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Located in an attractive park on the banks of the River Po, the Centre's campus provides a congenial environment in which to live and study.

- It contains 21 pavilions with fully equipped modern classrooms, conference halls and meeting rooms fitted out for multilingual simultaneous interpretation, and a computerized documentation centre linked to various data banks.

The campus has 287 study/bedrooms, all with private bathroom, telephone, free access to internet and cable television. It also has:

- a reception desk open 24 hours a day;

- a restaurant, a self-service canteen and a coffee lounge, all catering for international dietary needs;
- a bank;
- a travel agency;
- a laundry service;
- a post office;
- an internet point;
- a recreation room;
- facilities for outdoor and indoor sports;
- medical service.

Social events are regularly held both on and off campus, so that participants from different cultural backgrounds can make the most of a stimulating international environment.

### For further information, please contact:

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## Selection and recruitment of consultants in World Bank funded projects



## Selection and Recruitment of Consultants in World Bank-funded Projects

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[www.itcilo.org](http://www.itcilo.org)

# Selection and Recruitment of Consultants in World Bank-funded Projects



## Introduction

Consultancy services are invariably required at various stages of programme and project development. The expression “consulting services” refers to services of an intellectual nature provided by individual consultants and/or consultancy firms who are hired for a wide variety of assignments including feasibility studies, design and supervision of project implementation, auditing as well as training and advisory services aiming at reinforcing institutional capacity of recipient agencies. Although the cost of consultancy services is typically less than 10% of a project’s budget estimates yet it has a significantly larger impact on the quality and final cost of the development project/investment. Therefore International Financial Institutions (IFI) have introduced detailed procedures for safeguarding the interests of the recipient countries in the recruitment and selection of the consultant who is deemed to be the best qualified to provide the services.

This course was developed jointly by the International Training Centre of the International Labour Organisation (ITC-ILO) and the World Bank in order to upgrade the competencies of borrowers’ staff and public procurement personnel in the correct application of the World Bank Regulations for selection and recruitment of consultants.

This course explores the procurement principles underpinning the various approaches, methods and arrangements used for selection of consultants. It presents an overview of the different types of consultants’ organizations and a detailed explanation of the World Bank’s Regulations and procedures for recruitment of consultants. Examples of situations of conflict of interest are analysed including the mechanisms needed for prevention of fraud and corruption. Particular emphasis is placed on building the competence of the participants in transforming the consultants’ selection process from a subjective exercise into a disciplined and a defensible procedure built on measurable criteria. The course also explores the respective roles of World Bank and

the borrower agency in the process of selection and supervision of consulting services.

The course is based on modular training material that enables measurement of learning achievement.



## Objectives

Course participants will be able to competently plan and carry out procurement management functions for the selection and recruitment of consultants using the procedures of the respective funding agencies with particular reference to those of the World Bank and its Standard Request for Proposal and contract documents.



## Participants

This course addresses project directors and procurement staff of projects funded by IFI (World Bank, Asian and African Development Banks, European Union, the United Nations, etc.) as well as the trainers of procurement personnel.

Candidates are expected to be fluent in English and have previous experience in public procurement practice.



## Course methodology

The course is delivered by senior procurement advisors and consultants from the World Bank and ITC-ILO. The course is conducted using a highly- participative training delivery methodology through a combination of interactive presentations by subject-matter specialists followed by self-assessment exercises, individual and group assignments intended to facilitate the practical application of IFIs’ guidelines. Solution and analysis of case studies is emphasised as a

principal technique for measurement of learning achievement and attainment of prescribed exit competencies. Individual guidance is provided, upon request, to help participants to troubleshoot procurement-related problems on their projects.

Each participant is encouraged to bring along a copy of the Loan Agreement, the Project Procurement Strategy for Development and a “Request for Proposal” document related to his/her project for reference throughout the course.



## Course content

- Overview of procurement in World Bank financed projects
- Types of consultancy firms/associations
- The World Bank Procurement Regulations for IPF Borrowers: general policies and principles in the selection and recruitment of consultants
- Project Procurement Strategy for Development
- Analysis of conflict-of-interest situations
- The selection process and selection methods (QCBS, QBS, FBS, LCS, CQS, DS)
- The selection arrangements
- Development of terms of reference
- Estimating cost and budget of consultancy assignments
- Advertising and shortlist
- Setting evaluation criteria
- Preparation of request for proposals
- Types of contracts (time-based, lump sum and simplified forms)
- Preparation, submission and receipt of proposals
- Evaluation of technical proposals by tender/ proposal committees
- Negotiation and award of contract
- Procurement-related complaints
- Supervision of consultants’ performance
- Selection of individual consultants
- Systems for detection and prevention of fraud and corruption



## Cost of participation

The cost of participation in this one-week programme is **Euro 2,285** payable in advance by the participant’s sponsoring organisation.

This covers:

- **tuition fee**, which includes the use of the Centre’s training facilities and associated support services, books and training materials, routine medical care and insurance;
- **subsistence fee**, which covers:
  - accommodation and full-board at the Centre.

Main travel between the participant’s home country and Turin is not included.

Fellowships for training programmes conducted by ITC-ILO generally become available through the training allocations of development projects financed by International Financial Institutions or by United Nations’ agencies, bilateral technical cooperation agencies, governments and/or private enterprises. Candidates are encouraged to contact these organisations and agencies in their countries to enquire about the availability of funds for fellowship training programmes.

For information regarding payment, cancellation and refunds, please consult:

<http://www.itcilo.org/en/training-offer/how-to-apply>