



**ZANZIBAR PUBLIC PROCUREMENT AND DISPOSAL
OF PUBLIC ASSET AUTHORITY**

**WORKSHOP ON UNDERSTANDING AND MASTERING THE
SELECTION AND ENGAGEMENT OF CONSULTANTS**

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WORKSHOP OUTLINE

1. Introduction

A “Consultant” means a legally established professional consulting firm or an entity that may provide or provide the Services to the Client under the Contract.

An ever-increasing need for vital resources such as food, water, sanitation, shelter, medical services, transportation, and energy is experienced worldwide. It is of the utmost importance that the infrastructure and physical environment necessary to support these demands are adequately planned, developed, delivered, operated, and maintained according to the requirements. Companies that provide Consultancy services ensure this objective is met. They contribute to the enhancement of the quality of life of individuals while simultaneously dealing with limited resources in a world that is experiencing substantial effects of climate change and a growing population.

Regularly, activities associated with engineering, surveying, environmental science, and other sorts of consulting are offered worldwide. On the other hand, the prerequisites for experience and talents are neither typical nor typical. The engineering necessary to execute projects effectively is complicated, multi-faceted, and interdisciplinary. This is because of the complexity of the projects. For such projects to be successfully implemented, engaging a competent Consultant who can understand the approach and concentrate attention is necessary. The consulting services business is a mature industry capable of fielding the appropriate combination of individuals. One cannot exaggerate the importance of the consulting individual's role. There is an obvious requirement for setting the proper procedures for selecting consultants and using refined tools and templates to cope with increasingly challenging conditions.

2. Workshop Contents/ Training Modules:

Module 1: Introduction

- Overview of Consultancy Services
- Generic steps for employment of consultants

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Module 2: Methods of Procurement/Selection (ZNZ, TZ & Int Experience)

- International competitive selection
- National competitive selection
- Restricted competitive selection
- Single source selection

Module 3: Selection Methods, Procedures, and Conditions for Application (ZNZ, TZ & Int Experience)

- Selection based solely on technical quality
- Selection based on combined technical quality and price consideration
- Selection based on compatibility of technical proposals and least cost consideration.
- Selection based on quality and fixed budget.
- Selection based on consultants' qualification

Module 4: Selection of Particular Types of Consultants (ZNZ, TZ & Int Experience)

- Selection of public bodies, and agencies as consultants.
- Selection of United Nations agencies as consultants.
- Selection of non-governmental organizations.
- Selection of procurement agents.
- Selection of inspection agents.
- Auditors.
- Selection of transaction advisor.
- Terms of reference for transaction advisor.
- Service delivery contracts

Module 5: Basic Steps for Selection of Consultants in Public Sector (ZNZ, TZ & Int Experience)

- Terms of reference.
- Cost estimate and budget.
- Advertisement for the request of expression of interest.
- Preparation of shortlist.
- Provision of final shortlist.
- Criteria to be used where no expression of interest is provided.

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- Elements of shortlist.
- Preparation and issuance of the request for proposals.
- Letter of invitation.
- Instructions to consultants.
- Contract document.
- Role of the consultant.
- Curriculum vitae of staff.
- Receipt and opening of proposals
- Opening Minutes
- Formulation of evaluation committee
- Evaluation of technical proposals
- Notification of results of technical evaluation
- Date of opening of financial proposals
- Procedure at the opening of financial proposal
- Evaluation of financial proposals
- Combined quality and cost evaluation
- Post qualification of consultants
- Submission to the Tender Board
- Contract negotiations
- Approval of award of contract.

Module 6: Selection of Individual Consultants (ZNZ, TZ & Int Experience)

- Types of services
- Selection process

Module 7: Types of Contracts and their Conditions for Use (ZNZ, TZ & Int Experience)

- Lumpsum (fixed price) contract (standard RFP template)
- Time-based contract (standard RFP template)
- Retainer and/or success fee contract
- Percentage contract
- Indefinite delivery contract (price agreement)
- Running contracts

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Module 8: Implementation and Management of Consultancy Contracts

- Contract Formation
- Management of consultant contracts
- Evaluation of consultant's performance
- Professional liability
- Liquidated damages
- Termination of contracts

Module 9: Settlement of Disputes in Consultancy assignments

- Disputes Resolution - at the Tendering stage
- Disputes Resolution - at the contract management stage

3. Methodology:

The Course will utilize interactive methodology. The facilitator will introduce topics, material, and instruments on the subject matter to excite participation and ignite discussions and exchanges during plenary and subsequent breakaway sessions in training.

4. Expectations

This training is intended to help ZPPDA review its tools for the selection and engagement of consultants.

Emphasis will also be placed on comprehensive reviewing of the ZPPDA-issued tools and templates required to enable procuring entities to select the appropriate consultant for projects, which will lower related risks while increasing the project's value to stakeholders, investors, and the community. Improving value will lead to higher project acceptance by the communities. It will enhance functional, economic, commercial, and environmental performance. Choosing the appropriate consultant will increase project outcome assurance and provide the client with improvements and risk reduction that outweigh any associated fees.

This training is expected to result in greater confidence, transparency, efficiency, accountability, and performance within the government to enhance supervisory roles for users of such consultancy tools and templates.

By attending this session, the participants are expected to build competencies and awareness of best practices and procedures for selecting and engaging consultants' country-wide, regional, and global.