

**Preparation:** This stage is the primary responsibility of the executing agency, usually a government ministry, designated by the borrowing country to execute the project. The bulk of the project is prepared during this stage, including feasibility studies, plans, and detailed engineering design work. Consultants (both individuals and firms) are frequently required at this stage, with financing coming from the same variety of sources as aforementioned. This stage can take one to several years.

**Appraisal:** The sole responsibility of the Bank, project staff conduct in-depth reviews of the preparation work, assess the technical, environmental, financial and economic elements of the project, and prepare the Appraisal Report that constitutes a comprehensive analysis and description of the project eventually submitted to the AfDB Board of Directors prior to loan approval. Individual consultants are sometimes contracted at this phase. Appraisal Reports, not available to the public, can be obtained through the Canadian Embassy in Abidjan and can provide useful information for suppliers or consulting firms interested in pursuing work in the implementation phase of the project. Individual experts are sometimes contracted by Bank staff for short-term assignments to assist in this stage.

**Project Implementation/Execution:** Once the project loan has been approved by the AfDB Board of Directors and the terms and conditions of the loan negotiated with the borrower, the executing agency of the project commences with project implementation, including the public advertising of procurement opportunities and formal tendering of goods, equipment, works and services required to carry out the project and its multiple components. Project execution can last from a few to many years. While the executing agency is empowered with the primary responsibility for the implementation of projects, including all phases of procurement, Bank staff review progress of the project and sign off on most of the key procurement decisions in order to ensure compliance with the terms and conditions of the loan and the procurement policies of the Bank.

## *VI. AfDB Procurement - Policies and Procedures*

**The borrowing country, usually a ministry or executing agency therein, is responsible for all steps of the procurement process, including preparation of bid documents, public advertisement, prequalification of firms, short listing, bid evaluation, contract negotiation and award, contract supervision and payment.**

A key condition attached to AfDB loans is that borrowers must abide by a formal set of rules and guidelines established by the Bank for the procurement of goods, equipment and services. The basic principle of the procurement policy is that the proceeds of Bank loans be used with due attention to considerations of economy and efficiency and that there be equal opportunity for qualified firms from all Bank member countries to compete for the supply of the goods, civil works and consulting services financed by the Bank. Another stated principle of the procurement policy is that it is in the Bank's interest, as a development institution, to encourage the development and participation of contractors and suppliers from regional member countries of the Bank.