



# CONSULTANT DATABASE SYSTEM (DACON) USER GUIDE FOR REGISTRATION

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## SUMMARY

The Islamic Development Bank (IsDB) has been witnessing a surge of interest from numerous firms and individual consultants who are eager to capitalize on the business opportunities it offers. Recognizing the need to streamline the information and facilitate the engagement of potential consultants and firms in IsDB projects, the Bank has taken a proactive step by introducing an online registration system on its external website.

This innovative platform, known as the Consultants Database (DACON), is designed to serve as a centralized repository, meticulously maintaining a comprehensive roster of registered firms and individual consultants. Its primary objective is to provide immediate and up-to-date information on the various business opportunities within IsDB-financed projects.

By utilizing the DACON system, the Bank can efficiently conduct queries and compile a long list of potential consultants and firms, catering to both internal and external stakeholders. Additionally, DACON functions as a repository of qualified consultants and firms, ensuring that future opportunities can be promptly pursued and effectively matched with suitable expertise.



## PURPOSE

The purpose of the online database is to create and maintain detailed profiles of individuals and consulting firms possessing the necessary expertise and experience in specialized fields. To register in the DACON system, firms and individuals are required to provide essential information about their respective profiles, thereby ensuring that they meet the basic criteria set forth by the IsDB.

The information provided by firms and individuals during the registration process spans a wide range of crucial details. These include comprehensive contact information, management profiles, specific staff specializations, relevant industry experiences, and a comprehensive list of completed projects, among other pertinent data points. By gathering and organizing this comprehensive information, DACON aims to create a robust database that accurately reflects the capabilities and strengths of registered firms and individual consultants. This wealth of information will serve as a valuable resource for IsDB and its stakeholders, facilitating effective decision-making and fostering meaningful collaborations.

Registered firms and individual consultants will be granted secure login credentials, providing them with exclusive access to their profiles within the DACON system. This personalized access enables them to regularly update their information as needed, ensuring that their profiles remain current and accurately reflect their evolving capabilities and achievements. By offering this flexibility, the IsDB empowers registered consultants and firms to actively manage their profiles and seize new opportunities that align with their areas of expertise.

### What information does DACON registration require?

The requested information covers:

- Contact addresses
- Management details
- Specializations of staff
- Experience
- Projects undertaken

And many other relevant details.



## STEP-BY-STEP GUIDE

For those who are interested in registering as a consultant or firm on this innovative online platform, the IsDB has outlined a series of quick and straightforward steps to guide you through the registration process. These steps ensure a seamless and efficient experience, allowing interested parties to swiftly join the DACON system and gain access to the numerous benefits it offers.

The IsDB's introduction of the online registration system and the establishment of the Database on Consultants (DACON) represents a significant milestone in facilitating business opportunities within IsDB-financed projects. Through this initiative, the Bank aims to connect potential consultants and firms with relevant projects by maintaining a comprehensive repository of qualified professionals. By registering with DACON and actively participating in the IsDB's online platform, consultants and firms can enhance their visibility, seize new opportunities, and contribute to the sustainable development goals by the IsDB.

The following quick steps will guide you through the registration process.

Visit the <https://www.isdb.org/project-procurement/Portal> as shown in figure 1

and select the option to register for DACON. You can edit or update your profile in Login options, once approved by the PPFM team.

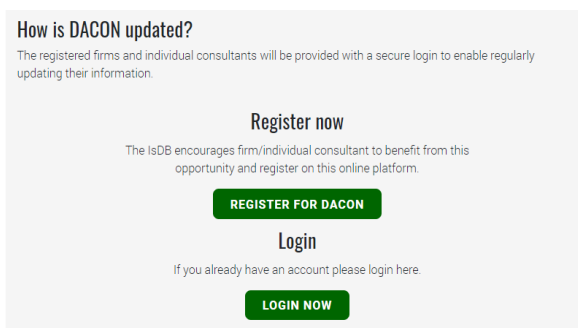


Figure 1

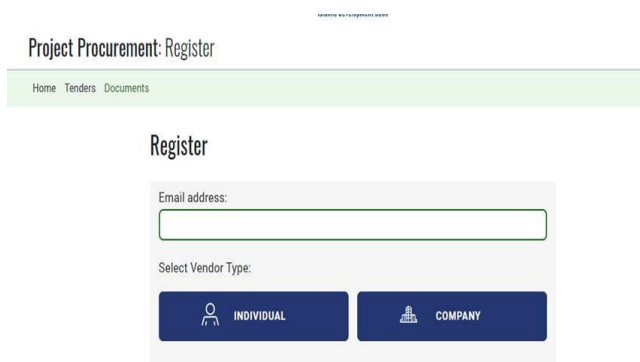


Figure 2

Once you enter the registration page, second layer will pop-up to your screen as you see in Figure 2. In this section, you may select your vendor type and proceed with create account.

Third step is to check your email and follow the steps as guided. You may receive the email in inbox or (Spam), please check in both folders.

# INDIVIDUAL CONSULTANT REGISTRATION

Following are some snapshots taken from the portal on the required fields:

The image shows a registration form titled "Basic information". It contains the following fields:

- Full Name**
- Title**
- First Name \*** (with subtext: *First name or given name*)
- Middle Name**
- Last Name \*** (with subtext: *Last Name or surname*)
- Date of Birth \*** (with placeholder: *mm/dd/yyyy*)
- Citizenship \*** (dropdown menu: *- Select -*)
- Country of Birth \*** (dropdown menu: *- Select -*)
- Passport No**
- Gender \***
- Present State of Your Health** (dropdown menu: *- None -*)
- Have you ever had any communicable disease:** (dropdown menu: *- None -*)

Figure 3

It is necessary for users to provide essential details in figure 3 and figure 4 by completing the required fields with basic information. This step is crucial in order to ensure that consultants' profiles are accurately represented and comprehensive within the provided framework.

### Contact details

Country \*

- Select -

*Mention your home country*

Street Address \*

*Permanent address*

Telephone Number \*

*Please include country code*

Email Address \*

Uahmed@isdb.org

City/Town/Locality \*

Alternative Email Address

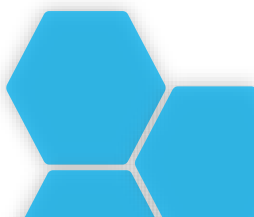
Present location \*

- Select -

*Your present location if different from residence*

**NEXT →**

Figure 4



## Application Form (Individual)

### Consultant information

How many years of work and/or consulting experience do you have? \*

Type of Consultancy \*

*Type of Consultancy services provided by you*

Consulting Category \*

*What type of Consultant Category your expertise belongs to.*

Principal Fields of Interest \*

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Engineering                | <input type="checkbox"/> Agriculture |
| <input type="checkbox"/> Architecture               | <input type="checkbox"/> Economics   |
| <input type="checkbox"/> Rural/Urban Infrastructure | <input type="checkbox"/> Health      |
| <input type="checkbox"/> Transport                  | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Industry                   | <input type="checkbox"/> Tourism     |
| <input type="checkbox"/> Education                  | <input type="checkbox"/> Other...    |

Do you have any close relatives working at IsDB? \*

*Have any close relative in IsDB, Mention the Full name and ID of the employee in IsDB - Position Title and Employee Number.*

Have you ever been on a consulting assignment with IsDB? \*

- No  Yes

*If yes, please specify a brief detail of the assignment including the sector*

Have you been or are you currently a government employee?

- No  Yes  
*Please specify*

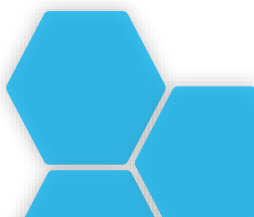
*If yes, please specify a brief detail of position*

Have you been found guilty or convicted of a violation of law \*

- No  Yes

Figure 5

In Figure 5, users can effectively input their expertise, capabilities, and relevant background of consultancy information.




Please specify in which IDB Member Countries you will prefer to have assignments \*

<input type="checkbox"/> Afghanistan	<input type="checkbox"/> Albania
<input type="checkbox"/> Algeria	<input type="checkbox"/> Azerbaijan
<input type="checkbox"/> Bahrain	<input type="checkbox"/> Bangladesh
<input type="checkbox"/> Benin	<input type="checkbox"/> Brunei
<input type="checkbox"/> Burkina Faso	<input type="checkbox"/> Cameroon
<input type="checkbox"/> Chad	<input type="checkbox"/> Comoros
<input type="checkbox"/> Cote D'Ivoire	<input type="checkbox"/> Djibouti
<input type="checkbox"/> Egypt	<input type="checkbox"/> Gabon
<input type="checkbox"/> Gambia	<input type="checkbox"/> Guinea
<input type="checkbox"/> Guinea Bissau	<input type="checkbox"/> Guyana
<input type="checkbox"/> Indonesia	<input type="checkbox"/> Iran
<input type="checkbox"/> Iraq	<input type="checkbox"/> Jordan
<input type="checkbox"/> Kazakhstan	<input type="checkbox"/> Kuwait
<input type="checkbox"/> Kyrgyz	<input type="checkbox"/> Lebanon
<input type="checkbox"/> Libya	<input type="checkbox"/> Malaysia
<input type="checkbox"/> Maldives	<input type="checkbox"/> Mali
<input type="checkbox"/> Mauritania	<input type="checkbox"/> Morocco
<input type="checkbox"/> Mozambique	<input type="checkbox"/> Niger
<input type="checkbox"/> Nigeria	<input type="checkbox"/> Oman
<input type="checkbox"/> Pakistan	<input type="checkbox"/> Palestine
<input type="checkbox"/> Qatar	<input type="checkbox"/> Saudi Arabia
<input type="checkbox"/> Senegal	<input type="checkbox"/> Sierra Leone
<input type="checkbox"/> Somalia	<input type="checkbox"/> Sudan
<input type="checkbox"/> Suriname	<input type="checkbox"/> Syria
<input type="checkbox"/> Tajikistan	<input type="checkbox"/> Togo
<input type="checkbox"/> Tunisia	<input type="checkbox"/> Turkey
<input type="checkbox"/> Turkmenistan	<input type="checkbox"/> Uganda
<input type="checkbox"/> United Arab Emirates	<input type="checkbox"/> Uzbekistan
<input type="checkbox"/> Yemen	

You can choose more than 1 answers.

How much notice would you require before reporting to work? \*

- Select - 

*Must mentioning of Notice period for joining the work between 1 to 2 Weeks. After ending of Period, IsDB will be no longer responsible for the entitle position and Contract may provided to other consultant.*

Figure 6

The section highlighted in figure 6 holds immense significance within the application process, as it necessitates the explicit specification of the countries that consultants are most interested in for potential assignments.

This particular section allows consultants the flexibility to choose multiple countries of interest. Once registered within our system, consultants will exclusively receive notifications to the opportunities originating from the selected countries, ensuring they are



## Consultant Dacon User Guide for Registration

provided with firsthand and timely information regarding business prospects within their preferred regions.

This tailored approach enables consultants to focus their attention on the specific countries that align with their interests and expertise, thereby optimizing their chances of securing meaningful assignments and expanding their professional horizons.

**Education**

University/College \*

Other professional certifications \*

  
**ADD**  
*A maximum of 4 professional certifications*

Professional training \*

  
**ADD**  
*A maximum of 4 training certificates*

**Language Skills**

English \*      Arabic \*      French \*

- Select -      - Select -      - Select -

Other Language Skills

Language      Skill level

Language name      - None -

**ADD**

Figure 7

In Figure 7, users are required to provide detailed inputs regarding their educational background and language proficiency.

## Specialisations

Sector *	Specialisation *
<input type="text" value="- None -"/>	<input type="text" value="- None -"/>
Date From *	Date To *
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

Figure 8

The section shown in figure 8 serves as a crucial component of the application process, enabling consultants to showcase their diverse proficiencies and competencies across various domains by allowing consultants to add multiple specializations.

### Projects Summary

List countries in which you have been recently working

Number of projects Handled  Approximate cost of the projects

Name and brief description of projects

Locations (City/Village and Country)

Main responsibilities & services rendered

Name and address of owner  Name of associated firms, if any

← PREVIOUS

NEXT →

Figure 9

As shown in figure 9, this particular section offers consultants the opportunity to highlight any recent or past project involvements they have contributed.

Consultants are encouraged to provide details within this section to showcase their valuable experiences and accomplishments, thereby enhancing their profiles and bolstering their credibility.



### Attachments

Resume/ C.V. \*

**CHOOSE FILE**

*One file only.  
128 MB limit.  
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, .*

References

**CHOOSE FILE**

*One file only.  
128 MB limit.  
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.*

Commendations/ Awards

**CHOOSE FILE**

*One file only.  
128 MB limit.  
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.*

Any other supporting document(s)

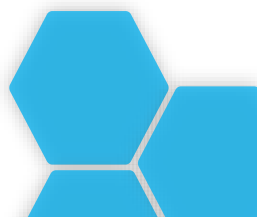
**CHOOSE FILE**

*One file only.  
128 MB limit.  
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.*

**← PREVIOUS** **NEXT →**

Figure 10

As shown in Figure 10, this particular section related to the submission of relevant documents refer to the consultant's resume or any other supporting materials.



I solemnly declare that all the information is given to the best of my knowledge are correct and nothing has been concealed. I hereby permit and authorize IsDB to investigate, verify and make inquiries related to the information provided herein. I understand and accept that any misrepresentation or material omission made herein, or in any other document requested by IsDB, may result in the rejection of any Expression of Interest (EOI) related to this registration, the nullification of any Non-Committal Inquiry (NCI) related to this registration, the termination of any contract related to this registration, and/or the imposition of sanctions against me, each subject to IsDB's determination. I shall be responsible, if any information given is found incorrect and liable to intended action under Project Procurement Guidelines of Goods and Services and IsDB.

Declaration *I agree with the above statement and wish to submit this application*

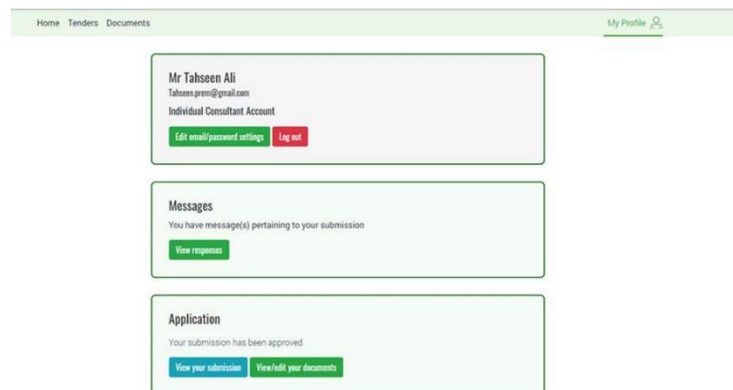
← PREVIOUS

SAVE AND EXIT

Figure 11

In Figure 11, represents the final section of the application, whereas consultants are explicitly required to confirm their agreement with the provided statement and acknowledge the significance of submitting accurate and truthful information.

By endorsing this section, consultants assert their understanding of the importance of transparency and integrity in the application process. They acknowledge that any deliberate concealment or misrepresentation of information may result in the IsDB taking appropriate measures and actions against the consultant.




After the completion of required information, you will see all your details in Profile section and can edit or update profile in Login option, once approved by the PPFM team. For any query or technical issues, please contact to this email address: [PPFM@isdb.org](mailto:PPFM@isdb.org)

## COMPANY/FIRM REGISTRATION

Following are some snapshots taken from the portal on the required fields

### Application Form (Company)

#### Basic Information

Firm/Organization Name  \*

Acronym 

Business Address

Country \*

Street Address \*

City/Town/Locality \*

State/Region

Province

Postal Code \*

PO Box

Telephone Number \*

*Please include country code*

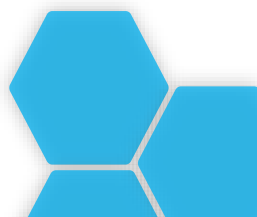
Fax Number

Additional Office Countries

Figure 12

In figure 12 shows by populating the required fields with basic information of the Firm. This step to ensure that Firm's profiles are accurately represented and comprehensive within the provided framework.



### User Account Details

Name

Title

*Mr/Mrs/Ms etc*

First Name ? \*

Last Name ? \*

Job Title / Position ? \*

Email address \*

Email alternate ?

**NEXT →**

Figure 13

Figure 13 holds significant importance as it refer to the person or user responsible for completing the firm's information on its behalf. This section acknowledges the crucial role of the individual representing the firm and assumes accountability for the accuracy and completeness of the provided information.

### Company Details

Type of Organisation \*

- Select -

Business Category \*

- Select -

Country of Incorporation/Registration \*

- Select -

Narrative Description of the Firm/Organization \*

Please limit to 500 words.

Year of Incorporation/Registration

Registration Number \*

Number of projects completed from year of incorporation/registration

Number of permanent full-time professional staff

Has your organization ever been engaged by IsDB? ? \*

- Select -

Is your organization a government-owned enterprise or institution? ? \*

- Select -

Has your organization been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion? \*

- Select -

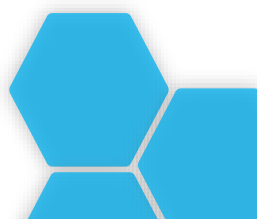
If yes, please enter details. To support your explanation further, attach the relevant documents using "References" document category in the next step of your registration.

Language Capability of Professional Personnel of Firm/Entity

<input type="checkbox"/> English	<input type="checkbox"/> Arabic
<input type="checkbox"/> French	<input type="checkbox"/> Spanish
<input type="checkbox"/> Other...	

Figure 14

In Figure 14, The user can effectively input their company details, Origin, and relevant background of Firm.





## Sector Expertise

Specialisations \*

Sector *	Specialisation *
<input type="text" value="- None -"/>	<input type="text" value="- None -"/>
Date From *	Date To *
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

(-)

**ADD SPECIALISATION**

Figure 15

The section shown in figure 15 serves as a crucial component of the application process, enabling user to showcase their diverse proficiencies and competencies across various domains by allowing users to add multiple specializations.

### Attachments

**Ownership of firm \***

**CHOOSE FILE**

*One file only;  
128 MB limit.  
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.*

**AML KYC Questionnaire \***

**CHOOSE FILE**

*Download and fill in the appropriate questionnaire for your institution:*

- *IsDBG AML CFT KYC Questionnaire v4 (financial institutions)*
- *IsDBG AML KYC Questionnaire v5 (non-financial institutions)*

*One file only;  
128 MB limit.  
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.*

**References**

**CHOOSE FILE**

*One file only;  
128 MB limit.  
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.*

**Catalogue of Business Services or Goods**

**CHOOSE FILE**

*One file only;  
128 MB limit.  
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.*

**Certificate of Performance**

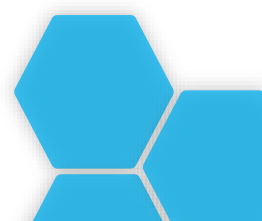
**CHOOSE FILE**

*One file only;  
128 MB limit.  
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.*

Figure 16

As shown in Figure 16, this particular section related to the submission of relevant documents refer to the Ownership of Firm or any other supporting materials. The next important step is to complete the KYC Form, which can be found in the same section or in case it is not available there, please follow this link to the IsDB Website (PPR Section) and locate the KYC Form under "Registration of Consultant": <https://www.isdb.org/project-procurement/documents>

it is indeed mandatory to complete the KYC form for new registrations into the system.



I certify that I am authorized to represent the firm indicated in this registration (the "firm"), particularly with respect to accomplishing and submitting this registration. I further certify on behalf of the firm and myself that the information provided herein is true, complete, and correct to the best of my knowledge and belief.

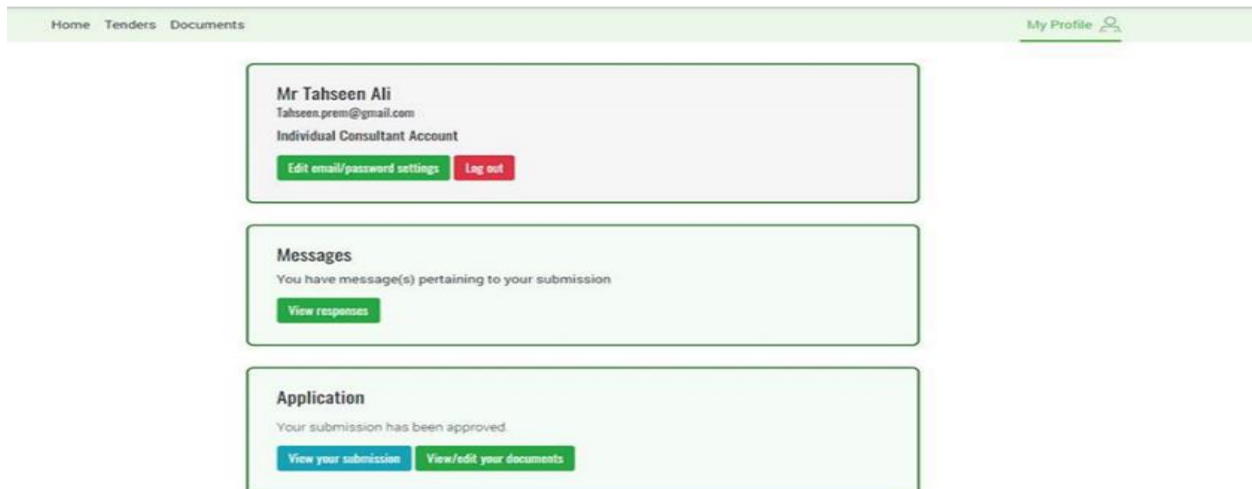
I certify that I am authorized to represent the firm indicated in this registration (the "firm"), particularly with respect to accomplishing and submitting this registration. I further certify on behalf of the firm and myself that the information provided herein is true, complete, and correct to the best of my knowledge and belief.

Declaration *I agree with the above statement and wish to submit this application*

Figure 17

In Figure 17, represents the final section of the application, whereas users are explicitly required to confirm their agreement with the provided statement and acknowledge the significance of submitting accurate and truthful information.

By endorsing this section, Firm assert their understanding of the importance of transparency and integrity in the application process. They acknowledge that any deliberate concealment or misrepresentation of information may result in the IsDB taking appropriate measures and actions against the Company/Firm.



After the completion of required information, you will see all your details in Profile section and can edit or update profile in Login option, once approved by the PPFM team. For any query or technical issues, please contact to this email address: [PPFM@isdb.org](mailto:PPFM@isdb.org)

For any additional information, such as Standard Bidding Documents, guidance, training materials and briefing, please see

<https://www.isdb.org/project-procurement/>

**IsDB**   
البنك الإسلامي للتنمية  
Islamic Development Bank