

Annex 11: Procurement Manual

Statistical Innovation and Capacity Building in the Pacific Islands Project

OPERATIONS MANUAL

Section 10: Procurement Manual and Procurement Plan

October 2020

The Pacific Community (SPC)

1 Introduction

This Procurement Manual is presented as part of the Statistical Innovation and Capacity Building in the Pacific Islands Project’s Operations Manual (POM). The Manual is intended to serve as a quick reference on procurement for the PSC, SPC staff, SPC procurement and SPC Finance Management.

2 Governance

2.1 Compliance with World Bank Guidelines

All goods, non-consulting services and consulting services required for the Project and to be financed out of the Grant should be procured in accordance with the requirements of the World Bank Procurement Regulations for IPF Borrowers: (July 2016, revised November 2017 and August 2018) and the provisions of the Procurement Plan.

2.2 Roles and Responsibilities

Recipient (SPC) Responsibilities

SPC, through its Statistics for Development Division (SDD), is responsible for carrying out procurement activities financed by the Bank in accordance with the financing agreement made between the Bank and the Recipient.

SPC-SDD is responsible for managing the whole procurement process including but not limited to:

- i. planning and budgeting contracts,
- ii. preparing the procurement strategies,
- iii. inviting bids/quotations and applications/proposals for consulting services, and
- iv. evaluating, and awarding, signing and managing contracts.

The Economic Statistics and Microdata Specialist is the designated Project Manager for the Project.

World Bank Responsibilities

To ensure that funds are used only for the purpose for which they were granted, the Bank provides Recipients with implementation support and oversight which includes the provision of training and advice to the Recipient, and conducting reviews of the Recipient’s procurement activities. A review can be either:

- 1) prior review: before the procurement activity takes place; or
- 2) post review: after the procurement activity has been completed.

It is noted that SPC-SDD is explicitly requesting that all procurement activities – irrespective of their value or type – are subject to prior review. This eliminates the risk for misprocurement and will create efficiency in the procurement process as it will not require the integration of SPC’s procurement processes with World Bank procurement processes. Prior review of all procurement activities by the Bank will ensure that SPC-SDD will have an efficient procurement process. In lieu of agreement by the Bank to prior review all procurement activities, it is anticipated that procurement efficiency will be compromised as, for procurements that are below the threshold for prior review, it will be necessary to procure in a way that both the Bank’s and SPC’s procurement regulations/policy will need to be followed¹.

“Technical reviews” are undertaken by the World Bank for procurement subject to prior review. The WB opinion, comments and suggestions are required before proceeding. The procurement activities for which the WB “technical review” will be sought shall be agreed when the Procurement Plan is updated and during the World Bank Implementation Support Missions.

¹ SPC cannot approve procurement that are not subject to prior review, unless SPC’s procurement policy is adhered to.

2.3 Project Procurement Review requirements for PACSTAT

Goods and consulting services will be procured under the Project, the details of which are included in the Project Procurement Strategy for Development (PPSD) and the Project Procurement Plan (PP). Non-consulting services (NCS) may also be procured, if and when the need arises, and will follow the process as for the procurement of goods. The PPCS and PP will be updated regularly, to meet the project implementation needs.

Procurement methods to be followed are:

Type of Procurement	Selection Methods
1. Goods and Non-consulting services	Open and Limited Request for Quotations (RFQ)
2. Consulting Services – Firms	Quality & Cost Based Selection (QCBS); Consultant’s Qualification Based Selection (CQS) (<USD500,000)
3. Consulting Services - Individuals	Open and Limited Competitive Selection

The thresholds for prior review of procurement activities are detailed in the Project Appraisal Document, however it is noted that SPC is requesting that all procurement activities be subject to prior review.

The procurement plan and review thresholds are subject to revision during project implementation, for which the Bank’s concurrence is required.

2.4 Bank’s Systematic Tracking of Exchanges in Procurement (STEP).

STEP is a standardized web-based system developed by the Bank for Investment Project Financing (IPF) which incorporates systematic planning and tracking of procurement activities throughout the project cycle. It allows for online collaboration with clients and recording of service standards through workflow.

STEP is used initially to create and later to update the Procurement Plan under IPF, to monitor performance, and manage and store related documentation for all steps of a procurement activity. This includes activities that are subject to both prior and post review by the Bank.

Designated staff in SPC-SDD will be provided access to STEP, for entering all procurement-related submissions to the Bank.

Service Standards. STEP automatically sets milestones for each procurement activity and sends reminders to the STEP users assigned under the Project. Once the procurement plan is agreed with the Bank, the PSC shall conduct the procurement process in line with the schedule of milestones.

2.5 Conflict of Interest

All firms and individuals involved in Bank IPF procurement shall not have a conflict of interest.

Detailed interpretation of ‘conflict of interest’ is provided in sections 3.14 to 3.17 of the Bank’s Procurement Regulations.

2.6 Unfair Competitive Advantage

SPC shall make available to all Consultants, together with the request for proposals document, the same information, so no Consultant would be given an advantage, in accordance with section 3.18 of the Bank’s Procurement Regulations.

2.7 One Bid/Proposal per Bidder/Proposer/Consultant

A firm should not submit more than one Bid/Proposal either individually or as a joint venture partner in another Bid/Proposal, except for permitted alternative Bids/Proposals. This does not limit the inclusion of a firm as a subcontractor/subconsultant in more than one Bid/Proposal. For details refer sections 3.19 and 3.20 of the Bank's Procurement Regulations.

2.8 Eligibility

Firms from all countries are eligible to compete for procurement of Goods, Works, Non-consulting services and Consulting Services, under Bank-financed projects. SPC cannot deny the participation in procurement for PACSTAT of any firm for reasons unrelated to its capability and resources to successfully perform the contract; or, conflict of interest situations. For exceptions refer section 3.23 of the Bank's Procurement Regulations.

2.9 Non-compliance

The Bank may declare misprocurement if SPC does not comply with the procurement requirements set out in the Financing Agreement.

Even once the contract is awarded after obtaining a No Objection from the Bank, the Bank may still take appropriate actions and exercise legal remedies, regardless of whether the project has closed or not, if it concludes that the no objection or the notice of satisfactory resolution was issued on the basis of incomplete, inaccurate, or misleading information furnished by the Borrower (SPC) or the terms and conditions of the contract had been substantially modified without the Bank's no objection.

2.10 Procurement-related Complaints

All Complaints received shall be recorded by SPC. Timeliness for resolution is of critical importance in order to avoid undue delay and disruption in the project. A Complaint that includes allegations of Fraud or Corruption may require special treatment. **SPC should inform the Bank** and consult to determine any additional actions that may be necessary.

2.11 Fraud and Corruption

The Bank requires application of, and compliance with, the Bank's Anti-Corruption Guidelines, including without limitation the Bank's right to sanction and the Bank's inspection and audit rights, in accordance with section 3.32 of the Bank's Procurement Regulations.

2.12 Documents and Templates

Standard documents and templates are available on the World Bank website (<http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework#framework>). The Bank's latest standard procurement documents shall be used for procurement of high-value goods and non-consulting services (under RFB) and consulting services (under open competition).

For procurement of goods and non-consulting services under RFQ, selection of consultants under CQS and selection of individual consultants, sample templates provided in the Bank's Guidance Note for the Pacific (*"Making Procurement Work for Fragile and Small States in the Pacific under World Bank Investment Project Financing following the Procurement Regulations for IPF Borrowers"*) may be used. Additionally, the Note provides guidance on process simplification, to address specific constraints in the Pacific. Those directly involved in the procurement process and relevant decision-makers should consult the relevant sections of this Guidance Note before commencing a procurement activity.

3 Procurement Plan

The latest agreed procurement plan (PP) has been uploaded to STEP. The plan includes, for each activity, the procurement or consultant selection method, the estimated cost, prior review requirements, and the time frame for each step in the process. The PP will be updated by the PSC at least annually, to reflect the actual project implementation needs and updated risk assessment using STEP.

Under PACSTAT the procurement to be undertaken by SPC will be for acquisition of Goods and Non-Consulting Services and hiring Consultants (Firms and Individual Consultants).

Processing of any procurement activity under the project shall not commence unless it is in the procurement plan approved by the Bank and internally by the Project's approving authority.

4 Procurement under Project Steering Committee

The SPC-SDD will maintain throughout the project duration a Project Steering Committee (PSC). The PSC includes

- i. Director, SDD
- ii. Manager, Data Analysis and Dissemination
- iii. Economic Statistics & Microdata Specialist
- iv. Finance and Administration Officer
- v. Procurement Officer

The PSC thus has expertise in the areas of management, finance, administration and procurement, as well as the technical aspects of the project.

The PSC (and in particular the Procurement Officer) is responsible for ensuring that the WB Systematic Tracking of Exchanges in Procurement (STEP) system is updated with all relevant documents.

5 Main Responsibilities in Conducting the Procurement Process for PACSTAT

The main parties involved in general procurement processes under PACSTAT for SPC are:

- The PSC prepares and updates the project PP based on the project requirements. The PSC will forward the updated PP and upload on STEP for WB No Objection.
- The Economic Statistics and Microdata Specialist (or delegated staff) will prepare the requests for goods, works, and services (including items list and technical specifications for goods, technical specifications for works, and terms of reference for consultants, qualification requirements, and evaluation criteria), and submit them to the PSC for endorsement. Such requests should be made in accordance with the PP for PACSTAT.
- The PSC is responsible for verifying that the request is within the scope of PACSTAT and that it is part of the approved project PP and has been included in the budget. The request is then passed on to the Procurement Officer to start the procurement process.
- The Procurement Officer for PSC is responsible for preparing the complete set of procurement documents (for goods/non-consulting services/consulting services) in accordance with the cleared requests and for submitting the relevant documents through STEP.
- SPC is responsible for appointing Evaluation Committees, awarding and signing the contracts. PSC is responsible for ensuring that evaluation of bids and proposals are carried out in accordance with the criteria provided in the bidding/proposal documents.
- PSC is responsible for the administration of the signed contracts relative to its sphere of operations.

- At all stages, the Project Manager is responsible for preparing the submissions for the World Bank's 'No Objection', for activities which are subject to prior review by the Bank (i.e., all procurement activities), as per the PP, as well as for obtaining all local approvals.

Below is a step-by-step summary of a general procurement process. Section 10 of the POM has a flowchart for selection of consultants as does Annex J of this document.

Prior review by the Bank involves providing 'no objection' prior to moving to the next step in the process as follows:

- a) General Procurement Notice (GPN) and Specific Procurement Notice (SPN) procurement notices, RFQs and Requests for Proposals for goods and services;
- b) Initial Selection is used, the invitation to prequalify/be initially selected, the prequalification/initial selection document, (including any amendment(s) to them) and the prequalification/initial selection evaluation report. For Consulting Services, the REOI, including the complete TOR, and the Shortlist assessment report;
- c) The request for bids/ request for proposals documents, including any amendment to them;
- d) The first request by the Borrower to Bidders/Proposers/Consultants to extend the Bid/Proposal validity period, if it is longer than four (4) weeks, and all subsequent requests for extension, irrespective of the period;
- e) The Bid/Proposal evaluation report and recommendations for contract award, including documents demonstrating that any procurement complaints have been addressed to the satisfaction of the Bank. In two-envelope or multistage selection processes, the Borrower submits the Bid/Proposal evaluation report for each envelope/stage;
- f) All requests for cancellation of a procurement process and/or rebidding/re-invitation of Proposals;
- g) Proceed with the next stage/phase of the procurement process, including with awarding a contract after receiving from the Bank confirmation of satisfactory resolution of Complaint. If, after the Bank's prior review and no-objection, analysis of a complaint leads the Borrower to change its contract award recommendation, it submits for the Bank's no-objection the reasons for that decision and a revised evaluation report;
- h) If the procurement process involves negotiations between the Borrower and Bidder/Proposer/Consultant, the minutes of negotiations and the draft contract initialled by both parties;
- i) If requested by the Bank, the Contract Management Plan, including the Key Performance Indicators (KPIs); also, if requested by the Bank, ongoing reports of progress based on the agreed KPIs.

One conformed copy of the contract shall be sent to the Bank after its signing prior to the first payment.

The terms and conditions of a contract shall not, without the Bank's prior review and no objection, materially differ from those on which Bids/ Proposals were requested or Prequalification/Initial Selection, if any, was invited.

In activities which are subject to post review (not requiring 'no objection' at each step), the above process is the same except for the steps relating to Bank clearance, and all relevant documents shall be maintained in STEP (separate folders for each activity), for post review by the Bank on a sample basis. It is noted that SPC is requesting that all procurement activities be subject to prior review for reasons outlined in section 2.2 of this manual.

6 Accountability for Decision-making

Annex A includes the milestone points for internal clearances at critical steps in the procurement process for each type of procurement. This should be strictly adhered to, to avoid misunderstandings and delays.

7 Evaluation Committee (EC)

Evaluation Committees will be appointed by SPC using the following structure:

- Staff of SPC delegated to lead the respective component/sub-component, or their delegated representative;
- One representative from the Statistics for Development Division;
- Project Manager/Procurement Officer, as advisor/secretariat to the EC.

8 Advertising

a. General Procurement Notice

Refer Annex C.

b. Specific Procurement Notice (SPN) and Expression of Interest (REOI) for Consulting Services

The Procurement Officer is responsible for preparing notices for advertising all procurement processes, whenever the process involves open competition (i.e. not for limited shopping). The process will comply with the World Bank Procurement Regulations. SPC will advertise on the SPC website.

For open international competitive procurement:

- a) SPC shall also publish the SPN on UNDB online; and
- b) the Bank arranges for the simultaneous publication of the SPN on its external website.

SPC also circulates notices among professional networks, such as to the Donor and Development Partner Group, the Pacific Statistics Methods Board, and via SDD's official mailing list (incl. members and development partners).

In the case of limited shopping (RFQ without advertisement), the Finance and Administration Officer is responsible for preparing lists of prospective bidders to whom the RFQ is to be issued. This list is prepared from the database of vendors registered with SPC and/or other business-registered vendors in the country. Under limited shopping, quotations should be invited from about 5 or 6 vendors, to ensure at least 3 quotations are received.

c. Notice of Notification of the Intention to Award

Goods, and Non-consulting Services

Following the decision to award the contract, SPC shall promptly and simultaneously provide, by the quickest means available, and as further specified in the request for bids/request for proposals document, written notification of the SPC's intention to award the contract to the successful Bidder/Proposer (Notification of Intention to Award). Such notification shall be sent to each Bidder/Proposer that submitted a Bid/Proposal.

For contracts subject to prior review by the Bank, SPC shall transmit the Notification of Intention to Award only after receiving the Bank's no-objection to the evaluation report. Refer section 5.74 of the Bank's Procurement Regulations for minimum information as applicable to the selection method to be provided in the Notification of Intention to Award.

Consulting Services

Following the initialling of the draft negotiated contract by the successful Consultant, SPC shall promptly and simultaneously provide, to each Consultant whose financial Proposal was opened, the Notification of Intention to Award to the successful Consultant with whom SPC successfully negotiated the contract.

For contracts subject to prior review by the Bank, SPC shall transmit the Notification of Intention to Award only after receiving the Bank's no-objection to the negotiated Contract.

Refer section 5.77 of the Bank's Procurement Regulations for minimum information as applicable to the selection method to be provided in the Notification of Intention to Award.

d. Standstill Period

Represents a time allowance for the Bidders/Proposers/Consultants to examine the Notification of Intention to Award and to assess whether it is appropriate to submit a complaint. The Standstill Period shall last ten (10) Business Days after such transmission date, unless otherwise extended. The contract shall not be awarded either before or during the Standstill Period.

Standstill Period is not required when:

- a) only one Bid/Proposal was submitted in an open competitive process;
- b) direct selection method is followed;
- c) call-off process among firms holding FAs; and
- d) Emergency Situations recognized by the Bank.

e. Debriefing by the Borrower

Refer to section 5.81 and 5.82 of the Bank's Procurement Regulations.

f. Conclusion of the Standstill Period and Contract Award

Refer to section 5.81 and 5.82 of the Bank's Procurement Regulations.

g. Contract Award Notice

SPC shall publish within 10 (ten) Business Days from the Notification of Contract Award, the notice of award of contract (Contract Award Notice).

The Contract Award Notice shall include:

- a) SPC name and address;
- b) name and reference number of the contract being awarded, and the selection method used;
- c) names of all Bidders/Proposers/Consultants that submitted Bids/Proposals, and their Bid/Proposal prices as read out at Bid/Proposal opening, and as evaluated;
- d) names of all Bidders/Proposers/Consultants whose Bids/Proposals were rejected either as nonresponsive or as not meeting qualification criteria, or were not evaluated, with the reasons therefor;
- e) the name of the successful Bidder/Proposer/Consultant, the final total contract price, the contract duration and a summary of its scope; and
- f) Successful Bidder/Proposer/Consultant's Beneficial Ownership Disclosure Form for those contracts as indicated in the Procurement Plan, in the form required in the Procurement Documents.

h. Debriefing by the Bank

The Bidders/Proposers/Consultants have also the option of requesting a meeting with the Bank, in case the answer from SPC following a complaint does not satisfy them, in accordance with section 5.96 of the Bank's Procurement Regulations.

9 Selection Methods

For each procurement, the Borrower identifies, from the Approved Selection Methods listed in the project Appraisal Document, the selection method that best fits the requirements and enables it to achieve 'Value for Money' (VfM). The conditions and circumstances for using the Approved Selection Methods, Particular Types of Approved Selection Arrangements, and Market Approach Options are outlined below.

9.1 Selection methods for Goods, Works and Non-consulting Services:

- ✓ Request for Quotations (RFQ); and
- ✓ Direct Selection.

For PACSTAT the "Minutes of Negotiations" document includes an agreed Procurement Plan which uses a RFQ for purchase of Video Conferencing facilities and equipment. In relation to 'PSMB Commissioned Work' and 'Experiments', it is expected that any procurement of goods, works or non-consulting services will be by RFQ, as most of the procurement are small amounts (from USD 10,000 to USD 50,000).

Request for Quotations (RFQ) – a competitive method that is based on comparing price quotations from firms. Quotations should be obtained through advertisement or, when limited competition is justified, through a request for quotations (RFQ) to a limited number of firms. To ensure competition SPC should obtain quotations normally from not fewer than three (3) firms (refer Annex A, Table 1 for steps in the process).

Firms shall be given sufficient time to prepare and submit their quotations. RFQs shall include the description and specifications, quantity, delivery period, location of the Goods, Works and Non- consulting Services, including any installation requirements, as appropriate, evaluation criteria, and terms of payment. The request shall also indicate the deadline for submission of quotations and specify that quotations may be submitted by letter, facsimile or by electronic means.

The evaluation of the quotations and contract award shall be carried out according to the criteria specified in the RFQ. The terms of the accepted quotation shall be incorporated in a contractually binding document. The Borrower shall keep records of all proceedings regarding RFQs.

Sample templates provided in the Bank's Guidance Note for the Pacific may be used.

Direct Selection

Direct selection may be appropriate under the following circumstances:

- a) an existing contract (including a contract not originally financed by the Bank) awarded in accordance with procedures acceptable to the Bank, may be extended for additional Goods, Works, or Non-consulting Services of a similar nature, if:
 - i. it is properly justified;
 - ii. no advantage could be obtained through competition; and
 - iii. the prices on the extended contract are reasonable;
- b) in case of justifiable requirement to re-engage a firm that has previously completed a contract, within the last 12 months, with the Borrower to perform a similar type of contract. The justification shall show that:
 - i. the firm performed satisfactorily in the previous contract;
 - ii. no advantage may be obtained by competition; and
 - iii. the prices for the direct contracting are reasonable;
- c) the procurement is of both very low value and low risk, as agreed in the Procurement Plan;
- d) in response to Emergency Situations;

- e) standardization of Goods that need to be compatible with existing Goods may justify additional purchases from the original firm, if the advantages and disadvantages of another brand or source of equipment have been considered on grounds acceptable to the Bank;
- f) the required equipment is proprietary and obtainable from only one source;
- g) the procurement of certain Goods from a particular firm is essential to achieve the required performance or functional guarantee of an equipment, Plant, or facility;
- h) the Goods, Works, or Non-consulting Services provided in the Borrower’s country by an SOE, university, research center or institution of the Borrower’s country are of a unique and exceptional nature; or
- i) direct selection of UN Agencies.

In all instances SPC should ensure that:

- a) the prices are reasonable and consistent with the market rates for items of a similar nature; and
- b) the required Goods, Works, or Non-consulting Services are not split into smaller-sized procurement to avoid competitive processes.

9.2 Selection Methods for Consultants

The selection of consultants for the PACSTAT Project shall be carried out using any one of the following methods, as appropriate:

QCBS	Quality and Cost-Based Selection
CQS	Consultant Qualification Selection
INDV	Individual Consultant Selection

For PACSTAT the “Minutes of Negotiations” document includes an agreed Procurement Plan which uses QCBS for selection of the Welfare Economist and Statistical Advisor, and INDV for the Harmonisation Advisor. In relation to ‘PSMB Commissioned Work’ and ‘Experiments’, a range of short-term consultants may be needed and these are expected to be selected using INDV.

Quality and Cost Based Selection (QCBS)

- Competitive process among Shortlisted consulting firms under which the selection of the successful firm takes into account the quality of the Proposal and the cost of the services; (Refer Annex A, Table 2 for steps in the process).
- The request for proposals document shall specify the minimum score for the technical Proposals;
- The relative weight to be given to the quality and cost depends on the nature of the assignment.
- Among the Proposals that are responsive to the requirements of the request for proposals document and are technically qualified, the Proposal with the highest combined (quality and cost) score is considered the Most Advantageous Proposal.

The Bank’s Standard Request for Proposal (RFP) document should be used.

9.2.1 Consultants Qualifications Selection (CQS)

- In this case the procuring implementing agency shall prepare the TOR, and request for expressions of interest. At least three qualified firms shall be requested to provide information about their relevant experience and qualifications. From the firms that have submitted an EoI, the Borrower selects the firm with the best qualifications and relevant experience.
- The selected firm shall be asked to submit a combined technical and financial proposal. A customized RFP document may be used.

- The technical and financial proposals will be evaluated together by the procuring entity, and then be invited to negotiate the contract.

Sample templates provided in the Bank’s Guidance Note for the Pacific may be used.

9.3 Selection Procedures for Consulting Firms

The preparation of a Shortlist of firms to provide Consulting Services is required for all selection methods with the exception of CQS (advertising REOI is optional) and Direct Selection. A Request for Expressions of Interest (REOI) is advertised and a shortlist of qualified firms is prepared based on an evaluation of submitted EOIs.

Shortlist

- shall include not fewer than five (5) and not more than eight (8) eligible firms;
- exceptionally the Bank may agree to Shortlists comprising a smaller number of firms; The following is not normally included in the same Shortlist with private sector firms: UN Agencies; or SOEs or institutions and not-for-profit organizations (such as NGOs, and universities), unless they operate as commercial entities that meet the requirements; If such entities are included in the list, the selection should normally be made using QBS or CQS. The Shortlist shall not include individual Consultants.

Request for Proposals

- The Shortlisted firms are invited to respond to the request for proposals document
- In determining the right selection method for Consultants, quality aspects are particularly critical.

9.4 Market Approach Options

Open Competition – all eligible Consultants interested can apply for the Consultancy services;

Limited Competition - competitive selection in which the Agency prepares a Shortlist without advertisement and it is appropriate when there are only a limited number of qualified Consultants that can carry out the subject assignment, or other justifiable exceptional reasons.

Approaching the International Market - An open international competitive procurement/selection market approach, with mandatory international advertisement is used when the participation of foreign firms is most likely to achieve the best fit-for-purpose and Value for Money.

Approaching the National Market - national selection through advertisement in the national media/press may be used when the nature, scope, and/or value of the Consulting Services is unlikely to attract foreign competition and there are adequate qualified national Consultants to carry out the assignments. If foreign Consultants wish to participate in national selection, they may do so. The approach should be showed in the Procurement Plan.

9.5 Forms of Contract

Standard Forms of Contract for consulting services provided by firms are included in the standard RFP, as follows:

- a. Lumpsum-based, for short-term assignments with clearly defined outputs/deliverables. The Lumpsum ceiling amount is fixed and payments are made in instalments against delivery of key outputs.
- b. Time-based, for assignments with estimated inputs. A ceiling amount, based on estimated inputs is included in the Contract. Payments are made against actual inputs and reimbursables.

9.6 Individual Consultants (INDV)

This method should be used to select individual consultants on assignments for which

- (a) teams of personnel are not required,
- (b) no additional outside (home office) professional support is required, and
- (c) the experience and qualifications of the individual are the paramount requirement.

When coordination, administration, or collective responsibility may become difficult because of the number of individuals, it would be advisable to employ a firm.

When qualified Individual Consultants are unavailable or cannot sign a contract directly with the Agency because of a prior agreement with a firm, the Agency may invite firms to provide qualified individual Consultants for the assignment.

The evaluation shall be based on the relevant qualifications and experience of the Individual Consultant.

Sample templates provided in the Bank's Guidance Note for the Pacific may be used. **Open Competitive Selection of Individual Consultants**

- Advertisement through REOs is encouraged;
- REOs shall include a brief description of the scope of services; and qualification criteria. Complete TOR should be provided to interested individuals if requested.
- Individual Consultants are selected from those that expressed interest in response to a REOI.

Limited Competitive Selection of Individual Consultants

- The Agency invites experienced and qualified individuals to submit EOIs;
- The complete TOR shall be sent with the invitation.
- Individual Consultants shall be selected from those that expressed interest in response to the invitation.

Direct Selection of Individual Consultants

May be used in the following circumstances:

- tasks that are a continuation of previous work for which they were competitively selected;
- assignments with a total expected duration of less than six months;
- urgent situations; or
- when an Individual Consultant has relevant experience and qualifications of exceptional worth to the assignment.

10. Actions, responsibility and timing for procurement activities / selection methods

Type of Procurement	Selection Methods
1. Goods and Non-consulting services	Open and Limited Request for Quotations (RFQ)
2. Consulting Services – Firms	Quality & Cost Based Selection (QCBS). Consultant’s Qualification Based Selection (CQS) (<USD500,000)
3. Consulting Services - Individuals	Open and Limited Competitive Selection

General procurement activities (GPN, PP)

What	General Procurement Notice GPN ➤ Publish on WB and SPC web site	Procurement Plan (PP) The plan includes, for each activity, the procurement or consultant selection method, the estimated cost, prior review requirements, and the time frame for each step in the process	Updated Procurement Plan upload on STEP	No Objection (Bank clearance)	Statement of needs/ requests for goods, works, and services to submit to PSC	Endorsement of statement of needs
Whom	Proj. Manager Endorsement by World Bank	Project Steering Committee (PSC) ➤ Prepare and update	Proj. Manager	World Bank	Proj. Manager	PSC - responsible for verifying that the request is within the scope of PACSTAT - that it is part of the approved project PP and within the budget
When / timeframe	December 2020	At least on the 1 st November of each year	At least on the 1 st November of each year			

1) Goods and Non-consulting services/ Prior review

What	Develop Specifications for good to purchase without using brand names	Request to purchase goods Preparing the complete set of procurement documents and upload into STEP	No Objection (Bank clearance)	Publish / invitation to supplier to respond to RfQ ➤ RfQ published on SPC and WB web site ➤ If available, the RFQ can be issued directly to reputable bidders	Comparison of quotations / bidding documents Prepare an evaluation report	Recommended supplier meets eligibility requirements including the Bank’s Sanction Policy by checking the related website of the Bank	No Objection (Bank clearance)
Whom	PSC	Procurement Officer	World Bank	Procurement Officer	PSC	Procurement Officer	World Bank
When / timeframe – Standstill period				2 weeks publication, or allow 7 days for submission of quotations depending on procurement action	7 business working days after closure of RfQ	2 business working days	

What	World Bank SDD Project Procurement Approval Sheet to SPC	Notification of Intention of Award	Contract Award Notice	Signed contract	Publish the contract award information and	Upon received goods or services keep all related documents on file (including copies of all original quotations, invoices and payments, and technical certifications) in STEP.
Whom	Procurement Officer	Procurement Officer	Procurement Officer	Procurement Officer	Procurement Officer	Procurement Officer
When / timeframe – Standstill period	At the end of process when is prior review At least 5 business working days	10 working days to allow standstill period	1 working day after standstill period	10 working days	2 working days	Ongoing

2) Consulting Services – Firms (CQS) / prior Review (selection process to be completed within 90 days)

What	Establish a selection committee of at least three members, but not more than five members;	Prepare the terms of reference (TOR), and the cost estimate based on estimated person/days	No Objection (Bank clearance)	Establish selection criteria for preparing a longlist of qualified firms (REOI) , including parameters such as specific experience relating to the assignment, experience in situations similar to the project location, availability of key expertise (not specific experts) and financial capacity;	No Objection (Bank clearance)	Request electronically, expressions of interest from at least 3 firms, which should include qualification information on the firm’s experience and competence relevant to the assignment
Whom	PSC	Project manager	World Bank	PSC	World Bank	Procurement Officer
When / timeframe – Standstill period						2 weeks publication

What	Evaluate the received expressions of interest and prepare a longlist and ranking of the firms based on the pre-decided selection criteria and Select the top-ranking firm from the longlist, with the best qualifications and references	Verify if the selected firm meets the specific requirements in the Regulations for Eligibility	No Objection (Bank clearance)	Prepare the Request for Proposals (RFP) and Send the RFP only to the selected highest-ranked firm	Evaluate the proposal (technical and financial), with reference to the TOR and the cost estimate, and prepare for negotiations	No Objection (Bank clearance)
Whom	PSC	Procurement Officer	World Bank	Procurement Officer	Procurement Officer	World Bank
When / timeframe – Standstill period	7 business working days after closure of REOI	2 business working days		10 working days	10 working days	

What	Decision to Award Contract	Negotiate the contract (between the Client’s representative team and the selected firm) and prepare minutes of negotiations.	Submit the draft negotiated contract to the Bank for ‘no objection	World Bank SDD Project Procurement Approval Sheet to SPC	Signed contract	Publish the contract award information
Whom	Procurement officer	Procurement officer/ PSC	World Bank	Procurement officer	Procurement officer	Procurement officer
When / timeframe – Standstill period	10 business days	5 business working days	5 business working days	At the end of process when is prior review At least 5 business working days	10 business days	2 business days

What	Keep all documents on file in STEP.	Contract Amendments	Contract Completion
Whom	Procurement officer	PSC/ procurement officer	Procurement officer
When / timeframe – Standstill period			

3) Consulting Services – Individuals (IC) / Prior review (selection process to be completed within 60 days)

What	Finalize ToR and bidding documents Prepare the terms of reference, and the cost estimate based on the estimated person/days assignment duration, reimbursables, etc., Establish selection criteria, based on the nature of the tasks in the TOR	No Objection (Bank clearance)	Seek expressions of interest REOI published into SPC and WB web site The TOR should be attached to the REOI. Expressions of interest should include a detailed CV and references, to help the evaluation committee assess the qualifications of each candidate.	Evaluate the EOIs The shortlist should comprise only individuals who meet the pre-decided minimum selection criteria.	Verify if each of the shortlisted candidates meets the specific requirements in the Regulations for Eligibility	No Objection (Bank clearance) Submit the evaluation report and recommendations to the Bank.
Whom	Project manager	World Bank	Procurement Officer	PSC	Procurement Officer	World Bank
When / timeframe – Standstill period			2 weeks publication	10 business working days after closure of REOI	2 working days	

What	Negotiate the contract with the selected individual via email, on the phone;	Submit the draft negotiated contract to the Bank for ‘no objection	World Bank SDD Project Procurement Approval Sheet to SPC	Inform all candidates of the outcome of the selection process	Signed contract
Whom	In case the negotiations with the selected individual fail, obtain the Bank’s ‘no objection’ before proceeding to negotiate with the next best qualified individual, for contracts subject to the Bank’s prior review;	World Bank	Procurement officer	Procurement officer	Procurement officer
When / timeframe – Standstill period	10 business working		At the end of process when is prior review At least 5 business working days	10 business days	2 working days

What	Publish the contract award information	File all records appropriately in STEP.	Supervise the consultant’s performance and Ensure that payments are made in accordance with the provisions of the contract;
Whom	Procurement officer	Procurement officer	Procurement officer
When / timeframe – Standstill period	2 working days		On going

Dealing with Complaints

A complainant may challenge 3 circumstances:

- Selection documents
- Decision to Exclude
- Decision to Award the contract

Prior review to deal with Complaint

What	Complaints	Acknowledge Complaint received by SPC: SPC to submit a report addressing the issues raised in the complaint to WB and the draft resolution/ response - This stop the process	Complaint Reviewed and obtain “no objection”
Whom	Complainant / interested parties	PSC/ procurement officer	World Bank
When / timeframe – Standstill period	At least 10 business day prior to the deadline for submission of responses/ notice of exclusion, or Within 5 business days after CPS has issued amended terms Decision to Award a contract: Prior to expiry of Standstill period (lasts 10 business days after the transmission of Notice of Intention of Award)	- Acknowledge receipt of complaints in 3 business days - Address Complaints within 7 business days after receipt of complaints or 15 business days for Complaint on Decision to Award a contract	

Post review to deal with Complaint

What	Complaints	Acknowledge Complaint received by SPC procurement section This stop the process	SPC – Legal Team treats the Complaint	Provides the Complaint and Resolution documents to the WB at the time of procurement post review
Whom	By participants	PSC/ procurement officer	SPC/DDG	World Bank
When / timeframe – Standstill period	At least 10 business day prior to the deadline for submission of responses/ notice of exclusion, or Within 5 business days after CPS has issued amended terms Decision to Award a contract: Prior to expiry of Standstill period (lasts 10 business days after the transmission of Notice of Intention of Award)	Acknowledge receipt of complaints in 3 business days	Address Complaints within 7 business days after receipt of complaints or 15 business days for Complaint on Decision to Award a contract	

11. Standard Bidding Documents and Evaluation Formats

For most processes described above, the World Bank has developed standard formats (for procurement documents as well as for evaluation formats) that the PACSTAT is required to follow. For other processes, additional standard formats have been developed.

Additionally, sample evaluation formats for procurement of small value goods/assignments are provided in the Bank's Guidance Note for the Pacific.

12. Procurement for Experimental Activities under Sub-grants

Grantees procurement activities will be subject to the condition of the Partnership Agreement, which is located in Annex 7 of the POM.

13. Procurement Records

Procurement processes are subject to post review and audit, by the WB, in order to ensure that the PACSTAT has fulfilled all of the procurement procedures stipulated in the Grant Agreement.

To ensure that the post reviews and audits reflect the process used, the Procurement Officer will maintain all Procurement Records and Procurement Activities related to the Project in adequate order, in accordance with sound procurement practices (including related supervision, review and auditing). Such records should be entered in STEP, for all procurement activities, irrespective of whether the activity is subject to prior or post review. SPC will ensure that all Procurement Records evidencing procurement activities are retained until at least two (2) years after the Closing Date.

For the purposes of this Manual, Procurement Records for the **selection of consultants** means:

- Terms of Reference for the assignments, and cost estimate
- Requests for No Objection and NOs on the TORs
- Requests for Expression of Interest and/or local advertisements if needed
- All relevant correspondence with Government's Tenders Board and approvals
- EOIs of consultants who responded to notices/advertisements
- Minutes of receipt of EOIs
- Evaluation and Shortlisting report
- Request for Proposals
- Request for No Objection and NO for the Shortlist and RFP
- Signed Evaluation reports.
- Request for No Objection and NO for the technical evaluation
- Notifications of successful consultants and invitations to negotiations
- Negotiation committees appointments
- Signed Minutes of Negotiations
- Draft contracts
- Requests for NO and NOs on the draft contracts
- Signed contracts
- Consultants' requests for contract amendments, if any
- Request for NO and NOs to contracts amendments, if any
- Signed contracts amendments, if any
- Consultant reports, including progress reports
- Comments provided to consultants' reports
- Correspondence between SPC on acceptance of the consultant's reports

- Certificate of completion report signed by contracting entity
- Correspondence with Tenders Board, and all TB, Cabinet, and AGO clearances
- Copies of payment records, and any other documents relating to contract management.
- Any other relevant documentation

Procurement Records for the **procurement of goods and non-consulting services:**

- Final approved RFB/RFQ documents, with approved addenda, if any
- Bank's 'no objection' to RFB for activities subject to prior review
- Office copy of signed & dated Invitation for Bids/Quotations (IFB/RFQ)
- Approved list of suppliers/contractors to whom RFQ was issued in the case of limited RFQ
- Copy of newspaper notice for ICB/NCB and UNDB notice, where applicable
- Bids/Quotations – date stamped & signed by bid opening committee [If files are too big, can maintain in folder a signed record of the list of all submitted bids/quotations, stating where the original bids/quotations are stored]
- Bid/Quotation opening minutes
- Evaluation report – signed & dated
- Internal approval of contract award by authorized entity of the Government
- Bank's 'no objection' to contract award for activities subject to prior review
- Office copy of signed & dated Purchase Order/Notification of award
- Signed & dated contract for ICB/NCB with guarantees, insurance etc
- Goods received note (GRN); technical certification of quality of goods received and installed (if relevant); certification of works completed; client's certificate of acceptance [If too many, can send only a summary of all certifications - stating dates, who certified, brief details of what was certified, and where certificates are stored]
- Copies of certified invoices, payment vouchers

Annex A: Schedule of Tables

Table 1: Request for Quotations

No	ACTIVITY	DOCUMENT/ACTION	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
1	Preparation of technical specification for goods and blue prints, bill of quantities and technical specifications for works; qualification and evaluation criteria. Estimated cost, proposed list of reputed & qualified suppliers/contractors, and the evaluation format.	Technical Specification for goods and non-consulting services, bill of quantities and technical specifications for works, estimated cost and the evaluation format.	SPC/PSC, SPC Division, technical experts.	15 days from start of activity
2	Verification that the requisition is within the PACSTAT scope and that the budget includes this procurement.	Approval to start the procurement.	Project Manager.	2
3	Review that the activity is in the procurement plan	Procurement Process with the PP Reference Number.	Procurement Officer	1
4	Preparation of the Request for Quotation (RFQ) document and the final list of suppliers (goods or services) or contractors (works) (using the standard Procurement documents. Normally, a few meetings with the technical unit will be needed.	Request for Quotation.	PSC.	5
	Clearances for RFQ			
5	Open competition: Advertise the RFQ Limited competition: Send the RFQ to the selected list of suppliers/contractors (file a copy of the letter sent to the supplier/contractor).	RFQ received by suppliers/contractors.	Procurement Officer through the Project Manager.	2
6	Preparation & submission of price quotes.	Quotes.	Suppliers/contractors	Normally 7 for goods or services and 15 for works (can vary depending on the type of goods, services or work).

No	ACTIVITY	DOCUMENT/ACTION	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
7	Clarification of Procurement Documents. Response to supplier's questions.	Clarifications sent.	Procurement Officer and PSC, SPC Divisions, and technical experts depending on the type of question.	Within the same time period as the last step.
8	Receipt and opening of quotations. Ensure that you have at least three quotations.	Recording the quotations.	Procurement Officer	1
9	Evaluation and comparison of quotes.	Evaluation Report including the award recommendation.	Evaluation Committee.	3 days from submission deadline
	Clearances to award the contract			
10	Send Award Notification to the selected supplier, including the Purchase Order if a contract is not needed, or Award Notification to contractor and letters of information to the other bidders.	Notification letters sent.	Procurement Officer through the Project Manager.	3
11	Present information needed for the contract.	Information.	Contractor/Supplier.	3
12	If a contract is needed, finalize it with selected supplier/contractor.	Contract ready.	Procurement Officer, SPC Procurement;	3
13	Sign the contract.	Contract signed.	Supplier and SPC	2
14	Issue Notice to Proceed	Notice to proceed sent.	Divisional head	2
15	The requesting Division will manage the contract.	Contract management.	Divisional head.	Contract duration.
	Record all contract outputs and certification		Divisional head	
	Record all invoices, certifications and payments		Finance Officer	
	Contract amendments, if any		Divisional head/Procurement Officer	
	Clearances for amendments			

Table 2: QCBS Selection Process

No	ACTIVITY	DOCUMENT	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
1	Preparation of Terms of Reference, estimated cost and evaluation format; evaluation criteria.	Terms of Reference, estimated cost and the evaluation format.	SPC/PSC, SPC Division, technical experts.	30 days from start of activity
2	Verification that the requisition is within the PACSTAT scope.	Approval to start the procurement.	Project Manager.	2
3	Review that the activity is in the procurement plan.	PP reference #	Procurement Officer	1
4	Send the draft TOR and cost estimate to the World Bank for no-objection, for all contracts;	TOR sent	Procurement Officer through the Project Manager.	1
5	Approval of the TOR including the Cost Estimate, and evaluation criteria	No Objection	World Bank.	10
6	Prepare advertisement soliciting expressions of interest from consulting firms (REOI).	Advertisement done.	Procurement Officer, SPC Procurement	2
7	Receipt of the Expression of Interest.	Minute of the receipt of Expression of interest.	SPC Procurement	14 (since the ad was published).
8	<p>Evaluate the expression of interest and prepare the short list.</p> <p>The short list shall include 5 to 8 firms (for contracts that involve international firms, no more than two firms should be selected from the same country and if possible one firm should be from a developing country)</p> <p>The Bank may agree with a smaller number of firms in special circumstances.</p>	Short List.	Evaluation Committee.	10
9	Prepare Request for Proposals (RFP), The standard World Bank RFP. This shall include: Letter of Invitation (LOI), Terms of Reference to be provided by the technical unit, Information to Consultants including the Data Sheet, Technical Proposal - Standard Forms, Financial Proposal - Standard Forms, Standard	Request for proposals.	Procurement Officer	This time is included in the last step.

No	ACTIVITY	DOCUMENT	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
	forms for contracts. A few meetings with the requesting unit will be needed.			
	Internal clearance of RFP and shortlist			
10	Send the RFP including TOR, the short list evaluation report, and cost estimate to the WB for clearance and “No Objection”, as per the PP (for Contracts estimated over USD 500,000)	RFP sent to the WB.	Procurement Officer through the Project Manager.	1
11	Approval of the RFP & shortlist.	No Objection.	World Bank.	10
12	Send the RFP to the short listed firms.	RFP sent to firms.	Procurement Officer	1
13	Preparation & submission of proposal.	Proposals.	Firms.	At least 30, could vary depending on the assignment, no more than 3 months
14	Conduct pre-proposal conference (PPC).	PPC Minutes	SPC/PSC with Procurement Officer	14 days from issue of RFP
15	<p>Pursuant to RFP Information to Consultants, the consulting firms may request to visit the SPC/PSC.</p> <p>According to Par. 2.1, firms may send questions for clarification of the RFP at any time during preparation or as specified in the Data Sheet. The PSC shall document any questions and their respective answers, alone or in conjunction with the Technical Unit. A Response should be sent to all short listed firms without identifying the name(s) of the firms requesting clarification.</p>	Meetings held and clarifications answered.	SPC/PSC with Procurement Officer	Within the last step time.
16	If, for any reason, there is a need to modify RFP either to respond to inquiries by invited consultants, or by PCG’s own initiative, these shall be made through an Amendment. PCG may extend the deadline date for submission if the Amendment so requires. Amendments may be sent by mail or fax to all invited firms. If the process is subject to prior review request the No Objection from the Bank.	Amendment.	Procurement Officer	Within the last step time.

No	ACTIVITY	DOCUMENT	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
	Clearances for RFP amendments			
17	Ensure that the members of the Evaluation Committee are aware of the receipt and date for opening of proposals.	Memorandum	Procurement Officer	1
18	<p>Technical Proposals opening. Per Par. 4. <i>Information to consultants</i>, the firms shall submit proposals in accordance with the requirements of Par. 4.3 and 4.4. PSC shall ensure the following at the time of opening:</p> <p>a) Technical and financial proposals are received in separate envelopes. Each envelope is adequately marked “original” and “copy”.</p> <p>Both envelopes are sealed in an outer envelope and marked “DO NOT OPEN BEFORE (<i>INSERT DATE</i>) IN THE PRESENCE OF THE EVALUATION COMMITTEE”.</p> <p>Mark the time and date the proposal was received. Any proposal received after the deadline shall be returned unopened.</p> <p>Open the technical proposal immediately after the deadline for submission of proposals.</p>	Minutes of proposal opening.	Evaluation Committee.	1
19	The financial proposals shall remain sealed and shall be deposited with Evaluation Committee until they are opened publicly. They shall be opened after the technical evaluation is complete and PCG has received the WB “No Objection” to the Technical Evaluation Report if the PP requests it.		SPC Procurement	3
20	Proposal evaluation. The Evaluation Committee shall score the technical proposals based on the points given in Par. 5.2 of the Data Sheet – <i>Evaluation Criteria</i> . Each member shall score independently.	Technical Evaluation Report (TER).	Evaluation Committee.	20

No	ACTIVITY	DOCUMENT	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
21	Send the Evaluation Report together with copy of the final issued RFP, to the WB for clearance and “No Objection”, as per the PP, if the contract is subject to prior review.	Technical Evaluation Report sent to the WB.	Procurement Officer through the Project Manager	1
22	Approval of the report.	No Objection	World Bank.	10
23	After receiving the WB “No Objection”, if needed, SPC shall: notify consultants as per relevant clauses in RFP ITC.	Letter sent.	Procurement Officer through the Project Manager	2
24	<p>Financial proposals opening.</p> <p>The financial proposals shall be opened in the presence of representatives of the consultants who choose to attend.</p> <p>Announce the names of the consultants, their technical score, and the financial envelopes shall be opened, and financial proposals shall be made public.</p> <p>The minutes of the opening should promptly communicate to the WB.</p>	Minutes of the opening.	SPC Procurement / PSC	14 days after the notification (it may vary)
25	<p>Financial and combined Quality and Cost Evaluation.</p> <p>Determine that the financial proposals are complete and ensure that:</p> <p>The firms have costed all the items appropriately.</p> <p>Any arithmetical errors are corrected.</p> <p>Prices are converted to a common currency for comparison.</p> <p>Rank the proposals according to their combined technical and financial scores.</p> <p>For the report use the format in Annex P</p>	Combined Evaluation Report.	Evaluation Committee	2
26	Send the Combined Evaluation Report to the WB for information.	Combined Evaluation Report sent to the WB.	Procurement Officer through the Project Manager.	1

No	ACTIVITY	DOCUMENT	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
27	<p>Invite the firm who scored the highest combining technical and financial scores, for negotiations.</p> <p>The negotiation will include:</p> <p>Discussion of the technical proposal, work plan, staffing and firm’s suggestions to improve the TOR;</p> <p>PSC and firm’s agreement on the final TOR to be incorporated in the description of services, including adjustment of the financial proposal where appropriate;</p> <p>Special conditions of the contract.</p> <p>Clarification on tax issues, if any and how to account for them in the Contract.</p> <p>PSC shall conclude the negotiations with a Draft Contract.</p>	Minutes of negotiation and draft contract.	Project Manager and Negotiation Committee, Procurement Officer	14
28	If negotiations fail with the top ranked firm, PSC shall inform the WB. Obtain the “No Objection,”		Project Manager, Procurement Specialist/Officer and Negotiation Committee.	10
29	Send the draft (unsigned) Contract to the WB for clearance and “No Objection”, if the contract is over USD 100,000, together with Minutes of Negotiations.	Draft Contract sent to the WB.	Procurement Officer through the Project Manager.	1
30	Approval of the Evaluation, Selection and negotiated Contract.	No Objection.	World Bank.	10
	Internal clearances to sign contract			
31	Sign the Contract.	Contract signed, and distributed.	Firm’s authorised representative and SPC	3
32	A copy of the final signed Contract shall be submitted to the WB.	Final contract.	Procurement Officer	1

No	ACTIVITY	DOCUMENT	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
33	Financial proposals returned unopened to those consultants who did not meet the minimum technical score or considered nonresponsive.	Letter sent	Procurement Officer	1
34	After award, the outcome shall be published in the UNDB and local newspapers.	Advertisement done.	SPC and Procurement Officer	1
35	Management of the contract.		SPC/PSC or approved division responsible for managing the contract and technical experts;	Contract period
	Record all contract outputs/deliverables and certification		Divisional head	
	Record all invoices, certifications and payments		Finance Officer	
36	If the contract is subject to prior review, contract modifications with an aggregate price increase of 15% or more, always need a “No Objection” from the WB.	Amendment.	Procurement Officer	
	Clearances for contract amendments			

Table 3: Direct Selection Process

No	ACTIVITY	DOCUMENT	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
1	Preparation of Terms of Reference, estimated cost and evaluation format	Terms of Reference, estimated cost and the evaluation format.	SPC/PSC, Technical Division, technical consultants.	30 days from start of activity
2	Verification that the requisition is within the PACSTAT scope.	Approval to start the procurement.	Project Manager.	2
3	Review that the activity is in the procurement plan.		Procurement Officer	1
4	Prepare justification for single sourcing the firm to be invited according to the World Bank Procurement Regulations.	Firm selected.	Procurement Officer, Technical Divisions and Project Manager.	3
5	Send the TOR & justification to the World Bank for no-objection.	TOR.	Procurement Officer through the Project Manager.	1
6	Approval of the TOR & justification.	No Objection.	World Bank.	10
7	Prepare Request for Proposals (RFP). This shall include: Letter of Invitation (LOI), Terms of Reference, Standard forms for contracts. A few meetings with the technical unit will be needed.	Request for proposals.	Procurement Officer	This time is included in the last step.
8	Send the RFP to the selected firm.	RFP sent to firm.	Procurement Officer	1
9	Preparation & submission of proposal.	Proposal.	Selected firm.	At least 15, but could vary depending on the assignment.
10	If, for any reason, there is a need to modify RFP either to respond to inquiries by the consultant, or by PSC's own initiative, these shall be made through an Amendment. PCG may extend the deadline date for submission if the Amendment so requires. Amendments may be sent by mail or fax to the invited firm.	Amendment.	Procurement Officer with SPC Division	Within the last step time.
11	Evaluate the Proposal (Technical & Financial) and made recommendation for Negotiation	Evaluation Report	SPC, PM and Procurement Specialist	3
12	Negotiation of the technical and financial proposals	Minutes of Negotiation	SPC, PM and Procurement Specialist	5

No	ACTIVITY	DOCUMENT	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
	Internal clearance to sign contract			
13	Approval of the negotiated contract.	No Objection.	World Bank.	10
14	Sign the Contract.	Contract signed, and distributed.	Firm’s representative and SPC.	3
15	A copy of the final signed Contract shall be submitted to the WB.	Final contract.	Program Specialist / Officer	1
16	Contract award shall be published in the UNDB informing the name of the consultant, price, duration, and scope of the contract.	Advertisement done.	Program Specialist / Officer	1
17	Management of the contract.		SPC/PSC or approved agency responsible for managing the contract.	
	Record all contract outputs/deliverables and certification		Divisional head	
	Record all invoices, certifications and payments		Finance Officer	
18	If the contract is subject to prior review, contract modifications with an aggregate price increase of 15% or more, always need a “No Objection” from the WB.	Amendment.	Program Specialist / Officer	

Table 4: Individual Appointment Process

No	ACTIVITY	DOCUMENT	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
1	Preparation of Terms of Reference, estimated cost and evaluation format.	Terms of Reference, estimated cost.	Requesting Division.	15 days from start of activity
2	Verification that the requisition is within the PACSTAT scope and that the budget includes this procurement.	Approval to start the procurement.	Project Manager.	2
3	Review that the activity is in the procurement plan.	Procurement Process with the PP number.	Program Specialist / Officer	1
4	Send the TOR & cost estimate to the World Bank for no-objection.	TOR	Program Specialist / Officer through the Project Manager.	1
5	Approval by WB of the TOR including the Cost Estimate (for Contracts estimated over USD 300,000);	No Objection.	World Bank.	10
6	The PSC will source potential candidates, in consultation with the implementing agency, if there are not three consultants that fulfil with the minimum requirements the Program Specialist / Officer will advertise the Request for Expressions of Interest (REOI) in a local newspaper for national consultants and the UN <i>Development Business</i> (on line) for international consultants.	Advertisement done.	Program Specialist / Officer, SPC Procurement	2
7	Receipt of the Expression of Interest with CVs, and names of referees.	Minutes of the receipt of Expression of interest.	SPC Procurement	30 days (as per SPC Procurement rules) exceptionally 14 days (requires SPC approval)
8	Evaluate the consultant's resumes. Individuals shall meet minimum relevant qualifications and selected shall be the best qualified and shall be fully capable of carrying out the assignment. Then, prepare the evaluation report (see Annex Q).	Evaluation Report.	Evaluation Committee.	10
9	Invite the best qualified consultant for negotiations. The negotiations will include:	Draft negotiated contract.	Procurement Officer and SPC;	14

No	ACTIVITY	DOCUMENT	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
	<p>Discussion of the work plan and consultant suggestions for improving the TOR;</p> <p>Implementing agency and Individual Consultant agreement on the TOR to be incorporated into the description of services, including the price thereof;</p> <p>Special Conditions of the contract.</p> <p>Clarification on tax issues, if any and how to account for them in the Contract.</p> <p>Program Specialist / Officer and implementing agency shall conclude the negotiations with a Draft Contract.</p>			
10	Send the Evaluation Report including TORs and the draft negotiated (unsigned) contract, to the WB for clearance and “No Objection”, if the PP requires (for Contracts estimated over USD 300,000).	Evaluation Report & draft contract sent to the WB.	Program Specialist / Officer through the Project Manager.	1
11	Approval of the contract.	No Objection.	World Bank.	10
12	Obtain local approvals	SPC internal approvals	Procurement Officer through Project Manager.	5
13	Sign the Contract.	Contract signed, and distributed.	SPC and Individual consultant.	3
14	A copy of the final signed Contract shall be submitted to the WB.	Final contract.	Procurement Officer	1
15	Management of the contract.	Contract Management.	SPC/PSC or approved divisions responsible for managing the contract.	Contract duration.
	Record all contract outputs/deliverables and certification		Divisional head	

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No	ACTIVITY	DOCUMENT	RESPONSIBLE	STANDARD SERVICE TIME (DAYS)
	Record all invoices, certifications and payments		Finance Officer	
16	If the contract is subject to prior review, contract modifications with an aggregate price increase of 15% or more always need a “No Objection” from the WB (for Contracts subject to Prior Review – over USD 300,000).	Amendment.	Procurement Officer	15

Annex B: New Procurement Framework and Regulations for Projects After July 1, 2016

<http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>

Annex C: PACSTAT GPN

GENERAL PROCUREMENT NOTICE

Pacific Region

Statistical Innovation and Capacity Building in the Pacific Islands Project

GENERAL PROCUREMENT NOTICE

Grant No. D5 44

Project ID No. PI69122

The Pacific Community has received financing in the amount of USD 4.5 million equivalent from the World Bank toward the cost of the Statistical Innovation and Capacity Building in the Pacific Islands Project, and it intends to apply part of the proceeds to payments for goods, works, non-consulting services and consulting services to be procured under this project.

The Statistical Innovation and Capacity Building in the Pacific Islands (PACSTAT) project has an overall development objective to improve the quality of welfare data collection and accessibility to comparable welfare data in the Pacific Island Countries (PICs).

To achieve this objective, the project includes the following three components:

- 1) to support the administration of the Pacific Statistics Methods Board and the dissemination of its recommendations;
- 2) to strengthen SPC's Statistics for Development Division's (SDD) ability to play a "statistical system leader" role and provide technical assistance on data collection methods; and
- 3) to promote context-appropriate innovation in the region.

Component 1: Pacific Statistics Methods Board

Supporting the running of the PSMB will significantly accelerate the identification and adoption of improved methods by National Statistics Offices (NSOs) in the PICs. The PSMB is seen to be a vital component in the new regional statistics governance framework recommended by the 2017 HOPS meeting. The PSMB is tasked with undertaking literature reviews and field experiments to test the viability of new statistical methods in the Pacific context, as well as making recommendations to NSOs based on the results.

This component includes financing for:

- i. A Long-Term International Consultant (4.5 years, starting from February 2021) for a Statistics Advisor to eventually be based in New Caledonia;

- ii. Up to 15 contracts for home-based International Consultants.

Component 2: Institutional Strengthening and Implementation Support

The second component of activities will support SPC-SDD in its transition to a regional knowledge producer and a leader in the dissemination of data. To fulfil its mission of strengthening access to and use of development statistics in policy development, SPC-SDD will benefit from expanded analytical capacity, provided through the recruitment of the two long-term consultants. In addition, this component includes funding for existing SPC provide remote training to NSOs and procure video conference equipment and furniture.

This component includes financing for:

- i. A Long-Term Consultant (4.5 years, starting from February 2021) for a Welfare Economist to eventually be based in New Caledonia;
- ii. A Long-Term Consultant (3 years, starting from February 2022) for a Statistics Harmonisation Advisor to eventually be based in New Caledonia; and
- iii. Improvement of video conference facilities (new video conference equipment, desks and chairs).

Component 3: Alternative data collection methods

The project will support experiments in alternative data collection methods. There are several innovations in data collection that could potentially reduce the costs and complexity of collecting socioeconomic data in PICs, particularly by addressing the vast geography and sparse population constraints to traditional data collection. The Project will work with NSOs in IDA-eligible beneficiary countries, as agreed with the World Bank, to trial alternative data collection methods, based on what is deemed appropriate and most impactful for the specific contexts.

This component includes financing for:

- i. 40 percent of the costs of financing two Long-Term Consultants (Statistics Advisor and Welfare Economist); and
- ii. The costs of implementing the experiments, which are yet to be defined.

Procurement of contracts financed by the World Bank will be conducted through the procedures as specified in the World Bank's *Procurement Regulations for IPF Borrowers (July 2016) (Procurement Regulations)*, and is open to all eligible firms and individuals as defined in the *Procurement Regulations*.² After project negotiations, the World Bank shall arrange the publication on its external website of the agreed initial procurement plan and all subsequent updates once it has provided a no objection.

Specific procurement notices for contracts subject to open international competitive procurement will be announced, as they become available, in [UN Development Business](#) online, on the World Bank's external website and on the [SPC's external website](#).

Interested eligible firms and individuals who would wish to be considered for the provision of goods, works, non-consulting services and consulting services for the above mentioned project, or those requiring additional information, should contact the Borrower at the address below:

The Pacific Community

Michael Sharp – Economic Statistics and Microdata Specialist

PO Box D5, 98848 Noumea, New Caledonia

+687 262000

michaels@spc.int; cc; sandrag@spc.int

<https://www.spc.int/>

Annex D: SPN Format

<http://web.worldbank.org/WBSITE/EXTERNAL/PROJECTS/PROCUREMENT/0,,print:Y~isCURL:Y~contentMDK:20126171~menuPK:84283~pagePK:84269~piPK:60001558~theSitePK:84266~isCURL:Y,00.html>

Annex E: Standard Procurement Documents

<http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework#SPD>

Annex F: Evaluation Form for Consulting Firms

<http://siteresources.worldbank.org/PROCUREMENT/Resources/eval-ev2-a4.doc>

Annex G: Sample Evaluation Form for Individual Consultants

Basic Data	<ul style="list-style-type: none"> • Country: • Implementing Agency: Pacific Community (SPC) • Project Name: Statistical Innovation and Capacity Building in the Pacific Islands Project (PACSTAT) • Grant No: D544 • Deadline for applications' submission:
Background	
Selection Process	<ul style="list-style-type: none"> • Contract type is: • TOR No Objection: • No of applications: <ol style="list-style-type: none"> 1. 2. ... 3.
Evaluation	<p>The evaluation committee was formed by the following members:</p> <ul style="list-style-type: none"> ➤ ... ➤ ... ➤ ... <p>The selection criteria, agreed by the Evaluation Committee member, in accordance with the TOR:</p> <ul style="list-style-type: none"> ➤
Screening Matrix	
Detailed Evaluation	<p>[no] CVs received were evaluated in detail.</p> <p>Candidate 1: <i>Actual Position:</i> <i>Education:</i> <i>Affiliations & Registrations:</i> <i>Countries of work experience:</i> <i>Previous Jobs/positions:</i> <i>Projects:</i> <i>Reports and Publications:</i> <i>Expertise:</i></p> <p><u>STRENGTHS:</u></p> <p><u>WEAKNESSES:</u></p> <p><u>Other comments:</u></p> <p>Candidate 2: Candidate 3: ...</p>
Short List	<p>The Evaluation Committee established the following Short List:</p> <ol style="list-style-type: none"> 1) ... 2) 3)
Interviews, if required	
Recommendation	<p>The Evaluation Committee recommend forconsultancy assignment.</p>

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EVALUATION COMMITTEE

- [...]
- [...]
- [...]

Annex 1 – Individual evaluators’ assessments

Annex 2 - Copies of CVs (of the shortlisted candidates that were evaluated in detail)

Annex 3 – Minutes of negotiations

Annex 4 - Draft negotiated contract

Annex H: Sample Template for Evaluation of EOIs from Firms

PACIFIC COMMUNITY
Project Name: PACSTAT

Date:

1. Tendering and Implementing Agency:
The Pacific Community
 Statistics for Development Division
 Attn: Director
 BP D5
 98848 Noumea Cedex
 New Caledonia
 Telephone: +687 262000

2. Name of consulting assignment: “[...]”

3. Package number (per Procurement Plan):

4. Total estimated cost of assignment:

5. Method of Selection:

6. Assignment period:

7. Name of Publication and Date of advertisement requesting expression of interest:

8. Deadline for submission of the expression of interest:

9. Technical Evaluation Committee:
 - i) ...
 - ii) ...
 - iii) ...

10. Criteria for evaluating Consultant’s qualifications an experience:
 - 1) ... **[x points]**
 - 2) ... **[x points]**
 - 3) ... **[x points]**
 - 4) ... **[x points]**

Scoring system used only for those firms that pass the minimum requirements (points given for qualifications & experience **above** minimum requirements):

Criteria	Minimum requirements	Max. points for above minimum	Above minimum		
			Score		
			50%	75%	100%
			Range #1	Range #2	>
#1:	Example: at least 5 years in the relevant business	20	5 to 10 yrs	10 to 20 yrs	> 20 yrs

#2					
#3					

11. Name of Consultancy Firms who responded to the advertisement:

No.	Name of Consultant	Country	Date
1			
2			
3			
4			
5			

12. Ranked list of consultants after evaluation of qualification and experience as per 11 above:

Name of Consultant	Score
1.	
Strengths	
•	
Weaknesses	
•	
2.	
Strengths	
•	
Weaknesses	
•	
3.	
Strengths	
•	
Weaknesses	
•	
4.	
▪	
Strengths	
•	
Weaknesses	
•	

The Evaluation Committee recommends a Short List of the following companies:

1. [...]
2. [...]
3. [...]

The Technical Evaluation Committee:

Guidance Notes for EOI Evaluation and Shortlisting

1. Give first consideration to those firms expressing interest (EOI) that possess the relevant qualifications.
2. The shortlist shall comprise six firms with a wide geographic spread, with:
 - (i) no more than two firms from any one country unless there are no other qualified firms identified to meet this requirement³; and
 - (ii) at least one firm from a developing country, unless no qualified firms from developing countries could be identified.
3. When any of the above requirements cannot be met on the basis of received EOIs, the Borrower may directly solicit interest from qualified firms based on its own knowledge, or request Bank assistance⁴.
4. Exceptionally, the Bank may agree to a short list comprising a smaller number of firms when there are not enough qualified firms having expressed interest for the specific assignment, when enough qualified firms could not be identified, or when the size of the contract or the nature of the assignment does not justify wider competition.
5. Once the Bank has issued a no objection to a short list, the Borrower shall not modify it without the Bank's no objection.
6. Firms that expressed interest, as well as any other firm or entity that specifically requests so, shall be provided the final shortlist of firms by the Borrower.
7. The short list may comprise entirely national consultants (firms registered or incorporated in the country), if:
 - (i) the assignment is below the ceiling established in the Procurement Plan approved by the Bank,
 - (ii) a sufficient number of qualified national firms is available for having a short list of firms with competitive costs, and
 - (iii) when competition including foreign consultants is prima facie not justified or foreign consultants have not expressed interest. However, if foreign firms express interest, they shall be considered.
8. The short list should normally comprise consultants of the same category with similar business objectives, corporate capacity, experience and field of expertise, and that have undertaken assignments of a similar nature and complexity.
9. Government-owned enterprises or institutions and not-for-profit organizations (NSPC, Universities, UN Agencies, etc.) should not normally be included in the same shortlist along with private sector firms, unless they operate as commercial entities.
10. The short list shall not include Individual Consultants.
11. If the same firm is considered for inclusion in short lists for concurrent assignments, the Borrower shall assess the firm's overall capacity to perform multiple contracts before including it in more than one short list.

³ For the purpose of establishing a short list, the nationality of a firm is that of the country in which it is registered or incorporated, and, in the case of Joint Ventures, the nationality of its lead partner.

⁴ Under exceptional circumstances, when the Borrower is unable to prepare a short list or long list and in response to its written request, the Bank may assist in creating short lists or long lists of firms that the Bank expects to be capable of undertaking the assignment. The provision of such lists does not represent an endorsement of the consultants. The Borrower retains the responsibility to verify the eligibility and qualifications of the listed firms, and may delete any name or add other names as it wishes; however, the final shortlist shall be submitted to the Bank for its no objection before the Borrower issues the RFP

Annex I: Bank Sample REOI Format

<http://web.worldbank.org/WBSITE/EXTERNAL/PROJECTS/PROCUREMENT/0,,print:Y~isCURL:Y~contentMDK:20126171~menuPK:84283~pagePK:84269~piPK:60001558~theSitePK:84266~isCURL:Y,00.html>

Annex J: Flow Chart Consultant Selection

