



Searching Opportunities and Submitting Expressions of Interest

Quick Reference Guide

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Search through advertisements and submit EOIs

CMS allows Firms to search advertisements published in **CSRN** and send their **Expression of Interests (EOIs)** for both ADB and EA-administered projects. This Quick Reference Guide (QRG) will assist you on how to look for opportunities published in the system and submit EOIs that focus on the project's requirements.

STEP 1. SEARCHING PUBLISHED OPPORTUNITIES

You can go through the list or use the **Search** options to find specific opportunities you wish to submit an **Expression of Interest (EOI)**.

- Under the **Search** area, fill in the filter options that you wish to apply.
- Click on **Go**.
- Look for the project you wish to express interest in.



You can also sort the search results by clicking on the field column headers.

- Click the **View CSRN** icon. This will open the screen displaying CSRN details.
- Review the **Profile**, **Terms of Reference**, and **Cost Estimate** presented in the CSRN page.
- Click on **Express Interest**.



When the **Deadline of Submitting EOI** has ended, the **Express Interest** button will no longer be available.



In the **Contact Information**, you will see the **Project Officer's Name** or the **Contact Person for Inquiries** and their corresponding **Email Addresses**.

Dashboard | Profile | Opportunities | Non-Committal Inquiries | Request for Proposals | Proposals | Negotiations | Post Assignment Questionnaires | Contracts

Opportunities with Consulting Services Recruitment Notices

Search

Country: [Dropdown] Duration: [Dropdown]
 Sector: [Dropdown] Budget: Greater than USD [Input]
 Consultant Source: International National
 Consultant Type: Individual Firm
 Expertise: [Input] Expression of Interest: Not Submitted Submitted

[Go] [Clear]

Project	Sector	Consultant Source	Consultant Type	Expertise	Duration	Budget in USD	Published	Deadline	Remarks	View CSRN	EOI
LOAN37378-013 SRI: MySelection 101660 by SAMPLE [09.21.2011]-P21 /Package21	Water and Other	International	Firm	Water Supply and Sanitation	6 Months	552,279.21	2011	24-Sep-2011	Draft	[View CSRN]	[EOI]

Dashboard | Profile | Opportunities | Non-Committal Inquiries | Request for Proposals | Proposals | Negotiations | Post Assignment Questionnaires

SC 100027 DEN: Mmmm <big>
 Date Published: 10-Oct-2011 Deadline of Submission of EOI: 10-Nov-2011

[Back] [Express Interest]

Profile | Terms of Reference | Cost Estimate

Selection Profile

Consultant Type: Firm
 Selection Method: Quality and Cost-Based Selection (QCBS)
 Source: International
 Selection Title: Mmmm <big>
 Duration of Assignment: 12 MONTH
 Technical Proposal: Full Technical Proposal (FTP)

Additional Information

Possibility of contract extension: Yes No Not known
 Possibility of consideration for downstream assignment: Yes No Not known
 Indefinite Delivery Contract (IDC): Yes No Not known
 Country of assignment: Kiribati
 Country of eligibility for national consultants: Same as country of assignment
 Other information: test

Contact Information

Project Officer: Cristina Aganda
 Designation: Associate Project Analyst
 Asian Development Bank
 Email: 913610@adb.org.xxx

STEP 2. SUBMITTING EOI FOR FIRM

Review information of the selected project. Include specific information that focuses on the project's requirements when submitting EOI.

- Optionally enter the firm's **CMS Number** to submit an EOI with a **Joint Venture** or a **Subconsulting Firm**. Click **Add Consultant** to include in the list.



Added consultants are **Subconsultants** of the firm unless **Joint Venture** button is ticked. Address the additional fieldbox and checkbox that appears after adding consultants.

- Tick checkboxes to confirm attachment of **corporate structure** and **Board of Directors memo** into your CMS profile.
- Under **Technical Competence** field, enter details on previous working experience to highlight technical qualifications of your entity/ consortium.
- Under the **Geographical Experience** field, enter details on previous working experience to present firm's experience in similar geographic areas.

Expression of Interest: SC 10010287 AFG: SRL_CQS_SEL#101516
 Status: Draft Deadline: 14-Oct-2011 11:59 PM GMT +08:00 (3 days 9 hours remaining)

[Back] [Reuse Similar EOI] [Printable Page] [Submit] [Save] [Revert]

Consulting Firm Information

CMS Number: 003776 Country of Incorporation: Lao People's Democratic Republic
 Consultant Name: 8986FN * Acronym: Mek

Associations (Joint Venture or Subconsultant)

CMS Number [Input] Add Consultant

CMS Number	Consultant	*Acronym	Country	Joint Venture	EOI Submission Authorized By	Position	Delete
No results found.							

I confirm:
 Documentation regarding our corporate structure including beneficial ownership has been attached into ADB's CMS
 Documentation regarding our Board of Directors has been attached into ADB's CMS

Assignment Specific Qualifications and Experience

TIP Your EOI shall demonstrate technical competence and geographical experience based on project preferences entered in Full registration under your CMS profile. We encourage you to update Project Information under your CMS registration prior to filling EOI.

A. Technical Competence

TIP Cross-referencing the selected from your CMS profile projects, highlight the technical qualifications of your entity/ consortium in undertaking similar assignments.
 * Provide details of past experience working with similar project authorities.

B. Geographical Experience

TIP Cross-referencing the selected from your CMS profile projects, present experience in similar geographic areas.



STEP 2. SUBMITTING EOI FOR FIRM (CONT...)

5. Under **Management Competence**, state your firm's **standard policies, procedures and practices to ensure quality of work that will be rendered** once chosen to be engaged. State if your firm is ISO certified.
6. State how your firm will **handle complaints concerning the outputs of experts or quality of the reports submitted for this assignment**; detail firm's course of action or procedure for these kinds of circumstances.
7. Define how you will **ensure consistent quality for your firm's performance over the entire duration of the assignment**.
8. Indicate firm's course of action to **ensure that the team will remain intact over the period of the given assignment for the sake of professional service coherence**.
9. Enumerate firm's **social protection measures allotted for the experts, include various insurance coverage**.
10. You can use the **Other Information** Field to add more details.
11. Click **Add Project** under the **Project References**. This will lead you to the **Project Reference** area. (see note below)
12. Under the **Comments on Terms of Reference** and **Comments of Budget Adequacy** field, you may add comments on clarity of the assignment's inputs, outputs, outcome and impact.
13. Under the **Key considerations in approaching this assignment** field, you may add items that would help your approach on the project.
14. Click **Add Expert**. This will lead you to the **Key Expert** page. (see note below)

NOTE Upon Clicking the **Add Project**, and **Add Expert** buttons, you will be led to a screen where you can tag specific **Projects**, and **Key Experts** defined in your **Profile**.

1. Tick the checkbox to select a **Project**, and **Key Expert** you wish to include in the EOI.
2. Click **Select** to apply. This will lead you back to the **Expression of Interest** page.

C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)

* 1. Describe standard policies, procedures and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified. 5

* 2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints? 6

* 3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment? 7

* 4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/ replacements of personnel and to ensure the continuity of professional services once contracted. 8

* 5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident and life insurance coverage during the assignment. 9

D. Other Information (maximum of 500 words) 10

Project References

TIP Please **11** most relevant projects from your CMS Profile to demonstrate the firm's technical qualifications and geographical experience.

Add Project

Period	Client	Project	Country	Firm	View Details	Delete
No consultations found.						

Comments on Terms of Reference 12

TIP This may include, but not limited to comments on clarity of the assignment's inputs, outputs, outcome and impact.

Comments on Budget Adequacy

Key considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology) 13

Key Experts

TIP List **14** that you propose to deploy for this assignment, attach their CV's to EOI attachment.

Add Expert

Name	Email	Consultant Status	Affiliation Type	Affiliation Status	Firm	View Profile	Delete
No results found.							

EOI Attachments

Add Attachment **15**

Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete
No results found.							

15. Click **Add Attachment** to add additional information relevant to the EOI. This will lead you to the **Add Attachment** page.



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STEP 2. SUBMITTING EOI FOR FIRM (CONT...)

- TIP** Upon Clicking **Add Attachment**, you will be led on this page.
- Under the **Attachment Summary Information**, optionally fill in the fields with a brief description for the attachment.
 - Under the **Define Attachment**, you can either **Browse** for a file in your computer, type in the **URL**, or add **Text** as an attachment.

TIP Attaching files that are not formatted in PDF will yield an error message. Make sure that files are formatted correctly.

- Click **Apply**. This will lead you back to the previous screen.

TIP Click **Add Another** if you wish to add more attachments. Repeat steps 1-3.

- Make sure that all checkboxes under **Eligibility Declaration** are addressed and ticked.

TIP You can modify submitted EOI before the deadline by clicking **Back to Draft**. If you have made changes, you must resubmit the modified EOI.

- After all steps have been done, Click **Save**.
- Click **Submit**.

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STEP 3. VIEWING THE STATUS OF THE EOI

After submitting the EOI, you can check the status in the **Opportunities** tab.

- Go to the **Opportunities** tab.
- Under the **Search** field, fill-in the fields for filtering options.
- Click **Go**.
- You will be able to check the status of the EOI under the **Remarks** category.

TIP If you have been included in the shortlist, your status will be marked as **Shortlisted**.

Project	Sector	Consultant Source	Consultant Type	Expertise	Duration	Budget in USD	Published	Deadline	Remarks	New View
LOAN-2685 NEP: MKD 08-OCT-003 NO PACKAGE EA INTL CBS FTP -Subregional Transport Enhancement Project (44143-013)	Transport International Firm and ICT	International Firm	Firm	<MKD TOR EXPERTISE>	2 Months	106,341	12-Oct-2011	11-Oct-2011	Not Shortlisted	View EOI
TA-7678 REG: Planning the GMS Railway Coordination Office -<big> (42518-022)		International Firm	Firm	test	12 Months	267,280	12-Oct-2011	11-Nov-2011	Submitted	View EOI
TA-7678 REG: Planning the GMS Railway Coordination Office (42518-022)		International Firm	Firm	test	12 Months	267,280	13-Oct-2011	13-Nov-2011	Submitted	View EOI

CONTACT INFORMATION



For user/technical support

CMS IT User Support - cmshelp@adb.org



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SUBMITTING EOI FOR INDIVIDUAL CONSULTANT THROUGH A FIRM

To express interest for individual consultants, tick the **Individual** checkbox when searching for opportunities. Click on **Express Interest** to move to the **Expression of Interest** page.

1. Enter the expert's **CMS Number**.
2. Click **Add Expertise**. This will lead you to the **Expertise** page.
3. Click **Add Employment**. This will lead you to the **Employment** page.
4. Click **Add Consultancy**. This will lead you to the **Consultancy Work** page.

For each of the above steps, see note on submitting EOI below.

Expression of Interest: GRANT.9062 LAO: SRL_SEL#100413 - 1.3 (37650-022)
 Status: Draft Deadline: 26-Oct-2011 11:59 PM GMT +08:00 (9 hours 2 minutes remaining) [Back] [Reuse Similar EOI] [Printable Page] [Submit] [Save] [Revert]

Individual Consultant Information

* CMS Number [1] Consultant Name [] Citizenship Date of Birth []

Assignment Specific Qualifications and Experience

TIP Your EOI shall demonstrate technical competence and geographical experience based on project references entered in Full registration under your CMS profile. We encourage you to update Project Information under your CMS registration prior to filling EOI.

A. Expertise [2]
 Add Expertise []

*Expertise	*Experience in Person Months	Primary	Delete
No expertise found.			

B. Employment
 TIP Please select employment records from your CMS profile, that are relevant to advertised consulting assignment.
 Add Employment [3]

Period	Employer	Position	Country	View Details	Delete
No employment found.					

C. Consultancy Work
 TIP Please choose projects from your CMS profile to demonstrate your technical qualifications to undertake advertised assignment. The projects may represent consultancy assignments or projects undertaken within regular employment contract (internal projects).
 Add Consultancy [4]

*Period	*Schedule Type	*Client	*Project	*Country	View Details	Delete
No consultancy work found.						

NOTE Clicking **Add Expertise**, **Add Employment**, or **Add Consultancy** buttons will lead you to a screen to tag specific **Expertise**, **Employment** and **Consultancy Records** defined in the expert's **Profile**. This highlights work experience related to the consulting needs required by the project.

1. Tick the checkbox to select **Expertise**, **Employment** records, and **Consultancy** projects you wish to include in the EOI.
2. Click **Select** to apply. This will lead you back to the **Expression of Interest** page.

Expertise: 47161F 47161L [Cancel] [Select]

Select All | Select None

Select	Expertise	Experience in Person Months	Primary
<input type="checkbox"/>	Environmental Engineering	150	<input type="checkbox"/>
<input type="checkbox"/>	Management	200	<input type="checkbox"/>
<input type="checkbox"/>	Renewable energy in general	40	<input type="checkbox"/>
<input type="checkbox"/>	Solar energy	240	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Wind energy	50	<input type="checkbox"/>

[Cancel] [Select] [2]

5. Make sure that all checkboxes under **Eligibility Declaration** are addressed and ticked.
6. After all steps have been done, Click **Save**.
7. Click **Submit**.

Eligibility Declaration

I certify to the best of our knowledge and belief:

The consulting firm and the proposed consultant are eligible to participate in ADB-funded, -supported and -administered activities

We understand that it is our obligation to notify ADB should we or proposed consultant become ineligible to work with ADB or other MDB, or should we or proposed consultant be convicted of an offense or crime as described above

Both the consulting firm and the consultant have become registered on ADB's Consultant Management System (CMS), and contact information in that system is current

The consultant has confirmed his/ her availability and interest for the advertised assignment in writing.

The consultant has authorized us in writing to represent his/ her interest in undertaking the assignment and negotiating the contact with ADB on his/her behalf

The consultant has signed his/her CV himself/herself

The proposed consultant is not employed by the Executing or the Implementing Agency

Both the consulting firm and the consultant have read the advertisement, including the terms of reference (TOR), for this assignment

We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy

[Back] [Reuse Similar EOI] [Printable Page] [Submit] [7] [Save] [6] [Revert]

REUSING SIMILAR EOI

You can reuse the same **EOI** as a template to submit to various projects.

1. In the **Expression of Interest** screen, click **Reuse Similar EOI** button.
2. Fill-in the search filter to find the previously submitted EOI. Click **Go**.
3. Click on **Quick Select** icon. A **Warning** screen will appear asking confirmation overwriting existing data in your current EOI.
4. Click **Yes** to be lead back to the **EOI** page.
5. Click **Save**.
6. Click **Submit**.

Expression of Interest: SC 10010384 JPN: SAC - Project SC 10062011
 Status: Draft Deadline: 14-Oct-2011 11:59 PM GMT +08:00 (7 days 9 hours remaining) [Back] [Reuse Similar EOI] [1] [Printable Page] [Submit] [6] [Save] [5] [Revert]

Search

Project [] Expertise [] [2]
 Country [] Consultant Name []
 Consultant Source International National
 Consultant Type Individual Firm
 Published From [] To []
 Submitted From [] To []
 [Go] [Clear]

Select	Quick Select	Project	Consultant Source	Consultant Type	Expertise	Consultant Name	Published	Submitted
<input type="radio"/>	<input checked="" type="checkbox"/>	TA-7678 REG: Planning the GMS Railway Coordination Office <big1> (42518-022)	International	Firm	test	8986FN	15-Oct-2011	12-Oct-2011
<input type="radio"/>	<input checked="" type="checkbox"/>	TA-7678 REG: Planning the GMS Railway Coordination Office <big30> (42518-022)	International	Firm	test	8986FN	13-Oct-2011	13-Oct-2011
<input type="radio"/>	<input type="checkbox"/>	LOAN-2685 NEP: MKD 08-OCT 003 NO PACKAGE EA INTL QBS FTP -Subregional Transport Enhancement Project (44143-013)	International	Firm	<MKD TOR EXPERTISE>	8986FN	12-Oct-2011	12-Oct-2011
<input type="radio"/>	<input type="checkbox"/>	TA-7868 REG: KCC Firm Regression Test for Proj with Regional Country (45340-001)	International	Firm	Test Expert	8986FN	12-Oct-2011	
<input type="radio"/>	<input type="checkbox"/>	TA-7329 REG: Promoting Access to Renewable Energy in the Pacific <big105> (42465-01)	International	Firm	test	8986FN	07-Oct-2011	

TIP You can include or delete information to make sure the EOI is still focused on the project's requirements. (please see Step 2)

Warning
 This action will overwrite the existing data in your EOI and cannot be undone. Proceed to reuse EOI?

[No] [Yes] [4]