

eCNSULTANT<sub>2</sub>

# The Firm Experience

Updated May 2017



# Welcome!

eConsultant2 is the World Bank Group tendering platform for the selection of operational consulting firms.

A business does not need to be an approved World Bank Group Vendor in order to express interest or submit a proposal. However, firms must register in eConsultant2 in order to gain access to the system. To view Business Opportunities visit:  
<https://wbgeconsult2.worldbank.org/wbgec/index.html>

This guide provides a system overview and navigation instructions for first time users.

Let's get started.



# Create an Account

eCONSULTANT<sub>2</sub> [Home](#) [Vendor Eligibility](#) [Terms & Conditions](#) [Business Opportunities](#) [Contact Us](#)

Welcome to the World Bank Group's solution for the selection of operational consultants

**NEWS & ANNOUNCEMENTS**

**ENHANCEMENTS TO ECONSULTANT2 NOW PROVIDE VENDORS WITH**

- The ability to see other shortlisted firms
- Email notification of new opportunities
- Q&A
- A complete list of all opportunities
- Confidentiality
- Confidential documents
- Ability to see other shortlisted firms

**LOGIN OR REGISTER**

**LOGIN**

**REGISTER FIRM**

You have to Register a new firm to access the system. Complete the registration form by entering the information and clicking 'Submit' to create an account.

**FIRM REGISTRATION**

**Firm Information**

\*Firm Name

\*Legal Form of Business -- Select Business --

\*Address

Address 2

\*City

State (mandatory if US)

\*Zip / Postal Code

**Contact Information**

\*First Name

\*Last Name

\*Business Title

\*Telephone #

Fax #

\*Email Address

Please ensure accuracy of your email address. This email address will be used as your login id and all future correspondence from the Bank will be send to the email address provided.

The person whose name is used to create the account will be defaulted to be the primary contact on behalf of the firm.

Ensure accuracy of the email address. This email address will be used as your login ID and all future correspondence from the WBG will be send to the email address provided.

**Diversity Information**

Are you a Women Business Enterprise (WBE)?  Yes  No

If your business is at least 51% owned, operated or controlled by a woman or women, make sure to indicate it here.

**Validate Characters**

=====  
HAK7  
=====

Please enter the characters displayed above. Characters are not case-sensitive.

Type the validation characters and Submit. You will receive an email with a new temporary password



# Manage your Account

Firms must obtain one (1) account for a single legal entity that will participate in a selection. Do not create multiple accounts for the same legal entity, you can, instead, add as many contacts as necessary.

**Account:** In here you can manage your individual profile. The Firm's Profile can only be update by the primary contact.

**Email Address:** The email address associated with the account cannot be changed here. If it needs to be updated contact the help desk.

**Select these options as appropriate.**

**Diversity Information:** Indicate, as appropriate, if your Firm is a WBE.

**Firm Profile - Firm Details**

- \* Firm Name: ABC Enterprises
- \* Legal Form of Business: -- Select Business --
- \* Address: 45 Main Street
- Address 2:
- \* City: Any City
- State (mandatory if US): Any State
- \* Zip / Postal Code: 01234
- \* Country: United States
- Year Established:
- Full-Time Employees:
- \* Primary business: -- Select a primary business --
- Vendor No.:
- Are you a relative of a World Bank Employee?
- Are you a former employee of the World Bank?

**Firm Contacts**

Click on 'Make Primary Contact' to make another user the primary contact. Doing so, you will no longer be the primary contact of this firm. Vendors are responsible for keeping contacts current.

Contact Type *	Email	Actions
Primary Contact	something@c20g.com	NA
Secondary Contact (Make primary contact)	amba1074@gmail.com	

[+ Add Contact](#)

\*Primary Contact: The primary contact will receive a copy of all notifications for all firm selections by default, and will have control over the information and settings associated with the firm account, including addition and assignment of secondary contacts.

Secondary contact: Any secondary contact can be given the authority to review and respond on behalf of the firm for specific selections. This authority can be given by Bank staff when issuing a selection or can be added and managed by the primary contact. A firm may include as many secondary contacts on its account as desired.



# Your Dashboard

The eConsultant2 system is designed to simplify the selection of operational consulting firms. The system was created to be intuitive, using a consistent structure, so that once you have mastered the two main screens, you will be able to complete any step in any selection.

**Dashboard:** Click here any time to return to this screen from other screens.

**Sign Out:** Click here to log out.

**My Active Selections:** All Active selections you have Expressed Interest in and/or responded to and RFP for show here.

**Business Opportunities:** Publicly advertised opportunities are display here. You don't have to be logged in to view advertisements.

Navigation: Dashboard | Business Opportunities | Account | Contact Us | Help

MY ACTIVE SELECTIONS

Selection #	Title	Method	Status
1004063	10.4 Post Patch Firm Competitive	Competitive	Expression of Interest
1004010	TEST CO ENHANCEMENT	Single Source	Award
1003987	Saba's Test Competitive	Competitive	Award
1003977	Swivel Chair(s)	Competitive	Request for Proposal
1003802	Single Source SAP Test	Single Source	Award
1003723	Firm submission of EOI	Competitive	Evaluation
1003717	Ben- Test RFP Stage	Competitive	Evaluation
1003706	Fragile Countries (Competitive)	Competitive	Request for Proposal
1003702	TESTING: Spelling Error on Longlist Notification Email	Competitive	Expression of Interest
1003687	Jacob-Creating and documenting a competitive selection through advertisement.	Competitive	Award

**Business Opportunities:** Opportunities can be sorted by clicking on the respective column heading.

**Selection Notification:** To view the details of any selection just click on the item.

Navigation: Dashboard | Business Opportunities | Account | Contact Us | Help

SELECTION NOTIFICATIONS

Requests for Expressions of Interest for consultants hired directly by the World Bank Group also sends the notices to dgMarkets and UNDB Online.

Selection #	Selection Type	Publication Date	Expression of Interest Deadline	Language of Notice
1004063	Firm	15-Feb-2017	28-Feb-2017	English
1004060	Firm	16-Feb-2017	09-Mar-2017	English
1003636	Firm	01-Apr-2016	01-Apr-2017	English



# Express Interest

eCONSULTANT<sub>2</sub> Dashboard Business Opportunities Account Contact Us Help

Refresh

**SELECTION SUMMARY**  
 Selection #: 1004067  
 Title: Project ACME  
 Phase: Expression of Interest  
 Organization: IBRD  
 Expertise: (H)Multisector; (H)Non-s...

**CURRENT ACTION**  
 You have not expressed interest in this selection.  
 Click below to express interest.

Express Interest

**FIRM USERS**  
 Primary Contact: John Doe  
 Secondary Contacts

**SELECTION DETAILS**  
 Request for Expression of Interest Details

**SELECTION HISTORY**  
 There is no recorded history.

**DISCUSSIONS**  
 There are no discussions available.

Click "Express Interest" to submit your qualifications after completing the necessary fields.

**Selection Details:**  
 Click on REOI Details to display related details. A new window that contains the assignment description, related attachments and qualification criteria will open.

**Expression of Interest**

**DETAILS**

**QUALIFICATION CRITERIA**

\*1. Provide information showing that they are qualified in the field of the assignment.  
 0 of 2500 characters entered.

\*2. Provide information on the technical and managerial capabilities of the firm.  
 0 of 2500 characters entered.

**Expression of Interest Attachments**

Title	Size	Delete
<a href="#">+ Attach</a>		

Click on the title of the attachment to add attachments as needed in support of your qualifications.

Additional Comments  
 0 of 2500 characters entered.

Withdraw Save As Draft Submit

Save As Draft to complete your submission later, or Submit to provide your response to the REOI.

**REQUEST FOR EXPRESSION OF INTEREST FOR SELECTION # 1004067**

**Selection Information**  
 Assignment Title: SELECTION FOR CONSULTANTS BY THE WORLD BANK GROUP  
 Publication Information: REQUEST FOR EXPRESSIONS OF INTEREST  
 Expression of Interest Deadline: Electronic Submissions Through Work Bank  
 Language of Notification: https://ezselectqa.worldbank.org/wb

**Assignment Description**  
 ASSIGNMENT OVERVIEW  
 Assignment Title: 1004067 - Project ACME  
 Assignment Countries: (countries have not yet been selected)  
 ASSIGNMENT DESCRIPTION  
 Project ACME  
 FUNDING SOURCE  
 The World Bank Group intends to finance the project through the IBRD - BANK BUDGET

**Attachments**  
 Optional TOR File

**Qualification Criteria**

1. Provide information showing that they are qualified in the field of the assignment. \*
2. Provide information on the technical and managerial capabilities of the firm. \*
3. Provide information on their core business and years in business.
4. Provide information on the qualifications of key staff.

\* - Mandatory

Shortlisted consultants will be invited to respond to a Request for Proposal. Contract awards will be made in accordance with the World Bank Group Procurement Policies and Procedures.

Print Close



# Respond to an RFP

**eCONSULTANT<sub>2</sub>** Dashboard Business Opportunities Account Contact Us Help

**SELECTION SUMMARY**  
 Selection #: 1004067  
 Title: Project ACME  
 Phase: Request for Proposal  
 Organization: IBRD  
 Expertise: (H)Multisector; (H)Non-s...

**FIRM USERS**  
 Primary Contact: John Doe  
 Secondary Contacts:

**SELECTION DETAILS**  
 Request for Expression of Interest Details  
 RFP Revisions: Issued  
 View Original RFP: 28-Feb-2017

**SELECTION HISTORY**  
 Submitted Expression of Interest

**DISCUSSIONS**  
 View Questions & Answers for Selection  
 Submit Questions for Selection

**CURRENT ACTION**  
 Refresh

**Confirm to Propose**  
 Please click the following button to confirm your intention to submit a proposal

**Submit Proposal**

**Technical Proposal**  
 \*Financial Proposal

**\*Firm Qualification Questionnaire**

**Proposal price**  
 Note: Please enter amount in... should be entered as 1234.56  
 12345  
 12345.56

**Amount**  
 Currency: USD

**Shortlisted Firms**  
 Saba Inc.  
 Sample Corp.

**Evaluation Criteria**  
 Criteria  
 Experience of the consultants specificall...  
 Qualifications and competence of the key...  
 Adequacy of methodology and the propo...

**RFP Attachments**  
 STANDARD ATTACHMENTS  
 TOR File  
 Technical Proposal Template  
 Letter of Invitation  
 Information to Consultant

**OTHER ATTACHMENTS**  
 No Other Documents Uploaded

**Buttons:** Withdraw, Save As Draft, Submit Proposal, Print, Close

**Callout Boxes:**  
 - "Click 'Confirm to Propose' if you plan to respond."  
 - "Click here to display RFP details, attachments, short-listed firms and templates."  
 - "Firms must use the Technical Proposal template provided within the RFP."  
 - "Firms must use the Financial Proposal template provided within the RFP."  
 - "All financial details should be contained in the firm's Financial Proposal. Use this space to provide the total proposal amount."  
 - "Enter the currency of your proposal. The contract will be issue in this currency."  
 - "Save As Draft to complete your submission later, or Submit Proposal to provide your response."



# Support

Use the Contact Us form to submit your questions and feedback. We will know the message is coming from you based on the email address used in your profile, and will respond to you as promptly as possible.

The screenshot shows the eCONSULTANT2 website's 'CONTACT US' form. At the top, the navigation menu includes 'Dashboard', 'Business Opportunities', 'Account', 'Contact Us' (which is underlined), and 'Help'. The form itself is titled 'CONTACT US' and is divided into two main sections. The first section, 'Enter Information', contains a 'Subject' field and a larger 'Message' field. Below the message field, it indicates '0 of 1000 characters entered.' The second section, 'Validate Characters', displays a CAPTCHA image with the characters 'TUO2' and a text input field for the user to type the characters. A red error message below the input field reads: 'Please enter the characters displayed above. Characters are not case-sensitive.' At the bottom of the form, there are 'Cancel' and 'Submit' buttons.

All questions related to the system during the Expression of Interest, Request for Proposal, or Evaluation stages must be directed to the help desk at [wbgeconsultant@worldbank.org](mailto:wbgeconsultant@worldbank.org).

Questions related to the RFP must be submitted in the system during the Request for Clarification period.

Once an RFP has been issued, Firms must communicate with the Bank Group only through the eConsultant2 system or the Help Desk. Direct communication with the project team or other Bank Group personnel will result in the disqualification of the Firm's proposal.

Only firms that have received notification from the system that they have been recommended for award are authorized to be in direct contact with the WBG task team to discuss and finalize contract details.

