



INSTRUCTIONS GUIDE FOR THE SELECTION OF INDIVIDUAL CONSULTANTS BY COMPARISON OF QUALIFICATIONS UNDER THE FRAMEWORK OF PROCUREMENTS FINANCED WITH CABEI RESOURCES

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R i s k M a n a g e m e n t

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I. INTRODUCTION

The Central American Bank for Economic Integration (CABEI) is an international multilateral development financial institution, whose resources are invested in the non-financial public sector of the member countries, among others, who generally use CABEI's Procurement Policy and its application standards for the acquisition of works, goods, services and consultant selection.

The execution of operations involves multiple procurement processes for smaller amounts and the selection of individual consultants, especially for the formation of the Executing Unit (EU) of the operation and for the execution of other activities related to the execution of the operation.

In order to facilitate the execution of these processes, this guide has been prepared, which incorporates the guidelines for applying the method of Qualification Comparison, which are in line with the update of the Procurement Policy Application Standard made in June 2021 and has been updated based on the best practices identified during its implementation, so that it can be implemented as of January 2022.

II. OBJECTIVE

The main objective of this document is to provide the Executing Units with an easy to understand tool on the steps to follow in the development of this type of procurement process.

III. SCOPE

This document should be used by borrowers/recipients or executing agencies for the proper management of procurements where the methods established in CABEI's Norms for the Application of the Procedures for Procurement of Goods are applied in public sector operations financed by the Bank.

IV. ABBREVIATIONS AND TERMS

- **CABEI:** Central American Bank of Economic Integration.
- **EA:** Executing Agency.
- **EU:** Executing Unit.
- **GPP:** General Procurement Plan.
- **ToR:** Terms of Reference.

V. DEFINITIONS

- **Consultancy:** Intellectual services required for studies, diagnoses, designs, advice, supervision, and others that require specific intellectual knowledge.

- **Consultant:** A natural or legal person, public or private, who is commissioned to provide intellectual services for a consultancy related to a matter in which he/she has specialized knowledge.
- **Financing:** Is that granted by CABEI to attend one or several operations through its different modalities.
- **Goods:** All those articles, materials or products that are necessary for the execution of an operation and that have a fixed price in the market to be acquired.
- **No Objection:** Within the framework of the Policy and Rules for its Application, it is CABEI's manifestation by means of a letter issued by the representative office or technical area responsible for the operation, indicating that the documentation submitted by the Borrower/Beneficiary is in accordance with the provisions of the Policy and Norms, but without implying legal or technical responsibility for its content.
- **Operation:** This term will be used indistinctly for reimbursable or non-reimbursable projects, cooperation and technical assistance, programs, special operations, or other financing modalities granted by CABEI.
- **Works:** Civil works, electromechanical works in any of its fields and others that are financed with CABEI resources.

VI. RELATED DOCUMENTATION

- Policy for the Procurement of Goods, Works, Services and Consultancies with CABEI Resources.
- Norms for the Application of the Policy for the Procurement of Goods, Works, Services and Consultancies with CABEI Resources.

VII. DEVELOPMENT

1. Comparison of Qualifications for the Selection of Individual Consultants

- 1.1. This method is established in the GPP for the selection of individual consultants, regardless of the amount of the consultancy.
- 1.2. For the selection of such consultants, the following aspects are taken into account: i) qualifications in training and experience as the main requirement, ii) the consultancy does not require a team of key personnel, nor does it require external professional support from a central office.

Terms of Reference and CABEI's No Objection

1.3. Once the No Objection to the GPP that identifies the qualification comparison process is available, the Terms of Reference (ToR) must be prepared and the respective No Objection must be requested to CABEI.

1.4. As a minimum the ToR shall include, among others:

- a. Background information on the consultancy to be contracted.
- b. Activities to be carried out by the consultant.
- c. Term of the consultancy: The total term for which the consultant will be required should be indicated; if necessary, it may be indicated that contracts will be formalized periodically based on the performance evaluation.
- d. Deliverables: Indicate the reports or any deliverables required from the consultant, indicating the schedule of deliverables, and the amount to be paid for those that are subject to payment.
- e. Evaluation Matrix: An evaluation matrix must be included with clear, concrete and objectively measurable criteria, in accordance with the model indicated in Annex 1.

If there are mandatory requirements that the participants must meet in order to perform the consultancy and that are related to critical factors of the work, such as: knowledge of a dialect or language, having an indispensable academic specialty, certification, availability to reside at the project site, among others, these should be presented as criteria that complies/does not comply.

The attributes to be evaluated and the proposed assigned score are:

- i. Qualifications of the consultant: Education, training received, specialized studies for example in information systems, etc.
Assigned score between 10 - 20 points.
- ii. Suitability for the job, general and specific experience in the sector according to the scope of the consultancy, which could be evaluated by number of years or by number of studies / projects / programs / consultancies or similar work performed, among others.
Assigned score between 90 - 80 points.
- iii. According to the scope defined in the ToR, other criteria agreed with CABEI may be established.
Assigned score between 0 - 10 points.
The minimum score required must be indicated, considering the minimum scores established in the evaluation matrix for each criterion and sub-criteria.
In addition, the tie-breaking mechanism for the consultants must be established, which is recommended to be in order of priority, specific experience, then general experience and finally the drawing of lots.
- f. Information to be requested: The information that the consultant must submit along with his resume must be indicated, which should include:

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- i. Expression of interest in participating specifically in this process.
 - ii. Resume, which shall include the following statement from the consultant:
Certification:
 - I, the undersigned, certify that,
 - To the best of my knowledge and belief, this resume accurately describes myself, my qualifications, and my experience.
 - I agree that any false information or omissions contained in this resume and its attachments may be grounds for disqualification.
 - iii. Supporting documentation of the accreditations required in item e (i) above.
It should be noted that, if the EA requires supporting information related to the experiences presented, this must be requested to the successful bidder prior to signing the contract.
 - iv. Affidavit in accordance with the model included in Annex 2.
 - g. Indication that the awardee must be eligible to sign a contract with CABEI's financing, and therefore may not be included in the CABEI's list of prohibited counterparties and recognized by CABEI, which are:
 - i. United Nations Security Council (UN) Consolidated List of Sanctions: <https://scsanctions.un.org/search/>
 - ii. Consolidated list of individuals, groups, and entities subject to European Union (EU) financial sanctions. To gain access, a free account must be created within the EU platform: <https://webgate.ec.europa.eu/fsd/fsf#!/files>
 - iii. Consolidated list of individuals, groups, and entities subject to World Bank (WB) sanctions: <https://www.worldbank.org/en/projects-operations/procurement/debarred-firms>
 - iv. Office of Foreign Assets Control (OFAC) Consolidated List: <https://sanctionssearch.ofac.treas.gov/>
 - v. HM Treasury Consolidated List of Targets: <https://sanctionssearch.ofsi.hmtreasury.gov.uk/>
 - vi. CABEI List of Prohibited Counterparties.
 - h. Integrity Annex (included in the model contract, available at: <https://adquisiciones.bcie.org/documentos-estandar>).
- 1.5. The EU may agree with CABEI that the ToR must have a No Objection prior to publication/invitation to participate or otherwise that they be subject to review together with the award of the consultancy.

Publishing - Invitation to participate

- 1.6. The invitation to participate does not require the use of formal or extensive bidding documents, it must only be accompanied by the following documents and indications:
- a. Terms of reference with the minimum content established in guideline 1.4, including the evaluation criteria.
 - b. Indicate that an expression of interest to participate in the process must be submitted and that only those who submit such expression of interest will be considered.
 - c. The form in which the resumes will be submitted, which may be physical or electronic, indicating the institutional email address to which it should be sent and instructions for sending them.
 - d. Indication that the award will be made to the bidder that obtains the best qualification and complies with CABEI's eligibility conditions.
 - e. Indication that the awardee must be eligible to sign a contract with CABEI's financing, in accordance with the provisions of subsection 1.4 (g).
 - f. It is recommended that the model contract be attached.
- 1.7. In general terms, the publication procedure involves the following:
- a. Invitation to Participate - Publication
These invitations to participate may be made by:
 - i. Invitation to participate: Request for participation made by the contractor directly to individual consultants who were previously identified.
 - ii. Public invitations to participate: Invitation to participate made in a public manner by means of a call for bids that allows free concurrence of the participants. A public call will be considered to have been made when it published in at least one of the following instances, either digital or printed, for example in:
 - Publication in digital media
 - Website of the Public Procurement Regulatory Office in the Procuring Entity's country.
 - Contractor's website.
 - Digital version of newspapers with nationwide circulation.
 - Publication in printed media.
 - Newspapers (written press) of major national circulation in the Employer's country.

An example of the invitation to participate can be found in Annex 3.
 - b. Deadline for submitting expression of interest and resume
 - i. The deadline for submitting resumes shall be between 5 - 10 working days from the next working day of the publication/invitation, which will depend on the scope

of the consultancy to be carried out and the availability of consultants with the required profile.

- ii. When the minimum deadline for submitting resumes has been granted and at least three (3) required resumes have not been received, prior to the expiration of the deadline, other consultants may be requested to participate.

In these cases, the deadline for submitting resumes must be extended by at least five (5) working days and the extension must be communicated according to the publication procedure selected, as indicated in guideline 1.7 (a).

- c. Receipt of resumes

- i. Once the deadline for receiving the resumes has closed, a record of receipt shall be drawn up to subsequently evaluate and compare the resumes received.

Qualifications Comparison and Award recommendation

1.8. Once the resumes are available, they will be evaluated and compared using the following procedure:

- a. **Verification of compliance of minimum required qualification**

- i. Resumes will be evaluated only for those consultants who submit an expression of interest. A letter signed by the bidder or e-mail from the bidder, which includes a resume of the consultant will be considered an expression of interest.
- ii. It shall be verified that the resumes contain the certification indicated in numeral 1.4 (f) (ii), in case of an omission on the part of the consultant of that statement, the respective correction shall be requested.
- iii. The criteria evaluated as Compliant/ Non-Compliant shall be evaluated in the first instance before proceeding to the scoring of the criteria that generate points. Candidates who fail to comply with a critical condition evaluated as Compliant/ Non-Compliant will not be evaluated with a score.
- iv. Subsequently, it will be verified that the received resumes comply with the minimum score established in the Evaluation Matrix (Annexes 1 and 4).

- b. **Verification of the minimum number of resumes received**

- i. It will be verified that the minimum number of resumes that meet the minimum score required has been received in the following manner:
 - In case of having made direct invitations to consultants, there must be at least three (3) resumes that meet the minimum score required.
 - Two (2) resumes may be accepted when at least one of the public invitations indicated in numeral 1.7 (a) (ii) has been issued.

- c. **Best evaluated bidder**

- i. In the event of having received the minimum number of resumes that meet the minimum score required, the bidder that submitted the resume with the highest score will be identified among them.

- ii. In the event of a tie in the scores obtained, the tie-breaking mechanism indicated in numeral 1.4 (e) (iii) shall be applied.

d. Eligibility verification

Prior to award, it shall be verified that the best evaluated consultant is not on CABEI's List of Prohibited Counterparties and recognized by CABEI, in accordance with the provisions of paragraph 1.4 (g).

e. Award recommendation

- i. Once it is verified that the best qualified consultant is not on CABEI's Prohibited Counterparty List or recognized by CABEI, the consultant will be recommended for award.
- ii. A report will be prepared containing the details of the process carried out and in processes subject to prior review it will be submitted to CABEI for No Objection, once such No Objection is obtained in applicable cases, the respective consultancy may be awarded.

VIII. ANNEXES

Annex 1. EVALUATION MATRIX TEMPLATE (MODEL)

Evaluation Matrix for the Consultancy of *[Indicate name of Consultancy]*

Depending on the characteristics of the study to be carried out, the EU may expand the evaluation criteria and determine the way in which each of the criteria and sub-criteria will be evaluated.

Criteria and Sub-criteria		Score	Mínimum Score to qualify
1. Academic level and knowledge		Indicate score between 10 - 20	Indicate score
1.1	Graduate professional with a minimum university bachelor degree in the following areas <i>[Indicate the areas according to the nature of the consultancy]</i> .	Complies: Yes/No	
1.2	Training received in <i>[indicate areas of knowledge required]</i> .	<i>Indicate score</i>	<i>Indicate minimum score</i>
1.3	Advanced management of the system <i>[indicate systems to be known and/or managed]</i> .	<i>Indicate score</i>	
1.4	Superior degree or equivalent to master's or postgraduate degree in <i>[indicate area]</i>	<i>Indicate score</i>	
2. General Experience		Indicate score between 20-30	Indicate score
2.1	Minimum general experience required on <i>[indicate the area to be considered as general experience]</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate Rank 1</i>	<i>Indicate score</i>	
	<i>Indicate Rank 2</i>	<i>Indicate score</i>	
	<i>Indicate rank n</i>	<i>Indicate score</i>	
3. Specific Experience		Indicate score between 60-75	Indicate score
3.1	Minimum specific experience required on <i>[indicate the area to be considered as general experience]</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate Rank 1</i>	<i>Indicate score</i>	
	<i>Indicate Rank 2</i>	<i>Indicate score</i>	
	<i>Indicate rank n</i>	<i>Indicate score</i>	
3.2	Minimum specific experience required on <i>[indicate the area to be considered as general experience]</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate Rank 1</i>	<i>Indicate score</i>	
	<i>Indicate Rank 2</i>	<i>Indicate score</i>	
	<i>Indicate rank n</i>	<i>Indicate score</i>	
3.3	Minimum specific experience required on <i>[indicate the area to be considered as general experience]</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate Rank 1</i>	<i>Indicate score</i>	
	<i>Indicate Rank 2</i>	<i>Indicate score</i>	
	<i>Indicate rank n</i>	<i>Indicate score</i>	
Total score		100	<i>Indicate score</i>

** Depending on the scope of the consultancy, other criteria and sub-criteria may be added as agreed with the Bank.*

Annex 2. AFFIDAVIT

Process No: *[insert the name and identification number of the process]*

I *[Name of Consultant]*, with identification document _____ number _____, in my capacity as Individual Consultant.

Certify and declare the following:

- i. That I have not been involved in activities related to money laundering and financing of terrorism;
- ii. I am not in bankruptcy;
- iii. I am not under judicial interdiction;
- iv. I do not have a conflict of interest as described in the Terms of Reference and the Bank's Procurement Policy and its Application Rules.
- v. That I am not included in CABEI's List of Prohibited Counterparties or any other list of ineligibility recognized by CABEI;
- vi. That I have not been disqualified or declared by any entity or authority as ineligible for obtaining resources or awarding contracts financed by any other entity, nor are there any sanctions of this type in force;
- vii. That I have not been found guilty of crimes or sanctions related to Prohibited Practices by the competent authority.
- viii. That I have no history of breach of contract in the last 10 years.

Likewise, I authorize the corresponding (Name of the Contractor) and the Central American Bank for Economic Integration (CABEI) to carry out the verifications it deems pertinent in order to corroborate the above with any search system or database that the Contractor or CABEI may have for such purposes, as well as with any competent authority deemed necessary.

Likewise, I certify and declare that I know the origin of the funds of my patrimony and that they do not come from any illicit activity.

Finally, and if applicable, I declare that the funds provided will be managed in accordance with best practices, transparency, and integrity and at no time will be used for illicit activities.

I further declare that immediate notice will be given to the Employer and CABEI in the event of any change in the conditions.

I agree that the Employer shall have the right to exclude me from this bidding process if the information provided in this Affidavit is false or if the change in condition occurs at a time subsequent to the delivery of this Affidavit.

Name: *[Full name of consultant]*

Signature: (signature of the person whose name and title appear above).

Date: (day, month, and year this affidavit is signed)

Annex 3. INVITATION LETTER

Invitation Letter

[Indicate month, day, and year]

Messrs.

[Name of individual consultant]

[Address]

Dear Sir or Madam:

Indicate name of the Contractor invites you to submit your expression of interest to participate and your respective resume to participate in the selection process of the consultant to perform the consultancy of:

(describe the name of the consultancy)

The successful bidder will be selected by applying the Policy for Obtaining Goods, Works, Services and Consultancies with CABEI Resources and its application standards, for which the Terms of Reference that include the criteria to be used for the qualification of the resumes are attached to this invitation. These criteria will be the qualifications of the consultant, suitability to perform the work, general experience and specific experience. The Consultancy Award will be granted to the consultant that obtains the best qualification and meets CABEI's eligibility conditions.

Expressions of interest in participating with the respective resumes will be received until *[indicate date and time deadline]*, by copy *[physical / electronic]* delivered to:

Select options:

Physical copy at the following address *[Indicate address]*.

E-mail to *[indicate official e-mail address]*

Best regards,

Name and position of contractor

Annex 4. RATING COMPARISON MATRIX

Evaluation Matrix – Rating Comparison*

Date: *[Indicate day, month, year]*

Criteria and Subcriteria**		Assigned Score	Name of Bidder 1***	Name of Bidder 2	Name of Bidder 3
1. Academic level and knowledge		Indicate score	Indicate score	Indicate score	Indicate score
1.1	Graduate professional with a minimum bachelor's degree in the following areas <i>[Indicate the areas according to the nature of the consultancy]</i> .	<i>Complies: Yes/No</i>	<i>Complies: Yes/No</i>	<i>Complies: Yes/No</i>	<i>Complies: Yes/No</i>
1.2	Training received in <i>[indicate areas of knowledge required]</i> .	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
1.3	Advanced management of the system <i>[indicate systems to be known and/or managed]</i> .	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
1.4	Superior degree or equivalent to master's or postgraduate degree in <i>[indicate area]</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
2. General Experience		Indicate score	Indicate score	Indicate score	Indicate score
2.1	Minimum general experience required on <i>[indicate the area to be considered as general experience]</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate Rank 1</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate Rank 2</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate rank n</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
3. Specific Experience		Indicate score	Indicate score	Indicate score	Indicate score
3.1	Minimum specific experience required on <i>[indicate the area to be considered as general experience]</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate Rank 1</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate Rank 2</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate rank n</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
3.2	Minimum specific experience required on <i>[indicate the area to be considered as general experience]</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate Rank 1</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate Rank 2</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>

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Criteria and Subcriteria**		Assigned Score	Name of Bidder 1***	Name of Bidder 2	Name of Bidder 3
	<i>Indicate rank n</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
3.3	Minimum specific experience required on <i>[indicate the area to be considered as general experience]</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate Rank 1</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate Rank 2</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
	<i>Indicate rank n</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>	<i>Indicate score</i>
Total Score		100			

* The matrix must be sent to the Bank consolidated form; the scores reflected the average of the ratings assigned by the different evaluators.

** Depending on the scope of the consultancy, other criteria and sub-criteria may be added as agreed with the Bank.

*** For each criterion and sub-criterion evaluated, comments and justification for the evaluation/score assigned should be provided.

Eligibility Verification of the best evaluated		<i>Complies: Yes/ No</i>	<i>Complies: Yes/ No</i>	<i>Complies: Yes/ No</i>
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Award recommendation:	<i>[Name of Bidder]</i>	
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Details of evaluation of each consultant are attached.

*[Name of evaluator 1
Position]*

*[Name of evaluator 2
Position]*

*[Name of evaluator 3
Position]*