Executing Agency Consulting Recruitment  
Signed Contract  
(All Selection Methods)

[To be completed by the Executing Agency]

Loan/Grant (Country) (No.): Title  
Package/Component: _______________________

Name of Executing Agency (EA): _______________________________________________________

Report Submitted by:  
Name: ____________________________________________  
Signature: ________________________________________  
Designation: ______________________________________  
Date Submitted: ___________________________  
Date of EA’s Signing of the Contract: _____________

Checklist of Attached Documents:  
Attachment 1: Signed Contract with Appendices A, B, C, and D ☐ Yes ☐ No  
Attachment 2: Updated Consultant Recruitment Activities Monitoring (CRAM) ☐ Yes ☐ No  
Sheet [Indicate in the CRAM the reasons for any delay, and any remedial action taken.]

We are submitting a copy of the signed contract with the consulting firm for ADB’s record.

Name of Consulting Firm / Country: ________________________________

Reminders for the Project Unit

1. The Project Unit will send a signed copy of the contract to OSFMD, CTL and OGC, including copies of all relevant communications regarding consultants to OSFMD.

2. The Project Unit will post the following information in the ADB website:  
   - the names of the shortlisted consultants who submitted proposals;  
   - scores of their technical proposals;  
   - prices in their financial proposals (for QCBS and LCS);  
   - overall ranking (for QCBS);  
   - name of the selected consultant; and  
   - cost, duration and summary scope of the contract

3. The Project Unit will coordinate with the EA in obtaining the required information enumerated above, in accordance with PAI 2.05.

Distribution:  
Country Director / Director (Project Unit) / (Project Unit Specialist)  
OSFMD-LCU