

## CONSULTANTS – USE AND SELECTION

### 1. USE OF CONSULTANTS

COL supplements its staff resources and internal expertise by contracting consultants to undertake some of its programme work in the implementation and delivery of its Three-year Plans. The expertise of consultants may be required at various stages for such services as:

- ◆ Needs analysis and feasibility study services
- ◆ Workshop facilitation, training and instructional design
- ◆ Monitoring and evaluation
- ◆ Other short and medium term professional and technical assistance.

A consultant or team of consultants may be commissioned.

### 2. CONSULTANTS REGISTER/DATABASE

Any firm or individual may apply for registration on COL's database or check their existing registration at any time. The database includes those firms and individuals who have submitted a consultant registration to COL and who are considered by COL to have knowledge, skills and experience relevant to COL's needs.

The database is one of the sources of information used to identify potential consultants who have the documented skills and experience necessary for a particular assignment and will continue to be enhanced in making it the primary source. Any consultant chosen for work who is not already included in the database will be added.

The database register identifies the skills and expertise of consultants. It also provides information on COL and non-COL contracts undertaken by the consultant. Consultants are invited to register or, if they are already registered, to update their registration by sending COL information on recent experience, and other changes affecting their work, by completing the form that is available on COL's website at [www.col.org/opportunities](http://www.col.org/opportunities).

### 3. SELECTION OF CONSULTANTS

A consultant who is assigned a contract for service must be qualified to carry out all terms of reference assigned and be accountable for completing the job satisfactorily. To achieve this aim, COL may select individual consultants, firms or consultancy teams to undertake an assignment using the selection framework outlined below. Individual consultants should hold citizenship from a Commonwealth country. When COL is not able to locate a suitable consultant from within the Commonwealth, it will use a consultant with citizenship from outside member countries.

### 4. SELECTION FRAMEWORK

COL uses the total contract value to determine the process to be used in the selection of consultants. COL will usually approach an individual consultant or firm on the database or, if a suitable consultant is not in the database, a consultant from outside the database.

For assignments with a total contract value between Cdn\$15,001 and \$49,999, COL will typically seek competitive quotes from two to three qualified consultants using a prepared statement of work. A

competitive process is not mandatory for contracts with a total value less than \$15,000 but is encouraged.

For contracts and assignments with a total contract value between \$50,000 and \$99,999, a shortened selection process will be followed involving short-listing a minimum of three qualified Consultants and seeking detailed proposals from those short-listed. Expressions of Interest may be requested if useful.

For contracts and assignments with a total contract value of greater than \$100,000, the successful consultant will be identified through a competitive selection process consisting of a short-listing from Expressions of Interest (EOI) received and the assessment of full proposals including costs.

EOI's are initial requests for information from consultants from which a short-list for seeking full proposals is selected and will enable a wider pool of consultants to be screened without requiring the submission (or assessment) of a large number of detailed proposals. From the assessment of the EOI, a short-list will be selected from whom full proposals will be sought. Information required will vary depending on the assignment.

Request for Expressions of Interest will generally be advertised on the COL website at [www.col.org/opportunities](http://www.col.org/opportunities).

#### 5. PROCUREMENT

Consultants in all cases will be selected on the basis of relevant experience, technical knowledge and fee. A contract is then drawn up indicating services, terms and conditions, etc.

An integral part of the procurement cycle is the ongoing monitoring and assessment of the procurement, including the services provided and tasks performed.