

proposals. Only in rare cases does an IFI assist the borrowing country in doing this. If it does, there is no certainty that the IFI will use the DACON roster; however, being registered is a precondition to being considered for the short list.

- Most IFI's maintain rosters for individual consultants. Firms may wish to register their staff members individually in such rosters,

in accordance with each IFI's method for doing so. Contact the Canadian embassy in the IFI headquarters city for information concerning this. Individual consultants who wish to register at the AsDB for participation in fact-finding and appraisal work must complete a DICON form, available from the Canadian embassy in Manila, or from the AsDB directly.

Getting Shortlisted

The borrowing country begins its consultant selection process by preparing a long list of eligible firms. Firms on this list are then asked to submit prequalification documents for a specific project. Information requested will include the following:

- experience on similar work;
- nationality of firm's ownership;
- reputation;
- financial position;
- qualifications of personnel;
- work experience in developing countries.

On the basis of the documents submitted, the borrowing country draws up a short list of qualified

firms. Whenever possible, firms from a variety of countries, including other developing countries and the borrowing country itself, are considered. Joint ventures between local and foreign firms, particularly on large projects, are also encouraged. The IFI must approve the short list.

Occasionally, borrowing countries approach a firm of their choice. This can occur when the firm has performed similar work on the same or a similar project, or when the firm has expertise not widely available. The IFI must approve this approach, as well as the firm selected.

Submitting a Proposal

Once your firm has been prequalified by the borrowing country, and the IFI has approved the short list, you will receive a letter of invitation to bid or request for proposal (RFP). The RFP is usually quite detailed. It states clearly the Terms of Reference according to which the assignment is to be carried out, the selection procedure, and the evaluation method to be used by the borrowing country. Your proposal should address each point raised in the RFP.

The most important element of an RFP is the Terms of Reference sec-

tion, which is mutually agreed upon by the borrowing country and the IFI. The Terms of Reference describe the work to be done, and are eventually integrated into the contract awarded to the consultant. Terms of Reference normally contain the following:

- a statement of the assignment's purpose and the project's objectives;
- nature and timing of the required services;
- organization of the work to be done and how consultants and field staff will interact;