CONSULTANT DATABASE SYSTEM (DACON)
USER GUIDE FOR REGISTRATION

Project Procurement & Financial Management Division
SUMMARY

The Islamic Development Bank (IsDB) has been witnessing a surge of interest from numerous firms and individual consultants who are eager to capitalize on the business opportunities it offers. Recognizing the need to streamline the information and facilitate the engagement of potential consultants and firms in IsDB projects, the Bank has taken a proactive step by introducing an online registration system on its external website.

This innovative platform, known as the Consultants Database (DACON), is designed to serve as a centralized repository, meticulously maintaining a comprehensive roster of registered firms and individual consultants. Its primary objective is to provide immediate and up-to-date information on the various business opportunities within IsDB-financed projects.

By utilizing the DACON system, the Bank can efficiently conduct queries and compile a long list of potential consultants and firms, catering to both internal and external stakeholders. Additionally, DACON functions as a repository of qualified consultants and firms, ensuring that future opportunities can be promptly pursued and effectively matched with suitable expertise.
The purpose of the online database is to create and maintain detailed profiles of individuals and consulting firms possessing the necessary expertise and experience in specialized fields. To register in the DACON system, firms and individuals are required to provide essential information about their respective profiles, thereby ensuring that they meet the basic criteria set forth by the IsDB.

The information provided by firms and individuals during the registration process spans a wide range of crucial details. These include comprehensive contact information, management profiles, specific staff specializations, relevant industry experiences, and a comprehensive list of completed projects, among other pertinent data points. By gathering and organizing this comprehensive information, DACON aims to create a robust database that accurately reflects the capabilities and strengths of registered firms and individual consultants. This wealth of information will serve as a valuable resource for IsDB and its stakeholders, facilitating effective decision-making and fostering meaningful collaborations.

Registered firms and individual consultants will be granted secure login credentials, providing them with exclusive access to their profiles within the DACON system. This personalized access enables them to regularly update their information as needed, ensuring that their profiles remain current and accurately reflect their evolving capabilities and achievements. By offering this flexibility, the IsDB empowers registered consultants and firms to actively manage their profiles and seize new opportunities that align with their areas of expertise.

What information does DACON registration require?

The requested information covers:

- Contact addresses
- Management details
- Specializations of staff
- Experience
- Projects undertaken

And many other relevant details.
STEP-BY-STEP GUIDE

For those who are interested in registering as a consultant or firm on this innovative online platform, the IsDB has outlined a series of quick and straightforward steps to guide you through the registration process. These steps ensure a seamless and efficient experience, allowing interested parties to swiftly join the DACON system and gain access to the numerous benefits it offers.

The IsDB’s introduction of the online registration system and the establishment of the Database on Consultants (DACON) represents a significant milestone in facilitating business opportunities within IsDB-financed projects. Through this initiative, the Bank aims to connect potential consultants and firms with relevant projects by maintaining a comprehensive repository of qualified professionals. By registering with DACON and actively participating in the IsDB’s online platform, consultants and firms can enhance their visibility, seize new opportunities, and contribute to the sustainable development goals by the IsDB.

The following quick steps will guide you through the registration process.

Visit the [https://www.isdb.org/project-procurement/Portal](https://www.isdb.org/project-procurement/Portal) as shown in figure 1 and select the option to register for DACON. You can edit or update your profile in Login options, once approved by the PPFM team.

Once you enter the registration page, second layer will pop-up to your screen as you see in Figure 2. In this section, you may select your vendor type and proceed with create account.

Third step is to check your email and follow the steps as guided. You may receive the email in inbox or (Spam), please check in both folders.
Following are some snapshots taken from the portal on the required fields:

![Basic information form](image)

It is necessary for users to provide essential details in figure 3 and figure 4 by completing the required fields with basic information. This step is crucial in order to ensure that consultants' profiles are accurately represented and comprehensive within the provided framework.
Consultant Dacon User Guide for Registration

Contact details

Country *
- Select -
Mention your home country

Street Address *

Permanent address

Telephone Number *

Please include country code

Email Address *
Uahmed@isd.org

City/Town/Locality *

Alternative Email Address

Present location *
- Select -
Your present location if different from residence

Figure 4
In Figure 5, users can effectively input their expertise, capabilities, and relevant background of consultancy information.
The section highlighted in figure 6 holds immense significance within the application process, as it necessitates the explicit specification of the countries that consultants are most interested in for potential assignments.

This particular section allows consultants the flexibility to choose multiple countries of interest. Once registered within our system, consultants will exclusively receive notifications to the opportunities originating from the selected countries, ensuring they are
Consultant Dacon User Guide for Registration

provided with firsthand and timely information regarding business prospects within their preferred regions.

This tailored approach enables consultants to focus their attention on the specific countries that align with their interests and expertise, thereby optimizing their chances of securing meaningful assignments and expanding their professional horizons.

In Figure 7, users are required to provide detailed inputs regarding their educational background and language proficiency.
The section shown in figure 8 serves as a crucial component of the application process, enabling consultants to showcase their diverse proficiencies and competencies across various domains by allowing consultants to add multiple specializations.
As shown in figure 9, this particular section offers consultants the opportunity to highlight any recent or past project involvements they have contributed.

Consultants are encouraged to provide details within this section to showcase their valuable experiences and accomplishments, thereby enhancing their profiles and bolstering their credibility.
As shown in Figure 10, this particular section related to the submission of relevant documents refer to the consultant's resume or any other supporting materials.
In Figure 11, represents the final section of the application, whereas consultants are explicitly required to confirm their agreement with the provided statement and acknowledge the significance of submitting accurate and truthful information.

By endorsing this section, consultants assert their understanding of the importance of transparency and integrity in the application process. They acknowledge that any deliberate concealment or misrepresentation of information may result in the IsDB taking appropriate measures and actions against the consultant.

After the completion of required information, you will see all your details in Profile section and can edit or update profile in Login option, once approved by the PPFM team. For any query or technical issues, please contact to this email address: PPFM@isdb.org
Following are some snapshots taken from the portal on the required fields.

In figure 12 shows by populating the required fields with basic information of the Firm. This step to ensure that Firm’s profiles are accurately represented and comprehensive within the provided framework.
Figure 13 holds significant importance as it refers to the person or user responsible for completing the firm’s information on its behalf. This section acknowledges the crucial role of the individual representing the firm and assumes accountability for the accuracy and completeness of the provided information.
Figure 14

In Figure 14, The user can effectively input their company details, Origin, and relevant background of Firm.
The section shown in figure 15 serves as a crucial component of the application process, enabling users to showcase their diverse proficiencies and competencies across various domains by allowing users to add multiple specializations.
As shown in Figure 16, this particular section related to the submission of relevant documents refer to the Ownership of Firm or any other supporting materials. The next important step is to complete the KYC Form, which can be found in the same section or in case it is not available there, please follow this link to the IsDB Website (PPR Section) and locate the KYC Form under "Registration of Consultant": [https://www.isdb.org/project-procurement/documents](https://www.isdb.org/project-procurement/documents)

it is indeed mandatory to complete the KYC form for new registrations into the system.
In Figure 17, represents the final section of the application, whereas users are explicitly required to confirm their agreement with the provided statement and acknowledge the significance of submitting accurate and truthful information.

By endorsing this section, Firm assert their understanding of the importance of transparency and integrity in the application process. They acknowledge that any deliberate concealment or misrepresentation of information may result in the IsDB taking appropriate measures and actions against the Company/Firm.

After the completion of required information, you will see all your details in Profile section and can edit or update profile in Login option, once approved by the PPFM team. For any query or technical issues, please contact to this email address: PPFM@isdb.org
For any additional information, such as Standard Bidding Documents, guidance, training materials and briefing, please see

https://www.isdb.org/project-procurement/