



WORLD BANK GROUP
eConsultant

Electronic Selection of Consultants



User Guide for Consulting Firms

Version 3

This User Guide was produced by the Operations and Corporate Procurement Groups and the Information Solutions Group Global Support Training Team of the World Bank Group.

January, 2008

Table of Contents

Introduction.....	1
Create a WBG eConsultant account	2
Log In.....	5
Change/Reset Password.....	6
Basic Navigation.....	7
Update Firm Profile and Add Additional Contacts	9
View Notifications and Express Interest	13
View Notifications	13
Subscribe to a Notification.....	14
Express Interest.....	15
View the Status of a Submitted EOI.....	18
View RFP and Submit Proposals.....	19
View RFP	19
Upload Proposal Documents.....	21
Submit Request for Clarification (RFC).....	23
Submit Proposals	25
Withdraw a Proposal.....	26
Respond to a Proposal RFC	27
Negotiation and Award.....	29
Frequently Asked Questions.....	35
Additional Help.....	35



Introduction

The electronic selection of consultants (WBG eConsultant) is a secure web-based tool that supports current and prospective consulting firms doing business with the World Bank. WBG eConsultant contributes to the transparency of the selection process by allowing consulting firms to view opportunities, express interest, obtain documents, send proposals, and communicate with the Bank in a secure online environment.

WBG eConsultant uses a “wizard” interface to walk you through each stage of the process.

You may use WBG eConsultant to:

- Manage the overall selection process
- Create and submit expressions of interest
- View and download Request for Proposal packages, and submit Requests for Clarification
- Create and submit technical and financial proposals
- Negotiate with the World Bank Group if your firm is selected for award

Note: WBG eConsultant is currently designed to support consulting **firms** only. Individual consultants should email CVs directly to the Bank task team.

Create a WBG eConsultant account

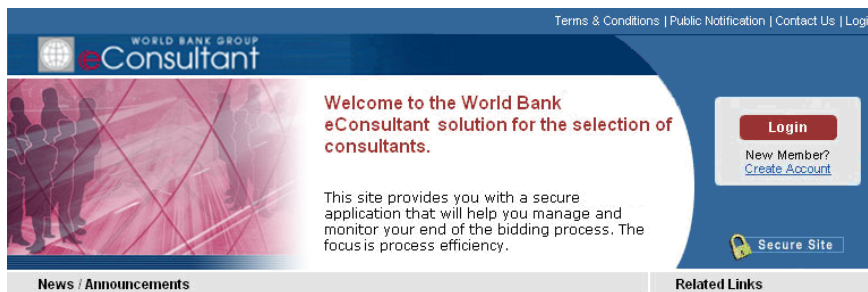
If your firm is using WBG eConsultant for the first time, you will need to create an account before participating in opportunities. By creating a WBG eConsultant account, you are agreeing to be the primary contact for your firm and may express interest and submit proposals for opportunities on behalf of your organization. You will also manage and coordinate all correspondence with the World Bank regarding those opportunities.

Please note that a World Bank vendor ID number is **not** required to create a WBG eConsultant account. For more information on vendor numbers, please see the Negotiation and Award section.

Note: To access WBG eConsultant, you must have an internet connection and Microsoft Internet Explorer Version 6.0 or above. Browsers other than Internet Explorer may cause pages or links to appear improperly.

1. To access WBG eConsultant, type www.worldbank.org/wbgeconsultant in your browser's address bar.

The WBG eConsultant main page appears.



2. Click [New Member? Create Account](#)

The WBG eConsultant registration page appears. On this form, you will provide specific information about yourself and your business.

Enter the following information and click 'Submit' to create an account for the World Bank's eConsultant system. A confirmation will be sent to your email address. A business need not be an approved World Bank Vendor nor submitted an Registration Application in order to express interest or submit a proposal. A Registration Application is only required for firms who have been recommended for an award. To be approved as a registered World Bank Vendor, the business enterprise must complete the Vendor Registration Application and be able to demonstrate that it has been and is offering goods/services under the business name. Sole Proprietors must be able to demonstrate that they have been engaged in their business activity for not less than one year.



Fields denoted with red '*' are required.

Contact and Password Information	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Title *	<input type="text"/>
Telephone Number *	<input type="text"/>
Fax Number	<input type="text"/>
Email Address *	<input type="text"/>

Firm Information	
Firm Name *	<input type="text"/>
Legal Form of Business *	<- Select ->
Address *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
State (mandatory if US)	<input type="text"/>
Region	<input type="text"/>
Zip / Postal Code	<input type="text"/>
Country *	<-Select a Country->
Year Established *	<input type="text"/>
Full Time Employees *	<input type="text"/>
DUNS Number	<input type="text"/>

Diversity Information for Firms with United States Offices or Presence	
Are you currently certified as a Minority / Women / Disabled Business Enterprise (MWD BE) ?	<input type="radio"/> Yes <input type="radio"/> No
If yes, list certifying organization.	<input type="text"/>

3. Complete the form. All fields marked with * are required.

4. Click .

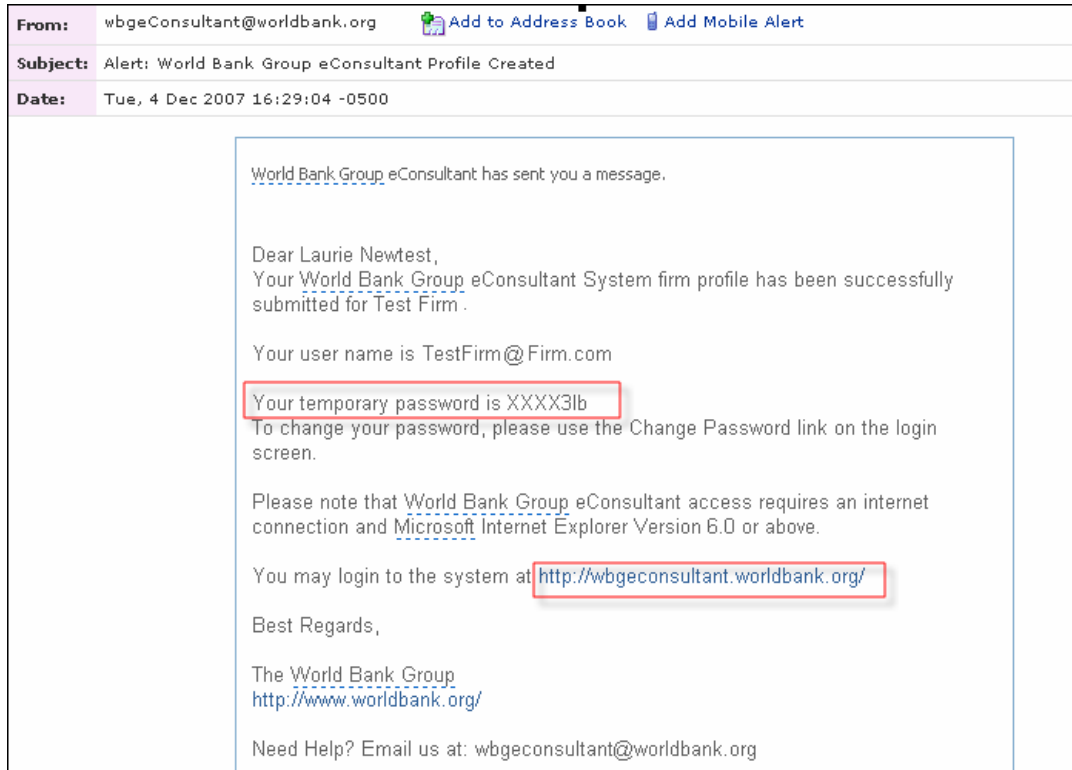
Help For Consultant Firms

A message confirms that you have successfully created a WBG eConsultant account and that a password has been sent to you.

Congratulations! You have successfully registered your firm for the World Bank eConsultant system. A confirmation email with login instructions has been sent to thisisatest@testingfirm.com.

Please [click here to continue](#) to the login page.

5. Obtain the temporary password from your email message.



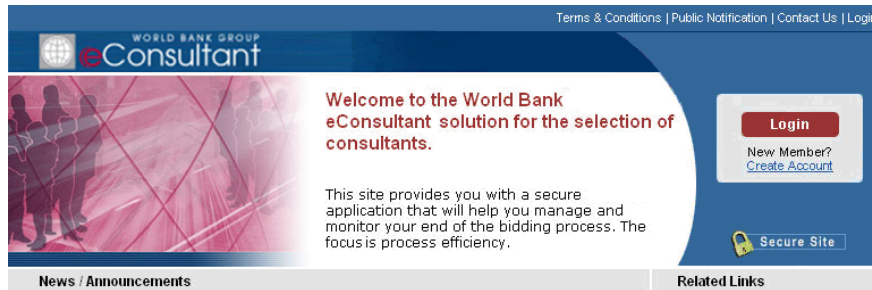
6. Click the URL in the email to return to the WBG eConsultant login page.

Follow the instructions in the next section for logging in.

Log In

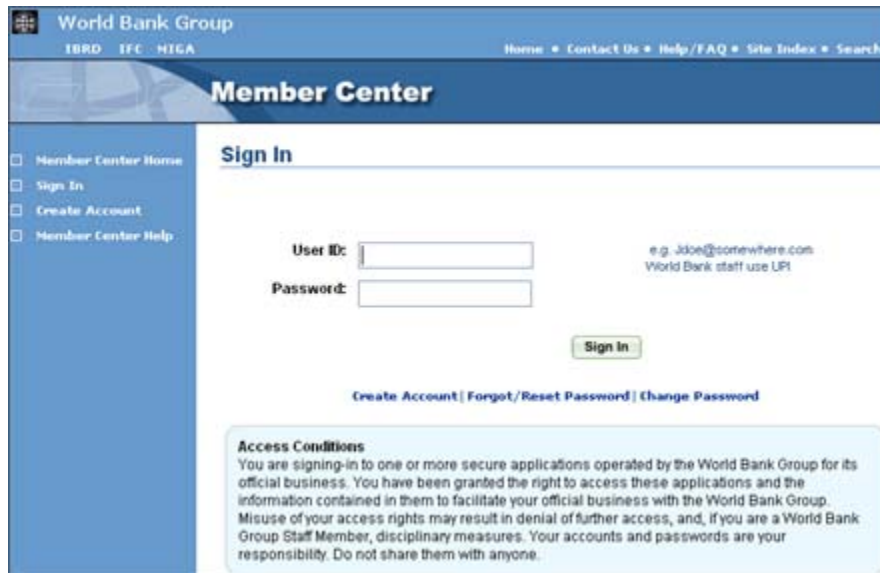
1. Type www.worldbank.org/wbgeconsultant in your browser's address bar or click the URL link from the email you received.

The WBG eConsultant main page appears.




2. Click .

The Member Center Sign In page appears.



Note: It is highly recommended to change your password prior to logging in for the first time. Please follow the instructions below for changing your password.

3. Enter your registered email address and the password.
4. Click .

Change/Reset Password

Change Password


1. Access the home page at www.worldbank.org/wbgeconsultant.

2. Click .

The Member Center Sign In page appears.

3. Click [Change Password](#).

4. Enter your registered email address, current password and new password.
Passwords are case sensitive and must be at least six characters long.

5. Click .

You are now logged in to your account.

Reset Password


6. Access the home page at www.worldbank.org/wbgeconsultant.

7. Click .

The Member Center Sign In page appears.

8. Click [Forgot/Reset Password](#).

9. Enter your registered email address.

10. Click .

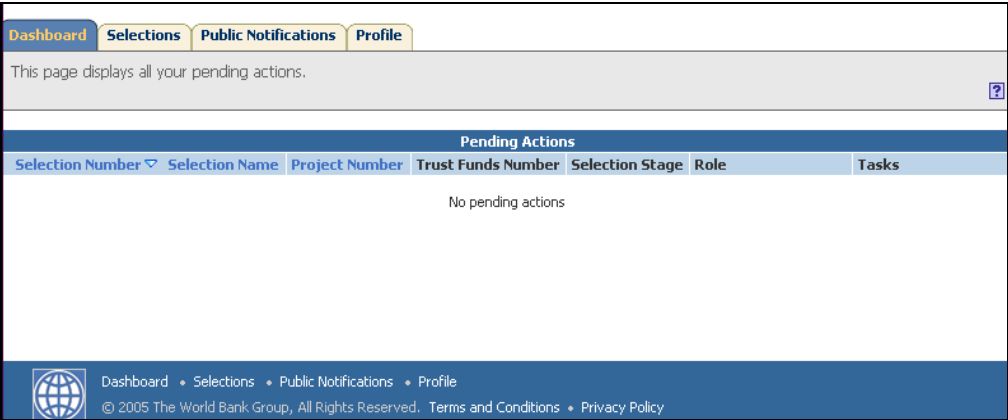
A message confirms that a new password was sent to your email.

11. Obtain the new password from your email and follow the instructions above to change it.

Basic Navigation

Dashboard Tab

Once you've logged on to WBG eConsultant, you'll see the personalized Dashboard page. The Dashboard lists all pending selections for which you have expressed interest or were invited to propose.

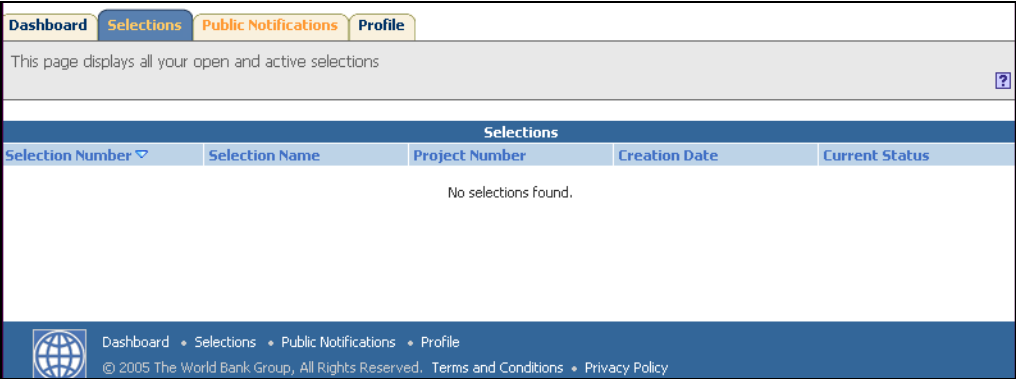


WBG eConsultant uses tabs to assist you in navigating. In addition to the Dashboard tab, you will see three other tabs at the top of the page: Selections, Public Notifications and Profile.

Note: The Internet Explorer Back button is disabled in WBG eConsultant. Click the tabs or Active Links to navigate.

Selections Tab

The Selections tab lists all selections that you have worked on, including completed selections.



Public Notifications Tab

Public Notifications lists all current opportunities available within WBG eConsultant. Links to the dgMarkets and UNDB Online websites are also provided for your convenience.

Dashboard
Selections
Public Notifications
Profile

This page displays all of the publicly available notifications. Click on a row to review a notification details and to express interest.

Requests for Expressions Interest for consultants hired directly by the World Bank for its operational work* are published in this website, the dgMarkets , and UNDB Online.

This policy applies to the procurement of consulting firms when the estimated contract amount is above US\$ 50,000.

(*)"Operational work" is work necessary to carry out the Bank's lending operations and non lending activities, and includes work on project identification, preparation, appraisal, supervision, evaluation, analytical and advisory activities, policy and program work, research, training, and activities associated with various partnership programs regardless of whether such work is carried out by Regional or central units of the Bank, but excludes administrative activities conducted by general Services Department (GSD). Individuals and consulting firms engaged by the Bank to support the activities of the Bank's administrative complex (e.g., financial and accounting services, training, software development and systems analysis) are not covered by this statement; the Material Management Policy and Procedures and The World Bank Group Corporate Procurement Policies and Procedures

Public Notifications			
Selection Number ▾	Selection Name	Published Date	Response Due Date
102765	Evaluation of Mortg...	2006-11-23	2006-12-08
102764	Mortgage SOFOLS - M...	2006-11-23	2006-12-08
102741	Establishment of a...	2006-11-17	2006-12-08
102737	Monitoring and Eval...	2006-11-15	2006-12-04
102709	Preparation of a Pa...	2006-11-02	2006-12-15
102697	Technical Support a...	2006-11-01	2006-11-30
102547	IFC Survey of TAAS ...	2006-11-22	2006-12-07

Dashboard • Selections • Public Notifications • Profile
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Profile Tab

On the Profile tab, you can view and update information for your firm. Please see the next section for detailed instructions.

Dashboard
Selections
Public Notifications
Profile

Display Company Profile

Background	Update
Business Name	Clawson Associates
Country where registered	United States
Legal Form of Business	Partnership
Address	1511 University Blvd Washington DC 20433
Year Established	2004
Full Time Employees	3
DUNS Number	0
Federal Tax ID	

Firm Contacts

Add Contact
 Update Contact
 Remove Contact
 Make Primary Contact

Update Firm Profile and Add Additional Contacts

Once you have created a WBG eConsultant account, you may want to view or change your firm's information. WBG eConsultant provides a simple way to do this.

Update Background Information

1. From the WBG eConsultant Dashboard page, click [Profile](#).

Selection Number	Selection Name	Project Number	Trust Funds Number	Selection Stage	Role	Tasks
102429	Second Survey of Ja...	P098928	TF054731	Notification	Firm Contact	Shortlist Status View Response
102427	Test of Firm Select...	Not Project-Related		Proposal	Firm Contact	Request For Proposal
102406	Demonstration of RF...	Not Project-Related		Proposal	Non Selection Related Role	Request For Proposal
101938	Africa MSME Finance...	Not Project-Related		Proposal	Non Selection Related Role	Request For Proposal

The Profile page appears.


Background	Update
Business Name	Clawson Associates
Country where registered	United States
Legal Form of Business	Partnership
Address	1511 University Blvd Washington DC 20433
Year Established	2004
Full Time Employees	3
DUNS Number	0
Federal Tax ID	
Existing World Bank Vendor Number	
Are any owners/officers of the business former employees of the World Bank Group?	no value entered
Do any owners/officers of the business have relatives who are currently employed by the World Bank Group?	no value entered

Firm Contacts						
Select	Name	Title	Email Address	Telephone No.	Fax No.	Contact Type
<input type="radio"/>	Ann Clawson	President	annclawson@cox.net	202-555-5212		Primary

2. To make a change to your firm's background information, click [Update](#).

This opens the form for editing.


Dashboard	Selections	Public Notifications	Profile
Display Company Profile			
Firm Background			
Business Name *	Clawson Associates		
Legal Form of Business *	Partnership		
Address *	1511 University Blvd		
Address 2			
City *	Washington		
State (mandatory if US)	DC		
Region			
Zip / Postal Code	20433		
Country where registered *	United States		
Year Established *	2004		
Full Time Employees *	3		
DUNS Number	0		
Federal Tax ID			
Existing World Bank Vendor Number	If you are already a World Bank Registered Vendor, please enter your Vendor ID.		
Are any owners/officers of the business former employees of the World Bank Group?	<input type="radio"/> Yes <input type="radio"/> No		
Do any owners/officers of the business have relatives who are currently employed by the World Bank Group?	<input type="radio"/> Yes <input type="radio"/> No		
<input type="button" value="Back"/> <input type="button" value="Save"/>			

3. Make your changes, then click .

Add a New Contact

1. To update team contact information, scroll down to the Firm Contacts section.

Firm Contacts					
<input type="button" value="Add Contact"/> <input type="button" value="Update Contact"/> <input type="button" value="Remove Contact"/> <input type="button" value="Make Primary Contact"/>					
Select	Name	Title	Email Address	Telephone No.	Contact Type
<input type="radio"/>	Ann Clawson	President	annclawson@cox.net	202-555-5212	Primary

2. To add a contact, click .

The Add Secondary Contacts screen appears.

Dashboard Selections Public Notifications Profile

Display Company Profile

Add Secondary Contact

First Name *

Last Name *

Title

Telephone Number

Fax Number

Email Address *

Choose Selections 2

From the list below, choose all selections to which this contact should be provided access.

Select	Name	Status
<input type="checkbox"/>	HIV/AIDS website	REI Published
<input type="checkbox"/>	Consultant Qualifications	REI Published
<input type="checkbox"/>	Maternal and Child Health in Kenya	REI Published

Back Submit

3. Enter the information for this contact. All fields marked with * are required.
4. In the Choose Selections section, select the checkbox next to each selection this contact should be allowed to view and edit.

Choose Selections

From the list below, choose all selections to which this contact should be provided access.

Select	Name	Status
<input checked="" type="checkbox"/>	HIV/AIDS website	REI Published
<input checked="" type="checkbox"/>	Consultant Qualifications	REI Published
<input type="checkbox"/>	Maternal and Child Health in Kenya	REI Published

Back Submit

5. Click **Submit**.

The new contact is added and will receive a password automatically via email.

Firm Contacts					
Select	Name	Title	Email Address	Telephone No.	Contact Type
<input type="radio"/>	Ann Clawson	President	annclawson@cox.net	202-555-5212	Primary
<input type="radio"/>	Jane Forey	Dr.	jforey@cox.net	202 554 5212	Secondary

Update Existing Contact

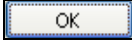
1. To update contact information, select the contact and click .

The Update Contact screen appears.


2. Make your changes and click .

Remove Contact

1. Select the contact and click .

2. At the warning, click .

Change the Primary Contact

1. Select the secondary contact to promote and click .
2. The new primary is automatically granted access to all selections in which your firm is participating.

View Notifications and Express Interest

Notifications (advertisements) are published on dgMarkets, UNDB Online and within the WBG eConsultant system. Notification attachments, such as the Terms of Reference, can only be viewed from WBG eConsultant. No registration is required to view notifications on WBG eConsultant, however, registration is required prior to expressing interest.

View Notifications

If you have not yet registered in WBG eConsultant:

1. Access the home page at www.worldbank.org/wbgeconsultant.
2. Click **Public Notification** in the upper right.

The Procurement – Requests for Expressions of Interest page appears.

3. Click [advertised notices for Firms](#).

The Public Notifications page appears.

If you have already registered in WBG eConsultant:

1. Log into WBG eConsultant.
2. Click **Public Notifications**.

The Public Notifications page appears.

Selection Number	Selection Name	Published Date	Response Due Date
100014747	Study of Data Utili...	2008-01-03	2008-01-21
100014728	IFC TAAS Client Sur...	2008-01-02	2008-01-17
100014698	Business survey of ...	2007-12-28	2008-01-25
100014659	Access to basic ser...	2007-12-21	2008-01-05

Subscribe to a Notification

The first step in expressing interest is to subscribe to a notification. When you subscribe, the notification is added to your personalized Dashboard page.

Note: If you received an email invitation to express interest in a selection, then you were automatically subscribed. Please see the next section on expressing interest.

From the Public Notifications page,

1. Find the notification you wish to express interest in, and click on its Selection Number.



The screenshot shows a web interface with a navigation bar at the top containing 'Dashboard', 'Selections', 'Public Notifications', and 'Profile'. Below the navigation bar, there is a message: 'You can subscribe to this notification by clicking the 'Subscribe' button.' and a link for 'Printer Friendly Version'. The main content area is titled 'General Information' and contains a table with the following details:

General Information	
Assignment	Moldova -- Impact of deteriorating district heating on residential households
Selection Number	102955
Notice Type	Request for Expression of Interest
Advertise Electronically	World Bank Internet, dgMarkets, and UNDB Online
Notification Publication Date	12/14/2006
Deadline for Submission	12/29/2006
Language of the Notice	English
Optional, Common Procurement Vocabulary (CPV) for services to be procured	

Below the 'General Information' table, there is a section titled 'Contact Information for Advertisement' with a sub-section for 'Contact Person'.

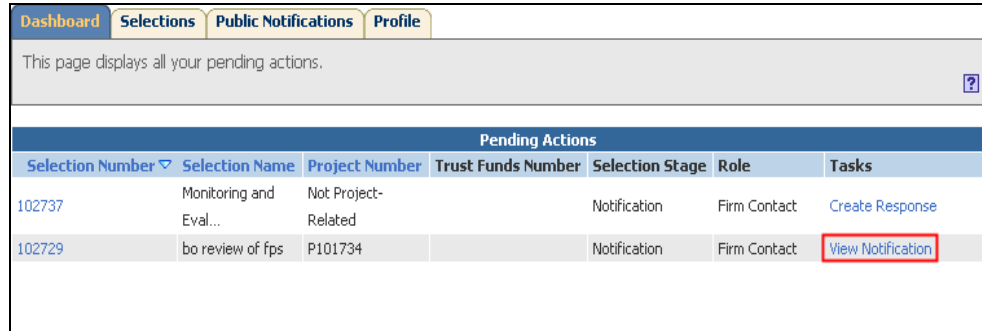
2. After reading the selection details, scroll to the bottom of the page and click **Subscribe to Notification**.

Follow the steps in the next section to express interest.

Express Interest

If you received an email invitation to express interest, follow the steps below. If you subscribed to the selection as mentioned in the prior section, go to Step 2.

1. At the Dashboard tab, click the [View Notification](#) hyperlink in the Tasks column.



Selection Number	Selection Name	Project Number	Trust Funds Number	Selection Stage	Role	Tasks
102737	Monitoring and Eval...	Not Project-Related		Notification	Firm Contact	Create Response
102729	bo review of fps	P101734		Notification	Firm Contact	View Notification

The View Notification page appears.



General Information	
Assignment	bo review of fps
Selection Number	102729
Notice Type	Request for Expression of Interest
Notification Publication Date	11/09/2006
Deadline for Submission	11/24/2006
Language of the Notice	English

Contact Information for Advertisement	
Contact Person	
Organization Name	World Bank
Address Line 1	1818 H Street, NW

[Express Interest](#)

2. Scroll to the bottom of the screen and click [Express Interest](#).

The Create Response form opens.

3. Fill in your responses to the Relevant Qualifications listed. A response is required for each item.
4. In the Comments section, add any comments to the task team (optional).
5. To upload a file, click **Add Attachment**

The Upload a Document screen appears.

6. Click **Browse...** to locate your file.

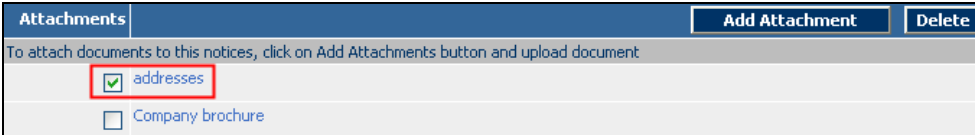
The Name field is automatically populated with your document name. You may change this name if you wish.

7. Click **Upload**.

You may attach additional documents if needed.

Delete an attachment

1. To delete, click the checkbox next to the attachment, as shown below.



Attachments	Add Attachment	Delete
To attach documents to this notices, click on Add Attachments button and upload document		
<input checked="" type="checkbox"/> addresses		
<input type="checkbox"/> Company brochure		

2. Click **Delete**.

The attachment is removed from the list.

Submit the Expression of Interest

Once you have completed the form, click **Submit**.

The View Response tab is automatically activated, and confirms that your expression of interest has been submitted.




General Information	
Assignment	Survey of Japanese-Brazilian Households in Brazil
Selection Number	102426
Notice Type	Request for Expressions of Interest
Notification Publication Date	09/29/2006
Deadline for Submission	10/15/2006
Language of the Notice	English

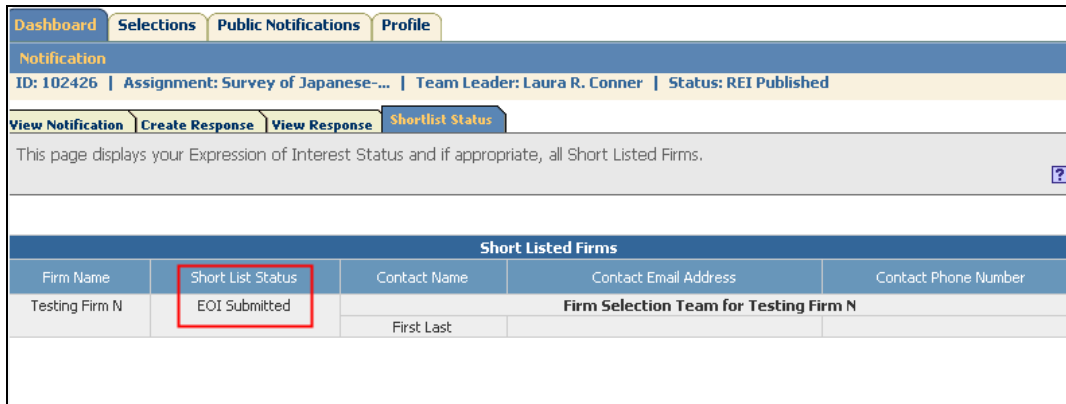
At any time until the deadline, you may return to the Create Response tab to make changes and resubmit.

Once the deadline to express interest has passed, the Bank Group's selection team will review and rank all expressions of interest they have received.

View the Status of a Submitted EOI

You may check the status of your submission at any time. Email notifications on status changes will also be sent to you. Delivery of email notifications can not be guaranteed however. Therefore, you should check the status directly on WBG eConsultant.

To view the status of a submission, click [Shortlist Status](#) or .



The screenshot shows a web interface with a navigation bar at the top containing 'Dashboard', 'Selections', 'Public Notifications', and 'Profile'. Below this is a 'Notification' section with details: 'ID: 102426 | Assignment: Survey of Japanese-... | Team Leader: Laura R. Conner | Status: REI Published'. A secondary navigation bar includes 'View Notification', 'Create Response', 'View Response', and 'Shortlist Status'. A message states: 'This page displays your Expression of Interest Status and if appropriate, all Short Listed Firms.' Below this is a table titled 'Short Listed Firms' with columns: 'Firm Name', 'Short List Status', 'Contact Name', 'Contact Email Address', and 'Contact Phone Number'. The table contains one row for 'Testing Firm N' with 'EOI Submitted' in the 'Short List Status' column. Below the table, it says 'Firm Selection Team for Testing Firm N' and 'First Last'.

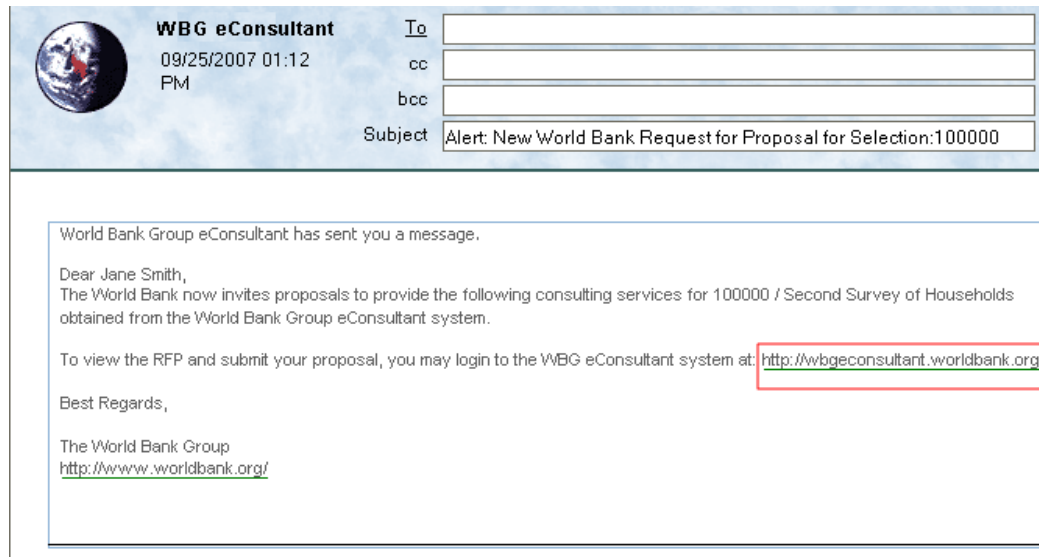
Possible short list statuses include: EOI Submitted, Invited, and Not Invited.

View RFP and Submit Proposals

WBG eConsultant enables short listed consultants to view and download the Request for Proposal (RFP) package and confirm their intention to propose. Once you have confirmed, you may post Requests for Clarifications (RFCs), view clarification responses, and upload technical and financial proposals.

View RFP

When the short listing process is complete, you will receive an email notifying you of the status of your expression of interest. If you were short listed, the email will contain a link to access the WBG eConsultant system.



1. To open WBG eConsultant, click <http://wbgeconsultant.worldbank.org>.
2. Log in with your email address and password.
3. At the Dashboard page, click the Request for Proposal task hyperlink, as shown below.

Pending Actions						
Selection Number	Selection Name	Project Number	Trust Funds Number	Selection Stage	Role	Tasks
102689	Demonstration of Eco...	Not Project-Related		Proposal	Firm Contact	Request For Proposal
102688	Survey of Japanese-...	P098928	TF054731	Proposal	Firm Contact	Request For Proposal

Help For Consultant Firms

The Request for Proposal page appears.

Dashboard Selections Public Notifications Profile

Proposal
ID: 102117 | Assignment: Wed Test on Offline... | Team Leader: Jason Klemow | Status: RFP Issued

Request For Proposal
Below are the sections of this RFP listed. [?](#)

Required Proposals	Technical and Financial	Requests for Clarification Deadline	Jun 22, 2006 11:59:59 PM
Your Status	Invited	Proposal Deadline	Jun 22, 2006 5:00:00 PM

RFP Package
The following are the Request for Proposal documents. To view or download, click on the document title hyperlink.

RFP Section	Document Title
Section 1	Letter of Invitation
Section 2	Information to Consultants Datasheet
Section 3	Technical Proposal Standard Forms
Section 4	Financial Proposal Standard Forms
Section 5	Terms of Reference
Section 6	Contract
Additional Attachments	None

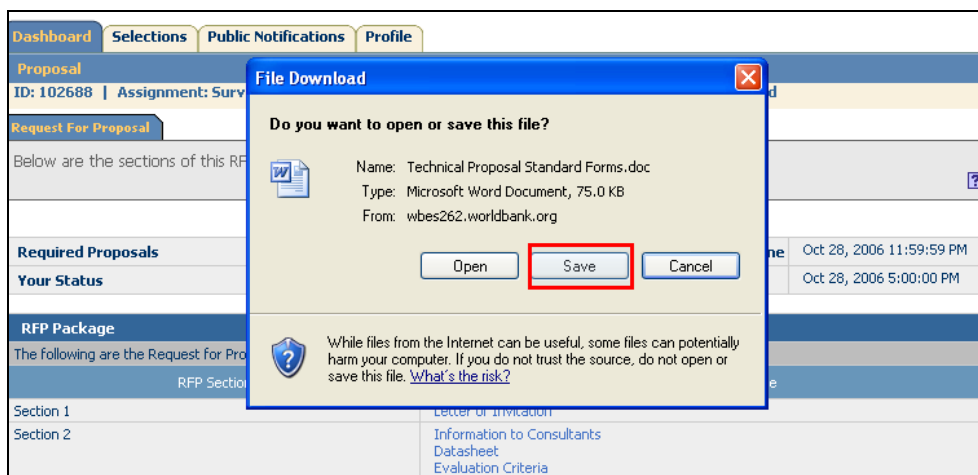
I have read the RFP and confirm that I will submit a proposal by the deadline

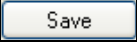
Confirm to Propose

The Request for Proposal page allows you to view key dates and to download sections of the RFP.

1. To view or download an RFP document, click on the document title.

The File Download dialog box appears.



2. Click .
3. Navigate to the destination folder and save the document.

Upload Proposal Documents

Prior to submitting Requests for Clarifications and Proposals, you must confirm your intent to propose by clicking on the Confirm to Propose button

After reading all RFP documents, click **Confirm to Propose**

The page is updated and indicates that your firm is confirmed, as shown below.

Dashboard			
Proposal			
ID: 102688 Assignment: Survey of Japanese-... Team Leader: Laura R. Conner Status: RFP Issued			
Request For Proposal			
Below are the sections of this RFP listed.			
Required Proposals	Technical and Financial	Requests for Clarification Deadline	Oct 28, 2006 11:59:59 PM
Your Status	Confirmed to Propose	Proposal Deadline	Oct 28, 2006 5:00:00 PM
RFP Package			
The following are the Request for Proposal documents. To view or download, click on the document title hyperlink.			
RFP Section	Document Title		
Section 1	Letter of Invitation		
Section 2	Information to Consultants Datasheet Evaluation Criteria		
Section 3	Technical Proposal Standard Forms		
Section 4	Financial Proposal Standard Forms		
Section 5	Terms of Reference		
Section 6	Contract		
Additional Attachments	None		
Your firm has confirmed that they will be submitting a proposal by the deadline			Withdraw
Requests for Clarification		Add RFC Question	

You now have access to upload proposal documents, and to make Requests for Clarification (RFCs).

Note: At any time before proposal deadline you may withdraw your proposal by clicking **Withdraw**. Withdrawn responses cannot be seen by the World Bank and will not be considered.

Upload Technical Proposal

Technical Proposal			Upload Technical Document
To add a technical proposal upload your document using the Upload Technical Document link. You may submit multiple technical documents, however you must use the supplied standard formats and follow instructions as per the Technical Standard Form in the RFP package. You may add or delete documents up to the proposal deadline date and time.			
Delete	Document Title	Uploaded Date	Uploaded By

1. In the Technical Proposal section, click **Upload Technical Document**

The Upload document dialog box appears.

2. Click to navigate to the file you wish to upload.

The Name field is automatically populated with your document name. You may change this name if you wish.

3. Click .

The document name appears in the Technical Proposal section.

Technical Proposal		Upload Technical Document	
To add a technical proposal upload your document using the Upload Technical Document link. You may submit multiple technical documents, however you must use the supplied standard formats and follow instructions as per the Technical Standard Form in the RFP package. You may add or delete documents up to the proposal deadline date and time.			
Delete	Document Title	Uploaded Date	Uploaded By
	Technical Proposal	Oct 26, 2006 12:42:56 PM	Jane Doe

Note: To delete a document, click

Upload Financial Proposal

Depending on the selection method, a financial proposal may also be required. If so, you will see the financial proposal section.

Financial Proposal		Upload Financial Document	
To add a financial proposal upload your document using the Upload Financial Document link. You may submit multiple financial documents, however you must use the supplied standard formats and follow instructions as per the Financial Standard Form in the RFP package. You may add or delete documents up to the proposal deadline date and time.			
Delete	Document Title	Uploaded Date	Uploaded By

1. Click
2. Follow the instructions above for uploading proposal documents.

Financial Proposal Amount

1. Enter the total cost of your proposal.

Financial Proposal Amount		Change Currencies
Cost Line	Costs	
	United States Dollars	
Total Costs of Financial Proposal		40000.00

Note: Enter the numerical amount without symbols or commas.

2. If needed, click **Change Currencies** to propose in additional currencies.

Submit Request for Clarification (RFC)

You may post a request for clarification on any part of the Request for Proposal. Responses by the World Bank will appear in the Request for Clarification section and will be viewable by all firms. However, the names of the other firms will be hidden. You will receive an email when new responses have been posted.

Requests for Clarification		Add RFC Question
<small>To request clarification about the RFP, write your questions in the discussion forum below. Questions that have been posted can not be removed or edited. World Bank will review all questions and respond. You may post requests for clarification up until the deadline. Only your firm selection team can view your questions. Your firm can not view questions posted by other firms.</small>		
Source	RFC Notes	Posted Date

1. To request clarification, click **Add RFC Question**.

The New Subject dialog box appears.

New Subject	
Subject	Scope of project
Message	Please provide the number of survey results required.
Cancel Send	

2. Type a subject and your question.
3. Click **Send**.

Help For Consultant Firms

The question appears in the Requests for Clarification Section. To view the question, click on the title.

Requests for Clarification		Add RFC Question
To request clarification about the RFP, write your questions in the discussion forum below. Questions that have been posted can not be removed or edited. World Bank will review all questions and respond. You may post requests for clarification up until the deadline. Only your firm selection team can view your questions. Your firm can not view questions posted by other firms.		
Source	RFC Notes	Posted Date
Peter's Firm	Scope of project	Oct 26, 2006 12:36:14 PM

Responses to questions will also appear in the Requests for Clarification section. You will also receive an email notification when a response has been posted.

Requests for Clarification		Add RFC Question
To request clarification about the RFP, write your questions in the discussion forum below. Questions that have been posted can not be removed or edited. World Bank will review all questions and respond. You may post requests for clarification up until the deadline. Only your firm selection team can view your questions. Your firm can not view questions posted by other firms.		
Source	RFC Notes	Posted Date
Bank Staff	Response to question on the scope of the project	Oct 26, 2006 12:40:27 PM
Peter's Firm	Scope of project	Oct 26, 2006 12:36:14 PM

4. To view the response, click the title.


The response will appear.

Requests for Clarification		Add RFC Question
To request clarification about the RFP, write your questions in the discussion forum below. Questions that have been posted can not be removed or edited. World Bank will review all questions and respond. You may post requests for clarification up until the deadline. Only your firm selection team can view your questions. Your firm can not view questions posted by other firms.		
Source	RFC Notes	Posted Date
Bank Staff	Response to question on the scope of the project Question: Please provide the number of survey results required. Answer: A total of 800 results is desired.	Oct 26, 2006 12:40:27 PM
Peter's Firm	Scope of project	Oct 26, 2006 12:36:14 PM

Submit Proposals

You may either save your proposal as a draft, or submit it if it is complete.

Save as Draft

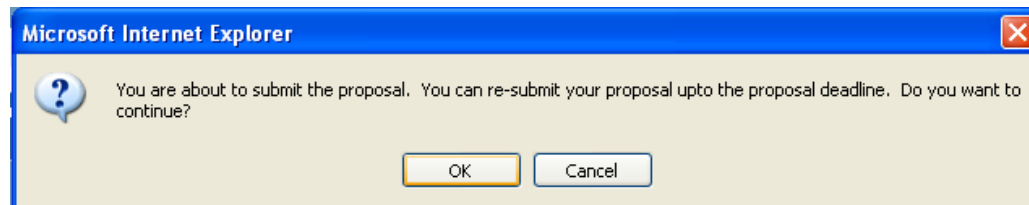
1. Click .
2. The status of your proposal changes to 'Proposal Being Created'.

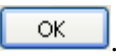
Note: Draft proposals cannot be seen by the World Bank and thus cannot be considered. To be considered, you must submit your proposal.

Submit Proposals

1. Click .

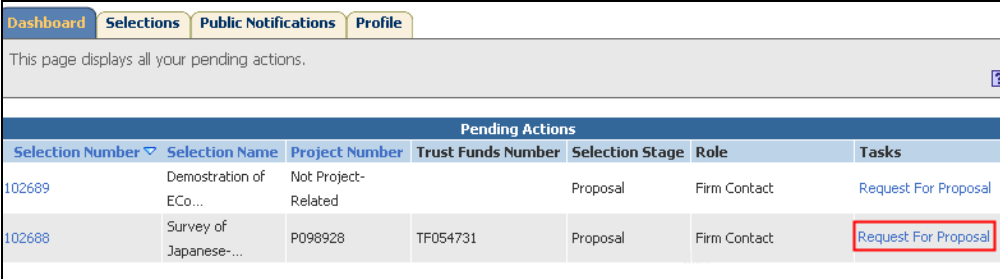
A confirmation message appears.



2. To submit, click .

Note: You may return at any time before the proposal deadline to make changes and resubmit.

You are automatically returned to the Dashboard page.



Pending Actions						
Selection Number	Selection Name	Project Number	Trust Funds Number	Selection Stage	Role	Tasks
102689	Demonstration of Eco...	Not Project-Related		Proposal	Firm Contact	Request For Proposal
102688	Survey of Japanese-...	P098928	TF054731	Proposal	Firm Contact	Request For Proposal

3. To return to your proposal, click .

The Request for Proposal appears again.

Required Proposals	Technical and Financial	Requests for Clarification Deadline	Oct 28, 2006 11:59:59 PM
Your Status	Proposal Submitted	Proposal Deadline	Oct 28, 2006 5:00:00 PM

RFP Section	Document Title
Section 1	Letter of Invitation
Section 2	Information to Consultants Datasheet Evaluation Criteria
Section 3	Technical Proposal Standard Forms
Section 4	Financial Proposal Standard Forms
Section 5	Terms of Reference
Section 6	Contract
Additional Attachments	None

Your Status now displays **Proposal Submitted**. You may return to this page at any time to check the status.

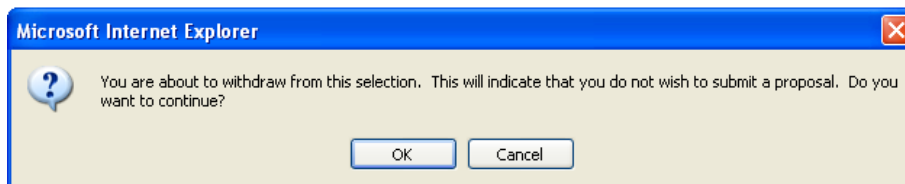
Note: Bank staff are prevented from viewing any proposal until the deadline for submission has passed.

Withdraw a Proposal

If you no longer wish to participate in the selection, you may withdraw your proposal at any time until the proposal submission deadline.

1. On the Request for Proposal form, click **Withdraw**.

A confirmation dialog box appears.



2. To withdraw, click **OK**.

This will remove your proposal from consideration, and your documents will not be viewable by World Bank Group staff.

Respond to a Proposal RFC

Once the proposal deadline has passed, the task team for the selection will review and evaluate all proposals received. If the task team needs clarification on any part of your proposal, a question will be posted to you through WBG eConsultant. You will also receive an email notification.

1. Log in to WBG eConsultant
2. Locate the selection on your Dashboard page and click [Request For Proposal](#).
3. Scroll down to the Proposal Clarification section.

Proposal Clarification		New Subject
Please use the discussion forum below to respond to proposal clarification questions posted by the World Bank		
Subject	Date	
• Please clarify	Jan 30, 2008	
Proposal Clarification		Add Attachment
The following documents are attachments for the proposal clarifications.		
Delete	Document Title	Uploaded Date
Your firm has not uploaded any proposal clarification documents		

4. Click the title of question to view the details.

Proposal Clarification		New Subject
Please use the discussion forum below to respond to proposal clarification questions posted by the World Bank		
Subject	Date	
• Please clarify	Jan 30, 2008	
Message		Reply
Please clarify Item B on your Financial Proposal		
Date and Time	Jan 30, 2008 5:11:10 PM	

5. Click [Reply](#)

The Message Reply dialog box appears.

The World Bank Group	
WORLD BANK GROUP eConsultant	
Message Reply	
Subject	Please clarify
Message	Please clarify Item B on your Financial Proposal
Reply Subject	Re:Please clarify
Reply Message	<input type="text"/>
Reply	

- Type your response.
- Click **Reply**.

The message has been sent to the task team.

- If needed, click **Add Attachment** to send a file to the task team.

The Upload Document dialog box appears.

Upload A Document

File

Browse...

Name *

Description

Cancel **Upload**

*Indicates a required field

- Click **Browse...** to navigate to the file you wish to upload.

The Name field is automatically populated with your document name. You may change this name if you wish.

- Click **Upload**.

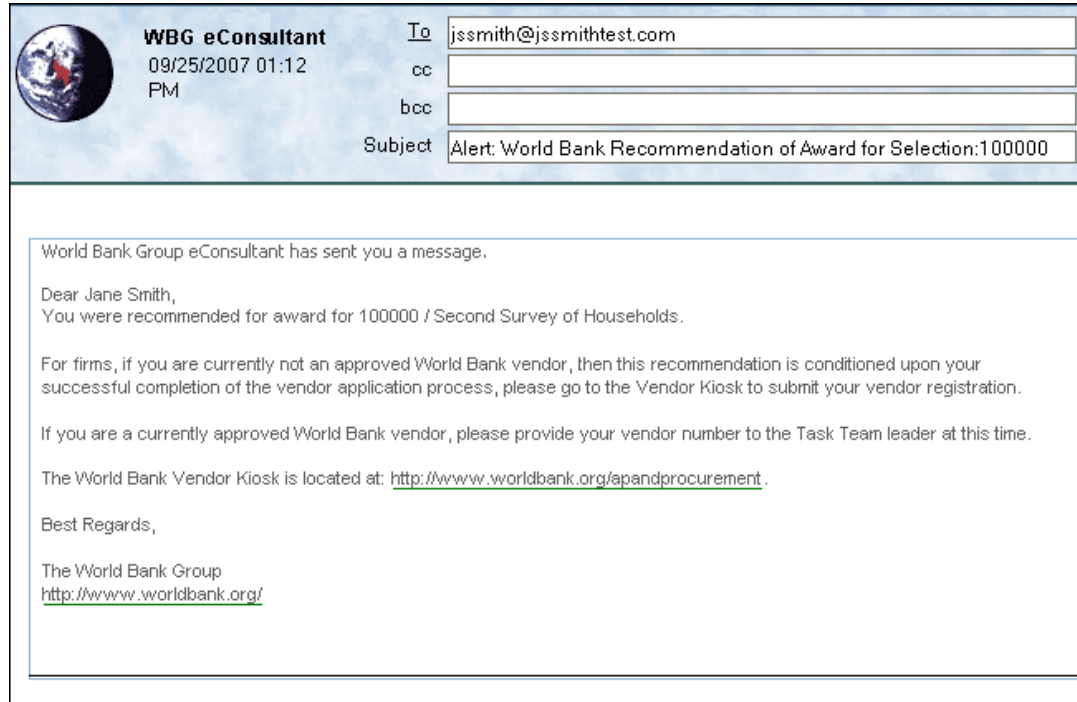
The document appears in the Proposal Clarification section and has been sent to the task team.

Proposal Clarification		Add Attachment
The following documents are attachments for the proposal clarifications.		
Delete	Document Title	Uploaded Date
Delete	ProposalRFC	Jan 31, 2008 12:33:37 PM

Note: To delete a document, click Delete.

Negotiation and Award

If your proposal is selected by the World Bank Group, you will receive an email containing vendor registration information and a link to the World Bank Vendor Kiosk.



If you are an approved World Bank vendor and have a vendor number, please provide it to the Team Leader.

If you are not yet an approved vendor, you must complete a vendor application. You may access the Vendor registration at .

1. Click the link for the Vendor Kiosk <http://www.worldbank.org/apandprocurement> or type <http://www.worldbank.org/apandprocurement>.

The Corporate Procurement page appears.

2. Click [Vendor Kiosk](#).

The Vendor Registration page appears.

Vendor Guide and [Vendor Eligibility Guideline](#).' At the bottom of the main text area, there is a link: 'On-Line Registration Form' (highlighted with a red box). On the right side, there is a 'Forms & Documents' section with a list of links: 'World Bank Group Purchase Order General Terms and Condition (July 2006)', 'World Bank Group General Terms of Contract for Operational Consulting Services (July 2006)', 'Supplier Diversity Company Profile Form', 'Security, Fire & Safety Regulations', 'Vendor Guide', and 'Information Security Policy for Contractors'. At the bottom right, there is a 'What's New' section with a link: 'World Bank Group'."/>

3. Click [On-Line Registration Form](#).

The Vendor Registration form appears.

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Corporate Procurement and Accounts Payable Vendor Kiosk

[Home](#) > [Procurement](#) > [Vendor Kiosk](#) > **Vendor Registration Form - Create Mode**

[Instructions](#) [Business Info](#) [General Info](#) [Qualifications](#) [Submit Form](#)

Instructions

In order for businesses to be approved as a registered vendor companies must meet the requirements outlined in the World Bank [Vendor Eligibility Guidelines](#). Approved vendor status is not required for Companies to bid on contracts or submit proposals.

The tabs above outline the steps of the registration process. Your application will not time-out if there is a period of inactivity. You will be required to verify entries and provide an electronic signature before submitting the application. Applications will remain valid in the system for 12 months.

US Companies: Provide all required information.

Companies based outside the US:

4. Complete the information for each tab, then click [Submit Form](#).

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Submit Registration Form

[Instructions](#) [Business Info](#) [General Info](#) [Qualifications](#) [Submit Form](#)

Please ensure that all Mandatory Information has been provided.

[Submit Form](#)

[Instructions](#) [Business Info](#) [General Info](#) [Qualifications](#) [Submit Form](#)

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5. On the Submit Registration Form page, click [Submit Form](#).

You are returned to the Dashboard page.

Help For Consultant Firms

In WBG eConsultant, you will see the selection in your Dashboard with a link called Award Notification.

The screenshot shows the 'Dashboard' tab selected. Below the navigation tabs, there is a message: 'This page displays all your pending actions.' Below this is a table titled 'Pending Actions' with the following data:

Selection Number	Selection Name	Project Number	Trust Funds Number	Selection Stage	Role	Tasks
102190	Survey of Japanese-...	P098928	TF054731	Award	Firm Contact	Award Notification Negotiation Conference
102190	Survey of Japanese-...	P098928	TF054731	RFP	Firm Contact	RFC-Proposal

1. Click [Award Notification](#).

The Award Notification page appears.

The screenshot shows the 'Award Notification' page. At the top, there are tabs for 'RFP', 'Technical Proposal', and 'Award'. Below the tabs, there is a header: 'ID: 102190 | Assignment: Survey of Japanese-... | Team Leader: Johan A. Mistiaen | Status: Award Process Complete'. Below this is a sub-header: 'Award Notification | Negotiation Conference'. The main content area contains a message: 'You have been selected for award for this assignment. If you are not a Bank approved vendor, please go to the Vendor Kiosk to submit your vendor registration. If you are an approved World Bank vendor, please contact the Task Manager with your Vendor Number.' At the bottom center, there is a 'Viewed' button.

2. After reading the message about the award, click [Viewed](#).

The Negotiation Conference tab is activated.

The screenshot shows the 'Negotiation Conference' page. At the top, there are tabs for 'RFP', 'Technical Proposal', and 'Award'. Below the tabs, there is a header: 'ID: 102190 | Assignment: Survey of Japanese-... | Team Leader: Johan A. Mistiaen | Status: Award Process Complete'. Below this is a sub-header: 'Award Notification | Negotiation Conference'. The main content area contains a message: 'This is a list of questions and answers in negotiation conference. Click on message subject to view full message thread.' Below this is a table titled 'Negotiation Conference' with the following data:

Subject	Date
Number of staff	Oct 3, 2006

Negotiations after the award may either take place offline through email or here in the WBG eConsultant Negotiation Conference.

1. To view messages posted by the World Bank, click the subject.

The body of the message appears.

Dashboard Selections Public Notifications Profile

RFP Technical Proposal Award

ID: 102190 | Assignment: Survey of Japanese-... | Team Leader: Johan A. Mistiaen | Status: Award Process Complete

Award Notification Negotiation Conference

This is a list of questions and answers in negotiation conference. Click on message subject to view full message thread. ?

Negotiation Conference		New Subject
Subject	Date	
<ul style="list-style-type: none"> Number of staff 	Oct 3, 2006	
Message Please provide the number of staff who will be working on this project. Date and Time Oct 3, 2006 3:28:06 PM	<input type="button" value="Reply"/>	

- To respond to the message, click .

The Message Reply dialog box appears.

Message Reply	
Subject	Number of staff
Message	Please provide the number of staff who will be working on this project.
Reply Subject	Re: Number of staff
Reply Message	There will be a total of 10 staff assigned to this project.
<input type="button" value="Reply"/>	

- Enter your response, then click .

Your reply appears in the Subject column.

Dashboard Selections Public Notifications Profile

RFP Technical Proposal Award

ID: 102190 | Assignment: Survey of Japanese-... | Team Leader: Johan A. Mistiaen | Status: Award Process Complete

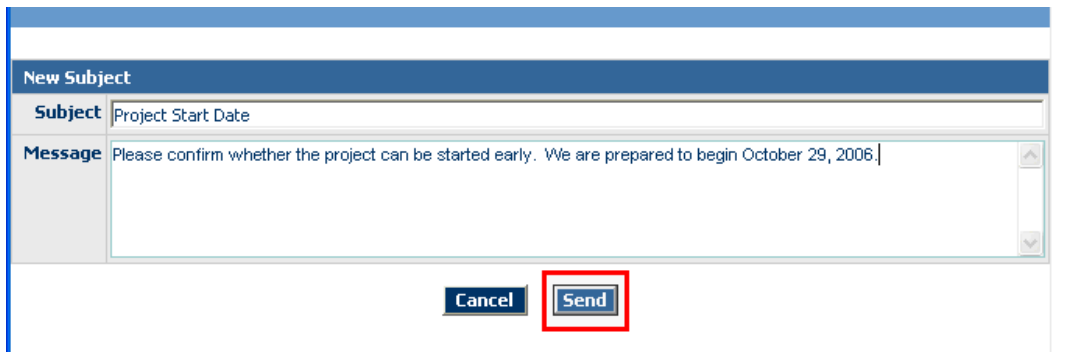
Award Notification Negotiation Conference

This is a list of questions and answers in negotiation conference. Click on message subject to view full message thread. ?

Negotiation Conference		New Subject
Subject	Date	
<ul style="list-style-type: none"> Number of staff 	Oct 3, 2006	
<ul style="list-style-type: none"> Re: Number of staff 	Oct 24, 2006	

Help For Consultant Firms

- To create a new message, click **New Subject**.



New Subject

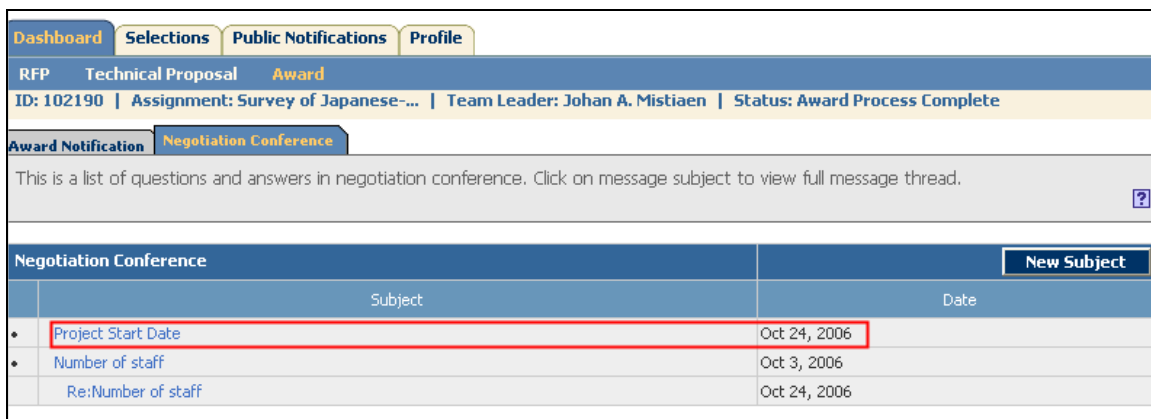
Subject Project Start Date

Message Please confirm whether the project can be started early. We are prepared to begin October 29, 2006.

Cancel **Send**

- Type a subject and your message, then click **Send**.

Your message is now displayed.



Dashboard Selections Public Notifications Profile

RFP Technical Proposal Award

ID: 102190 | Assignment: Survey of Japanese-... | Team Leader: Johan A. Mistiaen | Status: Award Process Complete

Award Notification Negotiation Conference

This is a list of questions and answers in negotiation conference. Click on message subject to view full message thread. ?

Negotiation Conference		New Subject
	Subject	Date
•	Project Start Date	Oct 24, 2006
•	Number of staff	Oct 3, 2006
	Re: Number of staff	Oct 24, 2006

After the vendor registration and negotiations are complete, the Task Team Leader will issue a Requisition for services. The World Bank Corporate Procurement office will be in contact with you to finalize the contract.

Frequently Asked Questions

Q: When logging in, I receive an error that the password is wrong. How can I reset it?

A: Please follow the instructions in the Change/Reset Password section of this manual to obtain a new password.

Q: When I try to reset my password, why do I get an error that the email address is not valid?

A: Passwords can only be reset for registered email addressees. Please use the email address you originally entered to register your firm, or if you have not yet registered, please follow the instructions in the 'Create a WBG eConsultant Account' section of this manual.

Q: When registering my company, I get an error that my email address is already in use.

A: An account was previously created using that email address. Reset the password to access your account.


Q: I believe my firm already has a WBG eConsultant account, but I am not sure.

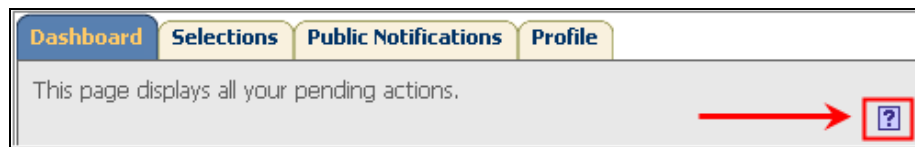
A: Please send us an email at wbgeconsultant@worldbank.org and an administrator can verify whether an account already exists.

Q: I am having trouble uploading documents in response to a notification or RFP.

A: Please send us an email at wbgeconsultant@worldbank.org with the selection number and description of the problem so that we may assist you.

Additional Help

If you need help with WBG eConsultant, click the Help hyperlink  located on the right- hand side of most pages.



In addition, check the WBG eConsultant home page for links to video demonstrations and important news and announcements.

For additional assistance, please contact us by sending an email to wbgeconsultant@worldbank.org.