period 36 MONTH Approval Date Estimated Short-listing Date 15-Jul-2022 Consulting Services Budget USD 418,000 O Maximum Estimated Commencement Date 01-Sep-2022 Budget Type • Estimated Open to non-Member Countries O Yes ⊕ No **Additional Information** Possibility of contract extension In general, ADB consulting contracts may be extended to a reasonable degree when doing so is justified within ADB's core procurement principles. Any extensions are subject to operational needs, consultant performance, and continued availability of Specific considerations for this assignment, if any, are discussed here: Need for contract extension may be discussed during implementation. Possibility of consideration for downstream assignment O Yes O No O Not known Country of assignment Philippines COVID-19 Related Assignment O Yes O No. Contact Information Project Officer Allison Woodruff Designation Principal Water Security Specialist Asian Development Bank Email awoodruff@adb.org CSRN Additional Information / Attachments Title Description Category Last Updated By Last Updated Usage Update Delete Type No results found. Agencies Primary Agency Country Agency Role Contact Person View Details V Asian Development Bank Regional **Executing Agency Publishing History Publication Date Published By Duration of Advertisement** Deadline **View Remarks** Type

## **Register for alerts**



ADB's CMS System: http://cms.adb.org

Goods & Works Notices: https://alerts.adb.org





For more: adb.org

To join the community of ADB Consultants and Suppliers:

1) ADB Consultants Network:

https://www.linkedin.com/groups/3796524/

2) ADB Suppliers Network:

https://www.linkedin.com/groups/3796532/

Also follow "ADB Business Center":

https://www.linkedin.com/showcase/adb-business-center/

