# Introduction to Registration in CMS

A consultant who wishes to submit Expressions of Interest (EOI) to a published advertisement should first register in the Consultant Management System (CMS) at *cms.adb.org*. There are two (2) options for registration:

1. **Simplified Registration** involves the consultant completing 2 pages of registration details and providing additional information at a later time from the Profile tab in CMS.

2. **Full Registration** adds 3 more pages of registration details to the first 2 in Simplified Registration.

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**Tip**

3 Tips when registering an account in CMS
1. Each registration screen has to be completed **within 30 minutes** to avoid losing data due to session time-out. Have customary information at hand to reduce the time needed to fill out the screens.
2. Initially supply just enough information to be able to complete the minimum details for registration, whether simplified or full. When you receive your confirmation email and password, don't forget to go to the Profile screen in CMS and provide all the details that may have been left out earlier.
3. Update your profile regularly to ensure that a search of consultant details in CMS will take into account all your latest accomplishments and work experience.

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**Note**

CMS checks to see if registration details conform to the following Eligibility Criteria for consultants:
- Must preferably be a citizen of an ADB member country
- Consultants from non-member countries may be engaged only if a project allows it.
- Must have appropriate work or consulting experience of at least three years.

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## PROCEDURE FOR SIMPLIFIED REGISTRATION

1. Open your Internet Browser and type **http://cms.adb.org** in the address field.
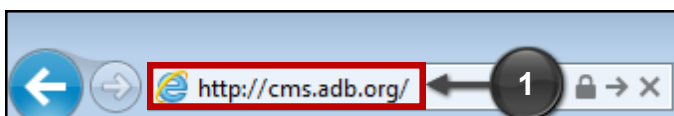


2. You will be directed to the Consultant Management System page, click on **Individual Consultants.**



3. Fill-out the basic information page as part of **Simplified Registration (SR)**. You may opt to first fill out only the mandatory fields to complete Simplified Registration and update your profile later by logging in to **http://cms.adb.org** as soon as your user details (username/password) have been emailed to you. Mandatory fields are as follows:

    a. **Title** — salutation (e.g., Mr., Ms., Dr., etc.)
    b. **Last Name** — the consultant's surname.
    c. **First Name** — the given or personal name.
    d. **Date of Birth** — the consultant's birth date. Use the format (dd-mmm-yyyy, e.g., 07-Feb-2014) Alternatively, click the calendar icon to the right of the text box to choose the date, month and year.
    e. **Country of Birth** — the country the consultant was born in.
    f. **Citizenship** — the consultant's citizenship. If there are multiple citizenships, indicate the others in the **Additional Information Page** during **Full Registration** or while updating your profile through the Consultant Portal (http://cms.adb.org).
    g. **Government-Issued ID No.** — any number issued by the government that is intended to identify an individual. Examples are passport, driver's license, national identification card, etc.)

**Important**

By providing your details, you are agreeing to the ADB's use of your information as stated in the CMS Guidance and Instructions. You are also certifying that the information is accurate and true to the best of your knowledge. To learn more on how to register, download Individual Consultant Registration User Guide.

To know more about the qualifications click on this icon: ⓘ

**3**

* Title **3a**
* Last Name **3b**
* First Name **3c**
Middle Name

**Personal Information**

* Date of Birth **3d** (example: 27-Oct-2016)
* Country of Birth **3e**
Gender ○ Female ● Male

* Citizenship **3f**
* Government-issued ID No. **3g** (e.g., passport, national identification card, etc.)

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**Note**

A Consultant whose **Citizenship** is **not among the list of ADB member countries** is still allowed to express interest as long as the consulting opportunity is open to non-member countries.

* Citizenship Christmas Island
If the citizenship you have selected above is not among the list of ADB member countries then you are only allowed to express interest in opportunities open to non-member countries defined as part of project requirements.

**Philippine nationals** registering in CMS are required to indicate their **Tax Identification Number (TIN)**. This information is for internal ADB use only.

* Citizenship Philippines
* Government-issued ID No. (e.g., passport, national identification card, etc.)
* Tax Identification Number ___ – ___ – ___ – 000
To know more about Tax Identification Number click on this icon: ⓘ

4. The **Consultant Information** section should be filled out by the consultant, especially with regard to fields considered mandatory. These are:
   a. **How many years of work and/or consulting experience do you have?** — You have to ensure that you have at least three (3) years of work/consulting experience.
   b. **Do you have any close relatives (except for spouse or domestic partner) presently working at ADB?** — Choose either *Yes* or *No*.
   c. **Are you a Spouse or Registered Domestic Partner of an ADB Staff?** — If so, indicate the

name of your spouse or domestic partner, position title and employee number. Otherwise an error message is displayed and CMS will not permit registration to proceed.
   d. **Have you ever been an ADB staff?** — If *Yes* is selected, indicate the position title, employee number and employment end date, which is mandatory. Leaving it blank results in an error message that prevents registration from proceeding. You also need to answer with a Yes or No, whether your last position with ADB is Director level or above.
   e. **Have you ever been on a consulting assignment with ADB?** — Whether the consultant has been previously engaged by ADB for any consulting assignment.
   f. **Have you been or are you currently a government employee?** — If you have been or are currently a government employee, indicating the government agency name and the country of location is required.

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**Tip**

This symbol ⓘ refers to a **Long Tip**. Please click on this symbol each time it appears, to display the corresponding long tip.

**Consultant Information**

| | |
|---|---|
| **\* How many years of work and/or consulting experience do you have?** | [4a] 5 |
| **\* Do you have any close relatives (except for spouse or domestic partner) presently working at ADB?** To know more about Relatives by Consanguinity or Marriage click on this icon: ⓘ | [4b] ○ Yes ◉ No |
| **\* Are you a Spouse or Registered Domestic Partner of an ADB Staff?** To see notice for Domestic Partner click on this icon: ⓘ | [4c] ◉ No, I am neither. ○ Yes, I am an ADB Staff Spouse. ○ Yes, I am an ADB Registered Domestic Partner. If yes, please enter the following details of the Spouse or Domestic Partner in ADB. Name of ADB Staff Partner [ ] Position Title [ ] Employee Number [ ] |
| **\* Have you ever been an ADB staff?** | [4d] ○ Yes ◉ No If yes, please enter Position Title, Employee Number and Employment End Date. Position Title [ ] Employee Number [ ] Employment End Date [ ] 📅 If exact date is not available, then choose the first day of the month. Was your last position with ADB, Director Level or above? ○ Yes ◉ No |
| **\* Have you ever been on a consulting assigment with ADB?** | [4e] ◉ Yes ○ No |
| **\* Have you been or are you currently a government employee?** To see notice for government employees click on this icon: ⓘ | [4f] ○ Yes ◉ No If yes, please enter Government Agency Name and Country. Government Agency Name [ ] Country [ ▼ ] Employment End Date [ ] 📅 (example: 27-Oct-2016) |

5.  The **Fields of Specialization** section is where consultant expertise is itemized.
    a.  **Expertise** — Click the **Add Expertise** button to add all applicable expertise. You are allowed to check as many primary expertise as you see fit provided that you can show reasonable experience. You can elaborate on your expertise in the Work Experience Page as part of Full Registration.
    b.  **Drivers of Change/Strategic Agenda(s)** - Choose the drivers of change/strategic agenda that fall under your expertise.  Use the **Add Drivers of Change/ Strategic Agenda(s)** button for this purpose.

**Fields of Specialization**

Provide at least one expertise.

[5a] **Add Expertise**

**\*Expertise**

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|---|
| Oracle Functional Consultant |
| Oracle Technical Consultant |
| Enterprise Resource Planning Specialist |

[5b] **Add Drivers of Change/Strategic Agenda(s)**

| Drivers of Change/Strategic Agenda | Subcomponent |
|---|---|
| No results found. | |

6. The **Contact Details** section is where contact information may be added. Fill out mandatory fields like Country, Street Address, Telephone Number, Email Address, and your City, Town or Locality.



**Tip**
Please note that your **email address** will be your **UserID** for the system.

7. Upon reaching the end of the Basic Information Page, you may want to take some time to review all the information entered thus far and ensure mandatory fields have been filled out. When ready, click the **Continue** button to proceed to the next page.



8. Click the **Add References** button to create a new row. Enter the details of your references. You may include ADB Staff who know you professionally.



9. Click the **Add Attachment** Button to open the Add Attachments Page.
   a. You may add as many attachments as needed. However, details of only one attachment at a time my be indicated.
   b. After entering details of an attachment you may click on **Add Another** to upload the next attachment. After all attachments have been uploaded, click the **Apply** button to exit the Add Attachments Page, or if you want to leave the screen without saving, click **Cancel.**



10. Optionally provide **comments** on the registration procedure.



**Tip**
An **Asterisk (*)** beside a field means it is mandatory to enter data for that field. Leaving the field blank causes the system to display an error message and will not allow the registration to proceed.

## NOTES

11. Certify that the information provided is accurate and true by ticking the **Certification** checkbox.

**CERTIFICATION**

☑ (11) ...ion provided herein is true, complete and correct to the best of my knowledge and belief. I hereby per... ...rize ADB to investigate, verify and make inquiries related to the information provided herein. I understand a... ...that any misrepresentation or material omission made herein, or in any other document requested by ADB, may result in the rejection of any Expression of Interest (EOI) related to this registration, the nullification of any Non-Committal Inquiry (NCI) related to this registration, the termination of any contract related to this registration, and/or the imposition of sanctions against me, each subject to ADB's determination, and in any case without any liability to ADB and without prejudice to any other remedies available to ADB.

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*Note*

Additional certification checkboxes will appear for consultants from non-member countries.

**CERTIFICATION**

☑ I certify that the information provided herein is true, complete and correct to the best of my knowledge and belief. I hereby permit and authorize ADB to investigate, verify and make inquiries related to the information provided herein. I understand and accept that any misrepresentation or material omission made herein, or in any other document requested by ADB, may result in the rejection of any Expression of Interest (EOI) related to this registration, the nullification of any Non-Committal Inquiry (NCI) related to this registration, the termination of any contract related to this registration, and/or the imposition of sanctions against me, each subject to ADB's determination, and in any case without any liability to ADB and without prejudice to any other remedies available to ADB.

☑ I am aware that my registration and application in CMS does not guarantee that I qualify for the *eligibility criteria* of all consulting opportunities.

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*Warning*

Information on consultancy work is mandatory for submitting an expression of interest. Make sure to update your consultancy information in the **Profile tab**, **Work Experience** page. Projects undertaken as part of a regular employment contract may be considered as consultancy work.

12. Click the **Submit** button. A system generated Email Notification confirming your registration and containing your UserID and Password will be sent immediately. If the email is not received by one (1) hour, contact **cmsregister@adb.org** and provide particulars.

| Cancel | Back | Attachments and C...on | (12) → | Submit |

# NOTES

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13. View the **Confirmation Page**.

**Confirmation**

We are pleased to inform you that you are now active in the ADB's CMS online registration system. Your profile will remain active for twelve(12) months from the last update.

Your **CMS Number** is **123456** and your **User ID** is indcon@email.com.

Your password will be sent to you through confirmation email.

**Note:** If you do not receive the confirmation within one(1) hour, please use Can't access your account? at CMS Home page.

**Providing ADB with More Information about Yourself**

The ADB's selection process of individuals for assignments starts with a search based on the individual's work and consultancy experience and other relevant information.

By providing the ADB more information about your credentials, you may increase your chances of being included in the search results.

If you wish to provide the ADB with more information, please click "Go to Full Registration" button. You may also update your CMS record anytime your circumstances change by visiting the CMS website.

**Updating Your CMS Information**

We recommend that you update your information recorded in CMS at least once every year.

The ADB will deactivate profiles that have remained dormant for twelve (12) months.

**Ending The Simplified Registration**

If you would like to end this registration session, click on the "Done" button.

14. At this point, the consultant has two options: (1) to end the Simplified Registration by clicking the **Done** Button; or, (2) to proceed with the Full Registration by clicking on the **Go to Full Registration** button.

| (14) → | Done | Go to Full Registration |

# NOTES

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## PROCEDURE FOR FULL REGISTRATION

1. After completing the Simplified Registration (SR) and reading the Confirmation message, you can proceed by clicking the **Go to Full Registration** button.
2. Enter your work experience details. Click the **Add Employment(s)** button to enter your Employment History.



3. In the **Employment Details** screen, enter details of your employment and employer.
   In the **Employment Details** section, mandatory fields include:
   a. **Start Date** — the date employment began
   b. **Position** — job title
   c. **Description of Duties** — refers to the required tasks, knowledge, skills, abilities, and reporting structure required for the defined position.
   Under the **Employer Information** section, required fields are:
   d. **Name** — Employer/company name.
   e. **Type of Business** — refers to the category under which the business falls.
   f. **Country** — the country of the employer/company.
   g. **City** — is the city of your employer/company.
4. You can click on **Add Another Employment Detail** to enter data concerning other employments.
5. Click **OK** to exit the page or click **Cancel** to leave the screen without saving the data.





6. Your employment history is summarized in rows appearing in the Work Experience section. You may click the **Record** icon under the Details Column to review your entered data.
7. Click on **Add Consultancy Work(s)** to enter consultancy project details.



> ✎ *Note*
> Please remember to **Save** your data frequently to avoid losing your changes.

8. In the **Consultancy Work Details** screen, enter all consultancy project details. Fields required are as follows:
   a. **Project Name/Activities** — refers to the name of the project or the name of the activity.
   b. **Country** — the country where the project was completed.
   c. **Location of Services Rendered** — choose whether services were provided offsite, onsite or onsite/offsite.
   d. **Start Date** — the start date of the project.
   e. **Funding Source** — refers to the financial resources to finance a project or activity. If Funding Source is ADB, you may indicate the Loan/TA/Grant No.
   f. **Contracted Through** — refers to the company or agency who handled the project.
   g. **Person-Months of Services** — the duration, in person-months, spent by the consultant on the specific project.
   h. **Project Description** — additional pertinent description of the project

i. **Services Rendered** — refers to the list of services requested in relation to the project.



9. In the Fields of Specialization area, provide at least one (1) expertise related to the particular project. To add an expertise, click the **Add Expertise** button.

10. The next 2 fields, Sector and Drivers of Change/ Strategic Agenda(s) refer specifically to ADB Projects. If you have previously worked on ADB projects, these projects have been classified into applicable ADB Sectors/Subsectors and ADB Drivers of Change/ Strategic Agendas/Subcomponent.

a. **Add Sector(s)**: Sector classification primarily tracks the trends in allocations of ADB's operational resources to economic sectors. Sector assignment is mutually exclusive, i.e., one project registers one predominant sector, and one predominant subsector. Projects supporting more than one sector are registered as multisector projects, with corresponding assignment of up to three sectors or subsectors and estimation of project resources allocated to each of the three sectors. If the project details are for an ADB project, please select the applicable Sector/Subsector with which this project has been classified.

b. **Add Drivers of Change/Strategic Agenda(s)**: Choose the drivers of change/strategic agenda that fall under your expertise.



11. Under the **Client Details** area, enter information on your client.

12. Click on **Add Another Consultancy Work** to enter another set of consultancy work details or click **OK** to exit the Page. If you click on **Cancel** your entered data will not be saved.

13. Your consultancy work is summarized in rows in the Work Experience Page. You may click on the **Record** icon under the Details Column to review your entered data.

14. Click on the **Next** Button to proceed to the Credentials Page.



> **Tip**
>
> Information on consultancy work is mandatory for submitting an expression of interest. If needed, update your consultancy information in the **Profile** tab, **Work Experience** page. Projects undertaken as part of a regular employment contract may be considered as consultancy work.

15. Click **Add Language(s)** to list the Languages you are proficient with.

16. If the Language you know is not on the List, choosing **Other Languages** makes the **Description** a mandatory field.



17. Note that the Geographical Experience Section has been automatically populated with the countries retrieved from details entered in the Work Experience Page (Employment and Consultancy Details).

18. You may add to your Geographical Experience to include trainings, research work, etc. Click **Add Geographical Experience(s)** to start adding.

19. If you have are published, click the **Add Publication (s)** button to indicate details.

20. Click **Add Educational Background(s)** to add particulars of your education.

21. In the Other Training section, click **Add Training(s)** to enter details of all the trainings you have attended.





22. If you have professional qualifications certified by an agency or memberships in professional societies, you may include this information in the **Professional Qualification** section. Click **Add Qualification(s)** to add a new row. Enter the necessary details in each of these rows.



23. Click the **Next** Button to open the **Additional Information** page.



24. If you have former names, you may also add it by clicking the **Add Former Name(s)** button.

25. Note that the Other Citizenship section is pre-populated with the Citizenship data entered in the Basic Information Page of Simplified Registration. You may enter additional citizenships by clicking on **Add Citizenship(s)**.

26. Click on **Add Affiliate(s)** to enter affiliation details. If the organization you added as an affiliate is already registered in CMS, a system generated email requesting confirmation of the affiliation will be sent to the affiliated entity.

27. You may click **Add Another Affiliate** to add another affiliate or click **OK** to exit the page. If you click on **Cancel** your entered data will not be saved.

*Note*

Please remember to **Save** your data frequently to avoid losing your changes.

## NOTES

28. If you have relevant details about yourself that you want to disclose, enter it in the **Note to ADB** field.

29. Write your additional **Comments and Suggestions** in the provided field. Take note that the Comments and Suggestions Section is pre-populated with the comment entered in the Registration Comments Section of the Attachments and Certification Page of the Simplified Registration.

30. Click on the **Done** button to conclude the Full Registration.



📞 **1880 for Registration and Sourcing**
📞 **1881 for Contract Administration**
✉ **cmshelp@adb.org**