

Companies should endeavour to learn the guidelines fully in order to ensure compliance and avoid the possibility of disqualification and other problems. The two most informative AfDB documents in this regard are *Rules of Procedure for Procurement of Goods and Services* and *Guidelines for the Use of Consultants*. At the time of publication of this guide (mid-1996), consideration was being given to proposed revisions to the AfDB procurement policies and guidelines in order, among other things, to achieve greater standardization with the procurement policies of the World Bank and other development banks. Companies should keep abreast of any ultimate changes by consulting with relevant DFAIT officers, the DFAIT Electronic Bulletin Board Service or with OLIFI-Abidjan at the Canadian Embassy in Cote d'Ivoire.

AfDB procedures differ for the procurement of goods, equipment and civil works, and for the selection and use of consultants, and can be summarized as follows:

### **Consulting Services**

Consulting services include a wide range of activities such as preinvestment studies (economic and sectoral analysis, master plans, prefeasibility studies, preliminary engineering work, environmental impact assessments); detailed design studies (engineering design and preparation of specifications and tender documents); project management/supervision services; and technical assistance in the form of training and advisory services for institutional strengthening.

Consulting firms should be aware that undertaking work in the earlier phases of a project may exclude them from the supply of goods and equipment or provision of civil works in later stages of the project. However, if the firm's role is limited to consultancy, continuity of such services, even on a sole-source basis, may be permitted in later stages of the project, particularly when such continuity is in the best economic interests of the project. This is most often seen when engineering firms who have undertaken design work are hired for project supervision.

The procedures which borrowers must follow in the short listing, selection and engagement of consulting firms when using AfDB resources are essentially as follows:

- Borrower prepares terms of reference and budget estimate
- Borrower prepares short list of consultants. Short list must comprise 5-7 firms or 3-4 individual consultants drawn from a wide geographic field of member countries including at least one consultant from the AfDB regional member countries. Short list ideally limited to no more than one candidate from any one country but this is not always observed. Borrowers have considerable flexibility in compiling short lists. The list may be compiled directly, or through a formal preselection process in which expressions of interest are solicited by the borrower through direct invitation or by advertising. Short lists are usually derived from lists of consultants who have expressed interest in providing services (whether solicited or not) and from borrowers' prior experience with consultants. An exception exists whereby, subject to Bank approval, a short list can be limited to national or regional firms when the amount of the consultancy does not exceed US \$300,000 in the case of a firm, or US \$75,000 in the case of an individual consultant.