

- Borrower prepares and issues requests for proposals to short listed firms, allowing between 60-90 days for submission of proposals.
- Borrower evaluates proposals. The guidelines stipulate that evaluation and selection be based on technical evaluation taking price into consideration using the two-envelope system. (For technically complex projects however, selection occasionally can be based entirely on technical criteria.) The lowest priced proposal whose technical scoring falls within 10% of the highest evaluated technical proposal is awarded the contract. Regional consultants are to be preferred where proposals are considered equivalent in quality and price. In actuality, joint ventures between regional and non-regional firms are preferred, particularly when the work exceeds the capability/experience of regional firm. Technical evaluation is based on experience of consultants, proposed approach and methodology, and the personnel proposed for the work. When technical evaluation completed and proposals ranked, the financial envelopes of the "best-ranked" (all those within 10% of highest ranked) are opened. The consultant whose financial offer is considered the lowest should be deemed the winner and invited to negotiate and contract. (AfDB staff review evaluation results and "ratify" decision.)
- Borrower negotiates terms and conditions of contract with consultant and awards contract.
- AfDB approves final selection of bidder and contract award.

Payment terms vary depending on the nature of the project work and the negotiated terms and conditions. As a general rule, advance payments range between 15-30% of the contract price. Disbursements are in the currency in which the contract price was quoted. Consulting work is supervised by the borrower; when the work is completed, the borrower is required to complete a performance evaluation report on the work of the consultant and submit it to AfDB staff for information purposes only.

In pursuing AfDB-financed contracts, firms - suppliers and consultants alike - should first assess the financial, economic and political risks of doing business in target countries. Such an analysis should always include, among other things, verifying whether a country is in arrears with the AfDB and/or whether they are on any sanctions lists (which are available through DFAIT or OLIFI-Abidjan). Firms should also always consider arranging export insurance or other protection in relation to undertaking their contracts. The Export Development Corporation (EDC) is a key source of advice and assistance in this regard.

Individual Consultants Engaged by the AfDB

AfDB staff occasionally engages consultants directly, without borrower involvement, to augment its own staff when particular specializations are required or the workload of permanent staff is excessive. Individual assignments, usually short-term (5-10 weeks) in nature, are generally for activities such as preparation of terms of reference or specific components of sectoral or project preinvestment studies. Bank staff engage such consultancies using relatively informal procedures, and obtaining contracts for such work usually depends on the consultant's network of contacts within the Bank, as well as experience and reputation. Frequent visits to AfDB headquarters are often required in order to develop these contacts.