

Guidance Note on Selection of Consultants

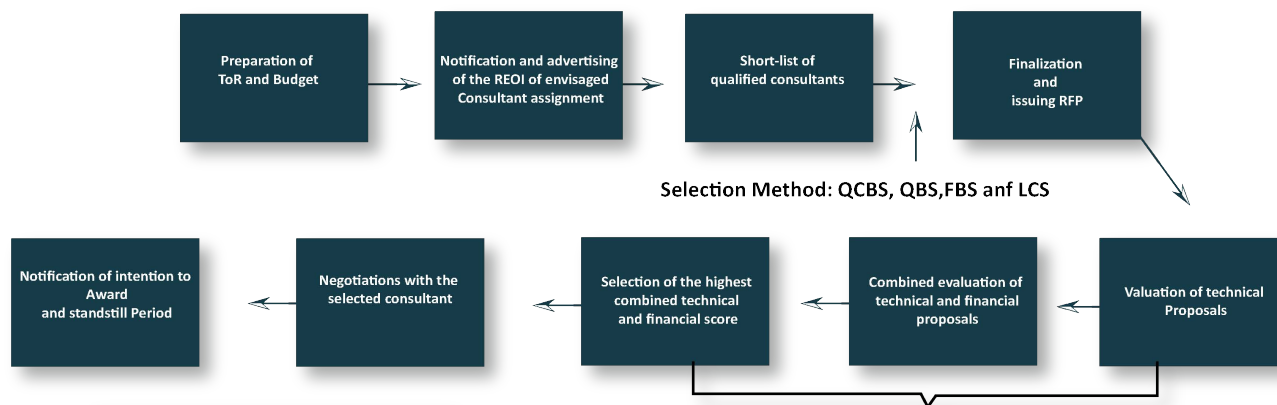


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Guidance Note on “Selection of Consultants” (1/2)

The Flowchart describes process used for Selection of Consultants:



Implementation

Supervising the implementation of Consulting Services entails a series of activities that are basically, the same for all types of consultancies, whether individuals or from a firm. These activities are: **(i)** issuing the notice to proceed; **(ii)** review of the inception phase; **(iii)** issuing contract variations; **(iv)** reporting and monitoring; **(v)** billing and payment; **(vi)** dealing with disputes and arbitration; **(vii)** terminating services prior to the end of the contract; **(viii)** concluding the assignment; and **(ix)** evaluation of Consultant’s performance.

Supervision further includes:

1. **Initial Activities after signing the Contract**
2. **Monitoring Progress of Contract**
3. **Managing a Time-Based Contract**
4. **Managing a Lump- sum Contract**
5. **Dealing with unsatisfactory performance**
6. **Dealing with disputes**

Evaluation of Proposals

Basic principle

The principles on evaluation of technical and financial Proposals are described in Guidelines and reflected in Standard RFP document including in the Data Sheet as per following provisions with procedure for combining the technical and financial evaluation applicable for QCBS.

Negotiations and decision to award the contract

Negotiations are conducted to finalize the draft contract on the basis of the Consultant’s Proposals. In some cases, for example in small contracts or contracts of a routine nature, it may not be necessary to conduct face-to-face negotiations, and the final contract may be negotiated through exchanges by facsimile or electronic mail.

Award of Contract

The award of contract is subject to IsDB No-Objection following the Standstill Period and shall be made, within the period of the validity of Proposals, to the Proposer that meets the appropriate standards of technical capability and financial resources and whose Proposal has been determined to offer maximum VFM.

Guidance Note on “Selection of Consultants” (2/2)



| Evaluation of Proposals | Selection of Individual Consultants |
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| <p>1. Conflict of interest situations: signing declarations in specified formats both at the EOI stage as also in the technical Proposal.</p> <p>2. Situations of “ghost Consultants”: identifying the applicant and confirming that the Proposal is submitted by the firm that has the required qualification and experience on its own and provides enough evidence at the time of the EOI to that effect.</p> <p>3. No key expert proposed from the lead member of JV: RFP to specify that the team leader proposed has required experience.</p> <p>4. Request for substitution of key experts at the time of contract negotiation: request for substitution agreed if permitted by the RFP and justified.</p> <p>5. Presence of one or more unsigned CVs in technical Proposal: the evaluation should be carried without considering these CVs</p> <p>6. Substitution of key experts in implementation: substitution of key experts permitted in exceptional circumstances such as “death or medical incapacity”.</p> <p>7. Cost overruns in time-based contracts: review of coordinating the timing of award of both the CSC contract and construction contract, adequate supervision of both contracts.</p> <p>8. Relationship between the Civil Works contractor and CSC: Provide adequate training to its/his own officers acting as project managers or key technical officers or employ a person with a legal background of handling claims.</p> | <p>Individual consultants are engaged on assignments for which:</p> <ul style="list-style-type: none"> A. The experience and qualifications of individual are the predominant considerations; B. No support from a home office as professional back-up is required; and C. Teamwork or a multi disciplinary approach is not necessary. |



For any additional information, Please see

www.isdb.org/procurement

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