



Guidance Note on Prior and Post Procurement Review

Project Procurement and Financial Management (PPFM) Division

October 2026

This Guidance Note on Prior and Post Procurement Review is intended to complement the Guidelines for Procurement of Goods and Works and related services and Consultancy Services under Islamic Development Bank Financing, approved by the Board of Executive Directors (BED) of the Islamic Development Bank, and published in September 2018 and updated in February 2023. This document may be used and reproduced for non-commercial purposes. Any commercial use, including without limitation reselling, charging to access, redistribute, or for derivative Works such as unofficial translations based on these documents is not allowed. For additional information on this document, please contact:

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Acronyms and Defined Terms

Abbreviation/ Defined Term	Full terminology/definition
AML/CFT	Anti-Money Laundering / Countering the Financing of Terrorism
APA	Alternative Procurement Arrangements
Bank	Islamic Development Bank
BED	Board of Executive Directors
Beneficiary	A Beneficiary is the recipient of IsDB Project Financing. The term includes any entity involved in the implementation of an IsDB financed project on behalf of the Beneficiary.
Bid	An offer, by a Bidder venture, in response to a Request for Bid to provide the required Goods, and/or Works and/or related services
Bidder	A Firm that submits a Bid for the provision of Goods and/or Works and/or related Services
Consultancy Services	Consultancy Services are those intellectual services delivered by a Consultant Firm or an Individual Consultant. Consultant Services are normally of a professional, expert or advisory nature. Consultant Services are governed by IsDB's <i>Guidelines for the Procurement of Consultant Services under IsDB Project Financing</i> .
Consultant	Consultant Firm or Individual Consultant that provides Consultant Services. A Consultant is independent of both the Beneficiary and IsDB.
EA	Executive Agency
FA	Financing Agreement
Fraud and Corruption	The sanctionable practices of corruption, fraud, collusion, coercion and obstruction defined in <i>IsDB's Guidelines on Combating Fraud and Corruption</i> and in <i>IsDB Group Anti-Corruption Guidelines on Preventing and Combating Fraud and Corruption in IsDB Group-Financed Projects</i>
FPO	Field Procurement Officer
Goods	A category of Procurement that includes, for example, consumables, equipment, machinery, vehicles, commodities, raw material or industrial Plant. The term may also include related services, such as transportation, insurance, installation, commissioning, training, and initial maintenance.
GPO	Global Procurement Officer
IPR	Independent Procurement Review
IsDB	Islamic Development Bank
ITP	Invitation to Prequalify
PIU	Project Implementation Unit
PMU	Project Management Unit
PP	Procurement Plan
PPFM	Project Procurement & Financial Management
PPR	Post Procurement Reviews
Prior Review	The process of IsDB reviewing the Beneficiary's Bidding Documents and Procurement activities before the award of the contract.
Proposal	An offer, by a Proposer, in response to a Request for Proposal to provide required Consultant Services
PS	Procurement Strategy
RFB	Request for Bids

RFP	Request for Proposals
RPO	Regional Procurement Officer
SAI	Supreme Audit Institution
Sno.	Step Number
SRS	Stratified Random Sampling
TOR	Terms of Reference
Low Performance	Performance is unsatisfactory, there are Significant delays, poor quality of deliverables, or failure to meet key milestones, repeated non-compliance with contract terms, specifications, or instructions
Moderate Performance	Contractors' performance is generally acceptable, with some shortcomings that do not critically affect contract objectives, most contractual obligations and milestones are met with minor delays or quality issues.
High Performance	Contractor's performance is fully satisfactory, or above expectations, contractual requirements, milestones, and quality standards are consistently met or exceeded, work is delivered on time, within budget, and in accordance with specifications



1. Introduction

- 1.1. This Guidance Note outlines the IsDB's procurement oversight function in discharging its fiduciary responsibilities and in exercising procurement oversight through a risk-based approach, comprising Prior and Post Reviews of the Beneficiary's procurement activities and such independent reviews as considered necessary.
- 1.2. Whether procurement is subject to Prior or Post Review is determined on the basis of the project and contract-specific procurement risks. These risks are assessed during project preparation and reassessed and updated during project implementation. A project/contract status may change from Post to Prior Review in certain circumstances.
- 1.3. The requirement for a Prior or Post Review shall be specified in the procurement arrangements and Procurement Plan during project preparation and project appraisal. During project implementation, IsDB monitors and reassesses the risks and risk mitigation measures. If necessary and appropriate, as determined by the IsDB, it may require the Beneficiary to revise the Prior and/or Post Review requirements in the Procurement Plan.

2. Purpose

- 2.1 This Guidance Note relates to Prior and Post Review for Islamic Development Bank's financed Procurements by expanding on and explaining IsDB's Procurement Guidelines revised (February 2023). The purpose of this Guidance Note is to provide additional and consolidated information to the Beneficiaries on Prior and Post Review.
- 2.2 IsDB conducts Prior Reviews of Procurement activities that are of high value and/or high risk to determine whether the Procurement is carried out in accordance with the requirements of the Financing Agreement and Procurement Guidelines. IsDB also conducts Post Review of Procurement activities undertaken by the Beneficiary to determine whether they comply with the requirements of the Financing Agreement and Procurement Guidelines. IsDB may also use a third party, acceptable to it, to carry out Post Reviews. Any such third party shall carry out the reviews in accordance with the Terms of Reference (TOR) provided by IsDB.

3. Need for Prior and Post Review

- 3.1 IsDB, for its part is required by Article 12 of its Articles of Association to ensure that "the resources and facilities of the Bank shall be used exclusively to implement the purpose and carry out the functions set forth respectively in Articles 1 and 2 on the basis of sound economic principles" and, thus, to ensure that project funds are used only for the purposes for which financing was granted. Such fiduciary responsibilities related to Procurement oversight are exercised through a risk-based approach comprising Prior and Post Reviews of the Beneficiary's Procurement activities and any independent reviews as considered necessary.

- 3.2 Each oversight instrument is designed to feed into subsequent risk assessments to ensure that future oversight decisions are made with reference to previous experience in implementing projects. The results of Procurement Post Reviews (PPRs) provide relevant information for the procurement risk assessment, and procurement strategy of subsequent similar projects.
- 3.3 Under PPRs, IsDB reviews samples of procurement activities implemented by Beneficiaries to ensure compliance with the Financing Agreement and agreed procedures, and to improve procurement practices. If the Beneficiary or other parties involved in the procurement do not comply with the applicable procurement requirements, IsDB may, in addition to the contractual remedies set out in the relevant Financing Agreement, take other appropriate actions consistent with the terms and conditions of the Financing Agreement and the Bank's implementation support and monitoring role.
- 3.4 Whether a Procurement is subject to Prior or Post Review is determined on the basis of the project- and contract-specific Procurement risks. These risks are assessed by IsDB during project preparation and re-assessed and updated periodically during project implementation. An effective Procurement review has the following benefits:
- i. ***Increase Efficiency and Reduce Procurement Time:*** A risk-based approach in determining the type of Procurement review improves efficiency by applying a fit-for-purpose review methodology. Appropriate use of Post Review (sampling) reduces Procurement processing times by removing the need for Prior Review of each main step in the Procurement process. Procurement reviews avert additional delays that may result from inadequate identification and handling of Procurement risks or noncompliance.
 - ii. ***Reduce Risk:*** Procurement reviews identify risks and deficiencies in Beneficiary's Procurement processes and recommend ways to mitigate them, thereby reducing the risk of future noncompliance or project failure. Reduce the risk of Bidding-related complaints.
Improve compliance to audit requirements; and
 - iii. ***Deliver Value for Money:*** Procurement reviews decrease the risk of noncompliant practices that may adversely affect the project's achievement of value for money.

4. Procurement Prior Review

- 4.1 Prior Review is an ex-ante exercise conducted by IsDB. The Bank normally carries out Prior Review of the Beneficiary's procurement activities that are of high value and/or of high risk while the procurement activity is ongoing to determine whether the procurement is carried out in accordance with the requirements of the Financing Agreement and Procurement Guidelines. IsDB reviews Beneficiary's procurement procedures, documents, bid/proposal evaluations, award recommendations, and draft contracts to ensure that they are carried out in accordance with the Financing Agreement and the Procurement Guidelines.

4.2 The following table summarizes stepwise Procurement review requirements by IsDB.

SNo.	Stage of Procurement and contract implementation Process: Document/matter to be furnished by the Beneficiary for review	Remarks
Prequalification		
1	<i>Draft Prequalification Documents:</i> To include text of the Invitation to Prequalify (ITP), the evaluation methodology and a description of the advertising procedure to be followed.	Beneficiary to introduce modifications as IsDB may reasonably request and No-Objection is required before publishing the ITP.
2	<i>Evaluation Report of applications received:</i> To include list of recommended pre-qualified applicants, a statement of their qualifications and the name of any applicants that is excluded from Prequalification, together with reason for their exclusion.	Beneficiary to furnish all the information to before applicants are notified of the Beneficiary decision. Beneficiary to introduce modifications as IsDB may reasonably request.
Pre-Request for Bid (Pre-RFB)		
3	<i>Draft Bidding Document:</i> To include Invitation to Bid, Instructions to Bidders, Bid Data Sheet, the basis of Bid evaluation and contract award, the proposed conditions of contract, the specifications for the supply of Goods, or installation of equipment or Civil Works, as the case may be (IsDB's Standard Procurement Documents to be followed). Where Prequalification has not been used, the Beneficiary shall include a description of advertising procedure to be followed.	Beneficiary to introduce modifications as IsDB may reasonably request. IsDB shall provide No Objection before Bidding Documents are issued to prospective Bidders. No further modifications to the Bidding Documents shall be made by the Beneficiary without first seeking IsDB No-Objection.
Post-RFB – Bid Evaluation		
4	<i>Detailed Evaluation Report:</i> To contain the details of evaluation and comparison of Bid (using IsDB's standard Evaluation Report form) after Bids have been received and evaluated.	If IsDB determines that recommended award is inconsistent with the stated evaluation criteria or Financing Agreement and Guidelines, it shall inform Beneficiary the reason for such determination. Otherwise, IsDB shall provide its No-Objection to the Beneficiary to proceed with the Notification of Intention to Award the contract (reference Chapter 1 Part 2 Para 1.12.12 of the Procurement Guidelines for Works, Goods and related services, revised February 2023). After dealing with provisions of Standstill Period (reference Chapter 1 Part 2 Para 1.12.13 of the Procurement Guidelines for Works, Goods and related services, revised February 2023). The Beneficiary will confirm award to the successful Bidder and proceed to the signing of the Contract and publishing of Contract Award Notice.
5	<i>Extension of Bid validity period:</i> If Beneficiary requires an extension of Bid validity period to complete the process of evaluation, it shall obtain all necessary approvals and clearances from IsDB, and/or to make the award, shall seek No-Objection: (i) for the first request for extension, if it is longer than 45 calendar days; and (ii) for all subsequent requests for extension, irrespective of the period.	The Beneficiary needs to complete award of contract within initial Bid validity period and any request for such extension should be in exceptional cases with due justification. Delays in evaluation should not result in expiry of Bid validity of otherwise lowest responsive and qualified Bids.

6	<i>Contract Signing:</i> The terms and conditions of a contract shall not, without IsDB's approval, materially differ from those contained in RFB Bidding Documents as cleared by IsDB.	One conformed copy of the signed contract shall be furnished to IsDB promptly after its signing, together with the required performance security and other documents needed for first application for withdrawal of funds from IsDB's Project Financing in respect of the contract. The description and amount of the contract, together with name and address of the successful Bidder, shall be subject to public disclosure by upon receipt by IsDB of the conformed copy of contract.
After Contract Signing		
7	<i>Contract amendments, modifications or extensions:</i> Beneficiary to request any proposed extension, modification, or change order which may relate to: (i) a material extension of the stipulated time for performance of the contract; (ii) agreeing to any modification or waiver of the conditions of contract; or (iii) issuing of change order/s (except in case of extreme urgency) which would, in aggregate, increase the original amount of contract by more than fifteen (15) percent of original price.	IsDB, if it determines that such requests from the Beneficiary are inconsistent with the provisions of the Financing Agreement, Guidelines (and overall scope and terms of the Contract), it shall promptly inform the Beneficiary and state reasons for its determination. If a contract is leading to its termination, the Beneficiary shall consult with before any termination of contract and/or encashment of performance security.

5. Procurement Post Review (PPR)

- 5.1 PPR is an ex-post assessment of the procurement processes based on a sample of contracts that are not subject to Prior Review by IsDB. IsDB carries out Post Reviews of the Beneficiary's procurement activities after contracts have been awarded to determine whether they comply with the requirements of the Financing Agreement and Procurement Guidelines. Post Reviews are normally carried out by the IsDB staff. However, IsDB may also use a third party to carry out Post Reviews on its behalf. Any such third party should be acceptable to IsDB and carry out the reviews in accordance with the TOR provided by IsDB.
- 5.2 Where Post Reviews apply, the Beneficiary shall retain all procurement documentation with respect to each contract not governed by Prior Review. This includes all advertisements, Invitations to Prequalify, Bidding Documents, records of evaluation of bids and selection of contractors, contracts, documentation relating to project implementation, and all records up to two (2) years after the closing of the FA.
- 5.3 PPRs are usually conducted by IsDB staff or consultants hired by IsDB. Depending on the nature of the risks and scope of the project (e.g. involving many low-value and simple contracts), IsDB may also agree with the Beneficiary that it appoints an independent entity such as a Supreme Audit Institution (SAI), procurement regulatory authority etc. to carry out the Post Review, in accordance with terms, conditions and reporting procedures acceptable to IsDB. In such cases, IsDB will review the reports prepared by the independent entity and submitted by the Beneficiary. IsDB retains the right to directly conduct Post Reviews during project implementation, as may be needed.

6. The objectives of the Procurement Post Review

- i. Verify that the Procurement procedures followed for the project comply with the requirements of the Financing Agreement and Procurement Guidelines, and to identify any non-compliance with the FA and applicable Procurement arrangements as cleared by the IsDB.
- ii. Check that the Procurement arrangements agreed with the Beneficiary are still in place.
- iii. Identify and report any contract management issues.
- iv. Check that the Beneficiary has carried out technical compliance reviews and physical completion reviews for implemented contracts.
- v. Identify and report any indications of possible Fraud and Corruption.
- vi. Identify mitigating measures to correct Procurement deficiencies or deter future deficiencies and recommend them to the Beneficiary.
- vii. Identify good practices and lessons learned from implementing Procurement.
- viii. Rate the performance of sampled contracts (Procurement process and contract implementation) on compliance with the Financing Agreement and agreed procedures and contribute to the overall Procurement performance rating of the implementing agency based on the rating of the PPR; and
- ix. Provide a basis for updating the project Procurement risk and the risk mitigation plan.

7. Post Review Cycle

PPR is conducted annually, following the cycle in figure 1 below:

Figure 1. PPR Cycle



7.1 Planning for PPR

Annual planning for PPR begins with an assessment by the Regional Procurement Officer (RPO) of the PPRs and any other reviews that will be undertaken in a financial

year to sample at least 10%-15% of contracts across the Bank's portfolio that have not been prior-reviewed. The RPO then assesses the portfolio of projects and assigns a percentage of PPRs and other reviews to specific regions and projects to ensure representative sampling, based on procurement risk.

7.2 Sampling of Contracts

Before sampling, the RPO checks the list of signed contracts received from the Beneficiary against the Procurement Plan, the disbursement reports, periodic procurement reports prepared by the Beneficiary, and any available payment records to ensure the completeness of the list and then selects the sample of contracts to be reviewed.

The selection of contracts for review is critical for the success of the PPR, as post-reviewed contracts provide evidence of the Beneficiary's procurement performance. The sampling is risk-based and takes into consideration: (i) the project procurement risk rating, with the riskier projects having a larger sample size, and (ii) the contract risk rating, to ensure that riskier contracts constitute a higher proportion of the sample.

The sampling of contracts for a project is done through a combination of (i) purposive sampling, that is, focusing on contracts with certain risk factors; and (ii) Stratified Random Sampling (SRS).

Under purposive sampling, the reviewer prioritizes the following types of contracts.

- i. Contracts against which a complaint has been submitted.
- ii. Contracts for which rebidding/cancellation of the procurement took place.
- iii. Contracts with price modifications of 15% or more of the original contract price.
- iv. Contracts not listed in the Procurement Plan (except community-driven development, or other Contracts that are demand-driven and cannot be identified up front).
- v. Contracts awarded without competition (Direct Contracting for goods and works or Single-Source Selection of Consultants).

When the number of contracts meeting the above characteristics exceeds the assigned sample size, the sample size may be increased (if resources allow), or a smaller representative sample may be drawn from these contracts, depending on the reasons for this high level of risk. The RPO then uses SRS to select the contracts to fulfill the targeted sample size.

The balance of contracts on the register is stratified by procurement method or approach to the market, and the sample is drawn from each procurement method to the extent possible. Selection also takes into consideration the contract size, with higher-value contracts targeted for review. However, risky smaller contracts may also be part of the sample.

For projects with a large number of contracts, the sample may be adjusted to include specific types of procurement and not necessarily cover a large number of contracts.

For such projects, a ceiling on the number of contracts to be reviewed may be established under the PPFM Manager's guidance. Upon completion of the sample selection, the reviewer conducts the review.

7.3 Conducting the PPR

7.3.1 Preparatory Activities

The RPO checks the list of contracts against the Bank's lists of suspended and debarred firms and individuals. In addition, the RPO also checks the Anti-Money Laundering/Countering the Financing of Terrorism (AML/CFT) database. If contracts are with firms on the Bank's list of ineligible firms, and were entered into after the date of the firm's debarment or suspension, they are identified as potentially ineligible pursuant to paragraph 1.7 chapter 1 of General Provisions of the Procurement Guidelines for Goods, Works and Related Services April 2019 (Revised February 2023) and paragraph 1.10 chapter 1 of General Provisions of the Guidelines for the procurement of Consultancy Services April 2019 (Revised February 2023). In reviewing such contracts, the reviewer performs extra due diligence of contract administration to assess whether the contract was performed as contracted.

The reviewer checks the list of contracts to identify any patterns indicating risky activities, for example, splitting of contracts, repetitive contracts, orders of the same items from the same firms (except under framework agreements), or multiple contracts awarded just below the Prior Review thresholds or other thresholds for competitive procurement. Contracts exhibiting such patterns may be added to the sample of contracts to be reviewed.

The reviewer also reviews previous PPR reports to assess the issues raised in past reviews and how they have been addressed, as well as any outstanding mitigation actions and other issues from implementation support and monitoring. Progress with pending actions is discussed with the Beneficiary as part of the review.

7.3.2 Applying Professional Judgment

The reviewer conducts the PPR using the templates in Annex B. While these templates contain guiding questions, the reviewer is expected to exercise professional judgment in assessing the adequacy of the procurement and how it was conducted. Therefore, beyond reporting the findings of the review, the report should also contain the reviewer's judgment/analysis. For example, the reviewer should not simply report that bidders were given less time to prepare and submit bids than the minimum required by the Procurement Guidelines but should additionally assess whether, under the circumstances of the particular contract, the time was reasonable or adequate to enable bidders to prepare and submit responsive bids, as well as the reasons for this.

7.3.3 Collecting Evidence

For contracts rated unsatisfactory or those in which the reviewer observes significant non-compliance that may require actions by the IsDB pursuant to paragraph 1.14 chapter 1 of General Provisions of the Procurement guidelines for Goods, Works and

Related Services April 2019 (Revised February 2023) and paragraph 1.17 chapter 01 of general provision of the guidelines for the procurement of Consultancy Services April 2019 (Revised February 2023), the reviewer may gather evidence of some of the records that reflect the non-compliance, for example, extracts of evaluation reports, solicitation documents, or payment records. This mitigates the risk of records tampering after the review. The reviewer collects copies of the records, and the Beneficiary retains the original records.

7.3.4 Handling Cases of Suspected Fraud and Corruption

When any suspected cases of Fraud and Corruption are identified through the PPR, they should be recorded in the review and promptly reported to Integrity & Ethics Department. The reviewer does not conduct any investigations on the Fraud and Corruption but may collect documentation, as indicated above.

7.3.5 Status of Mitigation Actions

The review includes an update on the progress of implementation of risk mitigation and corrective actions from the previous review, as identified in the PAD, and previous reports. When corrective actions remain unfinished beyond their due date, the reviewer discusses whether the actions are still relevant and records any reasons provided by the Beneficiary as to why the actions were not implemented. When the measures were implemented, the reviewer assesses whether they effectively mitigated the identified risks.

7.3.6 Review of Contract Implementation

In reviewing contract implementation, the reviewer checks whether the work was done according to the contract terms and specifications. The reviewer assesses whether the Beneficiary adequately checked the quality and quantity of work. The reviewer also checks the timeliness of contract performance and timeliness of payment. The objective of this assessment is to reach an opinion as to whether the services were rendered, goods supplied and works completed according to the contract and that payments were completed in time and according to the contract. The review may include site visits, physical inspections or inventory checks carried out by a technical specialist appointed by the operation team.

7.3.7 Review of the Adequacy of Procurement Arrangements

In conducting the review, the reviewer assesses whether the Beneficiary continues to comply with the agreed procurement arrangements and whether the arrangements are still adequate for timely and effective implementation of procurement. When the reviewer observes cases of potential non-compliance, he/she conducts further assessments, including discussions with project staff, to establish any underlying causes or systemic failures. For systemic failures, the PPR recommends corrective actions to strengthen the system. This may require reviewing other reports, such as internal audit reports etc.

7.3.8 Rating Contracts on Performance

Each contract reviewed is rated on performance, combining: (i) management of the procurement process with regard to compliance with the applicable procedures, and (ii) implementation of the contract up to the date of the review with regard to adherence to the conditions of contract. The report includes the justification for each contract rating, especially those that are less than satisfactory. The rating is expressed in the following scale:

LP =Low Performance, MP= Moderate Performance, and HP= High Performance

7.3.9 PPR Risk Ratings

The reviewer assigns an overall risk rating to the PPR, taking into consideration the findings from the review. The ratings assigned include: (i) an overall risk rating; (ii) a risk rating of the procurement system; (iii) a risk rating of the procurement process and (iv) risk rating of contract administration. The risk rating assigned is determined based on the reviewer's professional judgement.

7.3.10 Discussing the Findings

Before completing the review, the reviewer and RPO discuss the findings with the Beneficiary. This provides the Beneficiary's staff with the opportunity to clarify any aspects and helps gain the Beneficiary's acceptance of the conclusions and recommendations in the report. While the clarifications and discussions may be carried out with the Beneficiary's procurement staff, they should include the project manager or coordinator to give him/her an overview of the agency's procurement performance. When mitigation or strengthening actions are necessary, the reviewer discusses these potential actions and their target dates to improve the chances of effective implementation. When recommendations from previous PPRs are still outstanding, the reviewer discusses the reasons, reflects them in the report, and considers them in developing any new actions.

In cases where procurement non-compliance is identified, the RPO consults with the operation team and other relevant Bank staff and, depending on the nature and scope of potential non-compliance and consults, if necessary, with the Beneficiary.

7.3.11 Reporting Findings

Non-compliance is reported observing the procedural instructions set out in paragraph 1.37 chapter 1 of general provision of the Procurement guidelines for Goods, Works and Related Services 2019 (Revised February 2023) and paragraph 1.34 chapter 2 of general provision of the guidelines for the procurement of Consultancy Services 2019 (Revised February 2023). Findings on non-compliance are part of the key recommendations for corrective action.

Furthermore, reporting on good practices is useful for collecting and disseminating innovations and good practices from Beneficiaries.

Once the reviewer, in consultation with RPO, prepares the report, it is discussed with the operation team before approval by the PPFM Manager. When approved by the PPFM Manager, the report is sent to the operation team for transmittal to the

Beneficiary. When the findings and recommendations are discussed and agreed with the Beneficiary during the mission, the report may be sent to the Beneficiary as a final report. When such discussions were not held or no agreement was reached, the report is formally sent as a draft to the Beneficiary, for comments, before its finalization. Any comments by the Beneficiary are addressed as appropriate, and the final report is sent to the Beneficiary. In cases of continued disagreement with the Beneficiary, further discussions may be held to clarify the report without diluting the findings and recommendations. Any unresolved issues from these discussions are discussed by the operation team with the PPFM Manager for guidance before finalizing and issuing the report.

7.3.12 Actions on Non-compliance

Pursuant to paragraph 1.14 chapter 1 of general provision of the Procurement guidelines for Goods, Works and Related Services April 2019 (Revised February 2023) and paragraph 1.17 chapter 01 of general provision of the guidelines for the procurement of Consultancy Services April 2019 (Revised February 2023, in cases where the procurement review identifies procurement non-compliance, the PPFM prepares a memorandum to the operation team describing the facts, findings and provides advice regarding the recommended actions.

Follow-up actions, in particular to apply remedies, are taken by the operation team, assisted by the Regional Procurement Officer (RPO), Field Procurement Officer (FPO) or Reviewer and in consultation with the PPFM Manager. When IsDB action on identified non-compliance is required, it is done in accordance with paragraph 1.37 chapter 1 of general provision of the Procurement guidelines for Goods, Works and Related Services 2019 (Revised February 2023) and paragraph 1.34 chapter 2 of general provision of the guidelines for the procurement of Consultancy Services 2019 (Revised February 2023).

7.3.13 PPR Reporting and Filing

Once the report is final, the RPO (i) reports to the operation team the PPR ratings for the project, (ii) sends a copy of the PPR report to the PPFM Manager, and (iii) files the PPR report, along with supervision results.

7.3.14 Monitoring Findings and Implementation of Recommendations

During each supervision mission, the FPO reviews the status of the Beneficiary's actions agreed in the earlier PPRs, reflects them in the report, and updates the PPR to reflect progress on implementing mitigation measures. When the Beneficiary does not implement agreed measures in a timely manner, the FPO discusses with the RPO and the Global Procurement Officer (GPO) and operation team further actions that may be warranted, appropriate for the level of non-compliance.

7.3.15 Use of Third Parties to Conduct PPR

IsDB may rely on third parties, such as a country's SAI, procurement regulatory authorities, or consultants to undertake PPR. Third parties may be used for reviewing procurement following national procurement procedures of the Beneficiary. Use of

third parties for PPR is also encouraged where there are large numbers of contracts to be reviewed under projects with dispersed locations, such as community-driven development projects and other projects with highly geographically decentralized implementation. When consultants are the third parties conducting PPR, IsDB reviews and agrees to the TOR and to the consultants' qualifications, but the consultants are hired by and report to the Beneficiary.

When an SAI is considered for conducting PPR, IsDB relies on its Disbursement Department's assessment and judgement of the SAI's capacity to audit Bank-financed projects. If Disbursement considers the SAI qualified to undertake auditing, PPFM also assesses its capabilities for auditing/reviewing procurement, taking into account both its experience in auditing procurement and the availability of adequate staff with experience in auditing procurement. An SAI that has a sound reputation and adequate experience and staffing to audit procurement and is willing to conduct such a review may be relied upon to conduct PPR. As part of this review, the PPFM may identify opportunities to strengthen the skills and capacity of an SAI to audit procurement. These opportunities may be considered as part of the broader strengthening of SAIs in collaboration with the IsDB's Disbursement Department, which leads such initiatives.

The Bank and the Beneficiary agree on the scope of the review and the nature of the resulting report. When the SAI audits project funds as part of all programs in an implementing agency, it is preferable to prepare a separate report or section of the report covering the project.

Private sector firms used to conduct PPR are selected following agreed selection arrangements. IsDB reviews and clears the TOR for the PPR.

When IsDB and the Beneficiary agree that a third party may be used to conduct PPR, it is good practice to reflect this agreement in the PS and PAD and then integrate these arrangements into the project design. This includes agreement on the scope of the review, funding for such reviews, the timing of the reviews, quality assurance measures, and so on. These arrangements may also be discussed during project negotiations and reflected appropriately in project documents, for example, as dated covenants.

8. Post Review for Projects under Alternative Procurement Arrangements

8.1 *APA of Beneficiary Implementing Agencies*

For an APA that follows the procurement arrangements of the implementing agency, procurement supervision is conducted as defined in the Procurement Plan, which is incorporated by reference in the Financing Agreement. The assessment includes a review of the audit arrangements of the implementing agency and the extent to which they can be relied on for PPR when appropriate. When these arrangements are adequate, the implementing agency is relied on as the first option to conduct PPR. PPR in this case seeks to establish the implementing agency's compliance with its own procurement arrangements, in

addition to the other PPR requirements specified in this Guidance. PPFM reviews the report to assess the quality of the procurement and evaluate whether the APA arrangements are being complied with and should be maintained.

8.2 *APA following Procurement Arrangements of other MDBs, Organizations, and Bilateral Donors*

When IsDB agrees to rely on and apply the procurement rules and procedures of another multilateral or bilateral agency or organization, it may agree to such a party take a leading role in providing implementation support for and monitoring procurement. In these cases, IsDB relies on the lead agency's procurement arrangements and oversight, according to the relevant bilateral/co-financing agreement or APA agreement. The lead development bank/agency/organization is responsible for conducting any procurement supervision, including PPRs, as defined in the APA Agreement, and reporting its findings to IsDB.

9. Independent Procurement Review (IPR)

An IPR is a procurement post review carried out by independent third parties appointed by the Bank to complement its own procurement Prior and Post Reviews. IPR covers a broader range of issues than a PPR and informs management about the quality of procurement, beneficiary compliance with the terms of the Financing Agreement, and the quality of the Bank's fiduciary oversight.

IPRs may cover several projects in a country and address sector/industry or portfolio issues in high-risk and problematic procurement environments, for example, where PPRs have identified noncompliance or poor performance. They also include a review of both Post Review and Prior Review contracts, as well as the Bank's performance in executing its fiduciary responsibilities.

Where an Independent Procurement Review is conducted, the other Post Review instruments are carried out in the same way as the PPR, except that the following additional requirements apply for IPR.

9.1 *Sampling of Contracts*

The sample of contracts is drawn from the list of contracts subject to Post and Prior Review. The sampling of contracts for IPR follows the same methodology defined in this Guidance for PPR. For the sampling of contracts subject to Prior Review, the reviewer takes into consideration the agreed sample size in the ToR and the objectives of the IPR. During the course of the IPR, the consultant has the flexibility to select, substitute, or drop particular contracts if an alternative line of review is judged more effective in generating conclusions.

9.2 *Planning for the IPR*

PPFM is responsible for budgeting and planning IPRs. This includes preparing a plan for IPRs to be conducted in each fiscal year as part of annual planning.

Each IPR results in a report covering the findings and recommendations. The results of the review are normally discussed with the project implementation agencies and the PPFM to determine whether corrective action is required. PPFM determines the list of projects reviewed and the size of the sample of contracts used.

9.3 *Other considerations for IPR*

When IPR is conducted, a PPR may not be required for that year, as the IPR normally covers more than the scope of the PPR. It is helpful for IPRs to include a review of the Post Reviews conducted for the two preceding years and comment on the adequacy of the reviews and the implementation of any agreed remedial measures.

10. Translations

- 10.1. To facilitate IsDB Prior or Post Review, if national bidders were permitted to submit their Bids in the national language (other than English, Arabic or French), the Beneficiary shall also furnish to IsDB certified translations of the winning Bid, Evaluation Report, draft or signed contract and any other documents that IsDB reasonably requests.

11. Thresholds for procurement prior review, approaches and methods.

- 11.1 Establishing a country-level threshold matrix for procurement prior review approaches and methods will help increase efficiency, reduce procurement transactions timeline and focus on high-risk and high value contracts.
- 11.2 The thresholds should be determined on the basis of (i) the size, depth, and conditions of specific markets, and the capacity of the local industry; (ii) assessed level of interest of non-domestic and Non-MCs firms and individuals to participate in domestic markets; (iii) the nature, complexity, and level of risk of the industries or sectors in which the project operates, and (iv) country and executing agency readiness and capacity assessments, taking into consideration the risk profile.
- 11.3 The setout thresholds shall be justified in the Procurement Strategy (PS) and reflected in the Project Appraisal Document (PAD) and/or the Procurement Plan, as appropriate."

Annex A - Terms of Reference (TOR)

Post Procurement Review

(Individual Consultant)

A. Background

The Islamic Development Bank (IsDB) Group is an international development financial institution, focused on fostering socio-economic development in its 57 Member Countries (MCs) across four continents (Africa, Asia, Europe, and South America). The IsDB's mission is to promote comprehensive human development, with a focus on the priority areas of alleviating poverty, improving health, promoting education, improving governance, and prospering people.

IsDB Conducts Prior Reviews of Procurement activities that are of high value and/or high risk to determine whether the Procurement is carried out in accordance with the requirements of the Financing Agreement and Procurement Guidelines. IsDB also conducts Post Review of Procurement activities undertaken by the Beneficiary to determine whether they comply with the requirements of the Financing Agreement and to ensure that Bank funds are used only for the purposes for which financing was granted.

B. Objectives

The core objectives of the Post Procurement Review (PPR) are;

- i. Increase Efficiency and Reduce Procurement Time: A risk-based approach in determining the type of Procurement review improves efficiency by applying a fit-for-purpose review methodology. The appropriate use of Post Review (sampling) reduces Procurement times by removing the need for Prior Review of each main step in the Procurement process. Procurement reviews avert additional delays that may result from inadequate identification and handling of Procurement risks and noncompliance.
- ii. Reduce Risk: Procurement reviews identify risks and deficiencies in Beneficiary's Procurement processes and recommend ways to mitigate them, thereby reducing the risk of future noncompliance or project failure. Reduce the risk of Bidding-related complaints. Improve compliance to audit requirements; and
- iii. Deliver Value for Money: Procurement reviews decrease the risk of noncompliant practices that may adversely affect the project's achievement of value for money

C. Location of the Assignment

(Insert the MC/MCs name).

D. Objective of the Assignment:

The Islamic Development Bank (IsDB) is now seeking to hire an Individual Consultant to provide support to the Project Procurement and Financial Management division in conducting Procurement Post Review (PPR) of projects under implementation in following member country/countries. The core objectives of the assignment are to;

- i. Verify that procurement procedures comply with the requirements of financing agreement and Procurement arrangements agreed with the executing agencies.
- ii. Identify any contract management issues
- iii. Identify and report any indicators of possible Fraud and Corruption
- iv. identify good practices and lessons learned from implementing procurement
- v. Rate the performance and
- vi. Provide a basis for updating the project procurement risk and the risk mitigation plan

The consultant will be selected following the corporate procurement guidelines and procedures of IsDB.

E. Scope of Work

The consultant will function under the direct supervision and report to PPFM Manager. The consultant will be responsible for discharging all functions pertaining to the post procurement review of the procurement transactions. The Consultant's scope of services shall include, but not limited;

- i. verify the procurement and contracting procedures and processes followed for the contracts in the representative sample, and, as appropriate, identify non-compliance with the Financing Agreement, the Procurement Plan, Guidelines, etc. and inappropriate practices by the implementing agencies or other parties.
- ii. verify the physical completion and existence of the goods and works and, where applicable, non-consulting services resulting in a physical output, which have been procured under the contracts.
- iii. review and evaluate the contract management practices of the implementing agencies within the context of the representative sample of contracts.
- iv. review and evaluate the record keeping and file management arrangements of the implementing agencies
- v. Recommend actions to correct the identified deficiencies
- vi. Prepare PPR draft and final report
- vii. Any other task assigned by the PPFM manager, related to the Post Procurement Review

F: Deliverables/Specific outputs expected from consultant

- i. The consultant shall submit a draft PPR report and final report after incorporating the feedback from IsDB.

G: Specific inputs to be presented by the client

- i. IsDB will provide access to related documents and correspondence
- ii. IsDB will provide office space, computer, printer and necessary stationery

H: Methodology:

- i. The methodology shall be as per IsDB guidance note for the prior and post procurement review.

I: Qualifications

Master's degree in relevant discipline, e.g. Civil Engineering, Law, Procurement Management, Project Management, Business Administration, Public Administration and Supply Chain Management

J: Experience

- i. At least 5 years' working experience in procurement and contract management for bachelor's degree holders.
- ii. Working experience with IsDB and other MDBs financed projects will be an asset.
- iii. Experience in conducting procurement reviews will be an asset

K: Core Competencies

- i. Must have effective communication skills
- ii. Must have good reporting skills
- iii. Must have effective project procurement management skills
- iv. Ability to handle and prioritize workload
- v. Must have effective team management skills

L: Language Skills

{insert the required languages}

M: Duration of the assignment:

The duration of the assignment will be {insert no. of months} months. The duration may be extended subject to availability of funds and satisfactory performance of the individual consultant.

Anex B - Post Procurement Review Reporting Templates

{Insert Beneficiary Name}

{insert project name and project code}

Procurement Post Review Report

Post Review Conducted by
{insert tile and name of the reviewer}

Date of Report

{inset date of the report}

A-Procurement Post Review

Country: {insert Beneficiary country}

Project: {insert project name and code}

Loan/Credit No.: {insert loan/grant

No} Implementing Agencies: {Insert EA name}

OTL: {Insert OTL name}

FPO: {Insert FPO name}

Post Review Conducted By: {insert name of the

reviewer} Post Review Report Date: {insert date}

Date of Last Post Review: {insert date}

Number of post review contracts issued since last Post Review: {insert the number of contracts} *Number of contracts reviewed in this Post Review:* {insert the number of contracts}

Total value of contracts issued since last post review: {insert the total value of contracts} *Total value of contracts reviewed:* {insert the total value of contracts}

Date of General Procurement Notice Publication:

Executive Summary:

Discussion on the Selection of the Contract Samples Reviewed

Findings on the Review of the Procurement Arrangements Agreed with the Beneficiary:

Findings on the Review of Procurement Processes:

Findings on the Review of Contract Administration & Management:

Indication of Possible Governance Issues:

Mitigation Measures or Corrective Actions by Beneficiary:

Possible Indication of Noncompliance requiring Bank Action:

Risk Rating and Recommendations

Definition of Post Review Risk Ratings	
<i>Low Risk (LR)</i>	Beneficiary systems, procurement processes, and/or contract administration are of highest quality; are fit for purpose in achieving value for money, economy, efficiency, effectiveness, integrity, fairness, transparency, and accountability; and require little or no corrective action by IsDB.
<i>Moderate Risk (MR)</i>	Beneficiary systems, procurement processes, and/or contract administration are of generally good quality and are reliable in achieving value for money, economy, efficiency, effectiveness, integrity, fairness, transparency, and accountability, with minor corrective actions needed by the Bank.

<i>High Risk (HR)</i>	Significant shortcomings in Beneficiary systems, procurement processes, and/or contract administration have limited or jeopardized the timely or efficient achievement of one or more major outputs and compromised achievement of value for money, economy, efficiency, effectiveness, integrity, fairness, transparency, and accountability. Resolution is uncertain or unlikely.
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Risk Rating	Risk Level
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Overall Risk Rating

Explanation

Risk Rating of Procurement Systems

Explanation

Risk Rating of Procurement Processes

Explanation

Risk Rating of Contract Administration

Explanation

B: Profile of Procurement Item

Contracts Awarded in Review Period & Contracts Reviewed in Report

By Contract Count

Method	Goods		Works		No-Consulting Services		Consulting Services		Total		Total %	
	Awarded	Reviewed	Awarded	Reviewed	Awarded	Reviewed	Awarded	Reviewed	Awarded	Reviewed	Awarded	Reviewed
DIR												
INDV												
QCBS												
RFB												
RFQ												
Total												

By Contract Value (US\$)

Method	Goods		Works		No-Consulting Services		Consulting Services		Total		Total %	
	Awarded	Reviewed	Awarded	Reviewed	Awarded	Reviewed	Awarded	Reviewed	Awarded	Reviewed	Awarded	Reviewed
DIR												
INDV												
QCBS												
RFB												
RFQ												
Total												

Definitions of Procurement Method Codes

DIR	Direction Selection
INDV	Individual Consultant Selection
QCBS	Request for Quotations
RFB	Request for Bids
RFQ	Request for Quotations

C: Performance Indicators

Compliance Summary

Description	Compliant		Non-Complaint		Non-Compliant involving legal remedies		Non-Compliant not involving legal remedies	
	Value	%	Value	%	Value	%	Value	%
Number of contracts								
Value of contracts								

Timelines Procurement (for Reviewed Contracts)

Method	Average Planned Lead Time (Days)	Average Actual Lead Time (Days)	Variance
Total			

Contracts with Identified Non-Compliance Involving Potential Legal Remedies

Contract Description (ID)	Contract Value	Summary/Nature of Violation	Recommended Action upon Non-Compliance

Contracts with Identified No-Compliance not Involving Potential Legal Remedies

Contract Description (ID)	Contract Value (US\$)	Summary/Nature of Violation	Recommended Action upon Non-Compliance

Contracts with identified Non-Compliance Requiring Actions by the Beneficiary

Contract Description (ID)	Contract Value (US\$)	Summary/Nature of Violation	Recommended Action upon Non-Compliance

Contracts with Possible Indications of Fraud and corruption

Contract Description (ID)	Contract Value	F&C Red Flags
None	None	None

D1: Contracts Reviewed for Consulting Services Awarded using Individual Consultant Selection Procurement Method

{insert contract description}

Reviewer			
Reference No.	Activity Reference No.	Category	Method
Signing Date	Completion Date	Review Type	Amount (US\$)
Market Approach	Procurement Process		Evaluation Options
Project Component		Loan/Credit No.	
Procurement Classification		Contract Amount (in Currency)	
Supplier Name	Country	Address	

Proposals Received:

Name	Evaluated Type	Submitted EOI	Short Listed	Proposals Submitted	Scores				Evaluated Price
					Tech	Fin	Comb	Rank	

Process Review:

Aspect	Compliance	Deviation potentially requires legal remedy
--------	------------	---

Terms of Reference (Adequate and complete)

Findings and comments

Advertising for Expressions of Interest (was the advertising sufficient and complete?)

Findings and comments

Was the time allowed for submission of EOI sufficient

Findings and comments

Response to Request for Expression of Interest

Findings and comments

Was the shortlisted appropriate

Findings and comments

Was the time allowed for submission of proposals sufficient?

Findings and comments

Draft Negotiated Contract (were the negotiations properly conducted and recorded and is the contract consistent with the negotiations

Findings and comments

issuance of notice of intention to award contract (if applicable, was it properly handled?

Findings and comments

Standstill period (If applicable, was it sufficient)

Findings and comments

Was a debriefing requested?

Findings and comments

If yes, was the debriefing properly conducted and recorded?

Findings and comments

Was the identified/selected consultant appropriate?

Findings and comments

Number of complaints received

Findings and comments

Were complaints duly addressed?

Findings and comments

Is the complaints information recorded and correct

Findings and comments

Publication of contract Award

Findings and comments

Procurement lead time (days)

Findings and comments

Completeness of procurement documentation (filing)

Findings and comments

Completeness in EPP (is the activity information in EPP complete and correct

Findings and comments

Contract Administration:

Aspect	Compliance	Deviation potentially requires legal remedy
--------	------------	---

Signed contract documents (is it properly prepared and consistent with the draft in procurement documents and the outcome of the proposal evaluation and negotiation)?

Findings and comments

Advance payment guarantees details and record (is guarantee provided as required in the contract? Is it valid for the required time?)

Findings and comments

Monitoring and reporting

Findings and comments

Planned contractual completion date

Findings and comments

Contractual completion time (if there is a time overrun, user to mention that in the comments)

Findings and comments

Output; final report acceptance

Findings and comments

Timeliness of payments

Findings and comments

Amendments or contract modification: number, amount and %

Findings and comments

Cost overrun reasons and explanation

Findings and comments

Contractual disputes and resolution, if any

Findings and comments

Others:

Aspect	Compliance	Deviation potentially requires legal remedy

Indication of possible fraud or corruption

Findings and comments

Final cost compared to cost estimate

Findings and comments

Involvement of beneficiaries or users

Findings and comments

Deviations involving legal remedies (covering procurement and and contract administration

Findings and comments

Deviations not involving legal remedies (covering procurement and contract administration

Findings and comments

Overall compliance

Findings and comments

D2: Contracts Review for Goods, Works, or Non-consulting Services Awarded using Request for Quotation Procurement Method

{Insert contract description}

Reviewer			
Reference No.	Activity Reference No.	Category	Method
Signing Date	Completion Date	Review Type	Amount (US\$)
Market Approach	Procurement Process		Evaluation Options
Project Component		Loan/Credit No.	
Procurement Classification		Contract Amount (in Currency)	
Supplier Name	Country	Address	

Bids Received

Name of the Firm	Evaluated Type	Applied for Prequalification / Initial Selection	Prequalified / Initially Selected	Technical Proposal Submitted	Evaluation Scores	Evaluated Price

Selection

Arrangement:

Process Review:

Aspect	Compliance	Deviation potentially required legal remedy
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Was the time allowed for submission of quotations sufficient

findings and comments

Is the record of opening of quotations complete?

Findings and comments

Were disqualifications if any justified?

Findings and comments

Did the evaluation follow the criteria in the RFQ documents?

Findings and comments

Number of complaints received

Findings and comments

Were the complaints duly addressed?

findings and comments

Is the complaints information recorded and correct?

Findings and comments

Procurement Lead Time (days)

Findings and comments

Completeness of procurement (filing)

Findings and comments

Is the price reasonable?

Findings and comments

Completeness in EPP (is the activity information in EPP
complete and correct?)

Findings and comments

Publication of contract award

Findings and comments

Is the selection method consistent with the procurement plan

Findings and comments

Source of suppliers invited

Findings and comments

Contract Administration:

Aspect	Compliance	Deviation potentially requires legal remedies
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Contract documents e.g. purchase order. (is it complete and with the draft in RFQ if an and the outcome of the quotations evaluation

findings and comments

inspection of supervision records and reports

findings and comments

contractual completion time

findings and comments

adequacy of acceptance inspection and testing

findings and comments

completeness of delivery documents

findings and comments

liquidated damages, details and enforcement for delays

findings and comments

timeliness of payments

findings and comments

Amendments or contract modifications: number, amount and %

Findings and comments

Cost overruns reasons and explanations

Findings and comments

Contractual disputes and resolution, if any

Findings and comments

Others:

Aspect	Compliance	Deviation potentially requires legal remedies
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Indication of possible fraud or corruption

Findings and comments

Physical inspection (Y/N)

Findings and comments

Final cost compared to cost estimate

Findings and comments

Additional observations

Findings and comments

Deviations involving legal remedies (covering procurement and Contract administration

Findings and comments

Deviations not involving legal remedies (covering procurement and Contract administration

Findings and comments

Overall Compliance

Findings and comments

D3: Contracts Reviewed for Consulting Services Awarded using Single-Source Selection Procurement Method

{insert contract description}

Reviewer			
Reference No.	Activity Reference No.	Category	Method
Signing Date	Completion Date	Review Type	Amount (US\$)
Market Approach	Procurement Process		Evaluation Options
Project Component		Loan/Credit No.	
Procurement Classification		Contract Amount (in Currency)	
Supplier Name	Country	Address	

Proposals Received:

Name	Evaluated Type	Submitted EOI	Short Listed	Proposals Submitted	Scores				Evaluated Price
					Tech	Fin	Comb	Rank	

Process Review:

Aspect	Compliance	Deviation potentiall y requires legal remedy
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Justification for single-source selection

Findings and comments

Terms of Reference (Adequate and complete)

Findings and comments

Is the selection method consistent with the procurement plan

Findings and comments

Negotiation (if applicable, were the negotiations properly
conducted and recorded

findings and comments

Was the identified/selected consultant appropriate?

Findings and comments

Number of complaints received

Findings and comments

Were complaints duly addressed?

Findings and comments

Is the complaints information recorded complete and correct

Findings and comments

Publication of contract Award

Findings and comments

Procurement lead time (days)

Findings and comments

Completeness of procurement documentation (filing)

Findings and comments

Completeness in EPP (is the activity information in EPP

complete and correct

Findings and comments

Contract Administration:

Aspect	Compliance	Deviation potentially requires legal remedy

Signed contract documents (is it properly prepared and consistent with the draft in procurement documents and the outcome of the proposal evaluation and negotiation)?

Findings and comments

Advance payment guarantees details and record (is guarantee provided as required in the contract? Is it valid for the required time?)

Findings and comments

Monitoring and reporting

Findings and comments

Planned contractual completion date

Findings and comments

Contractual completion time (if there is a time overrun, user to mention that in the comments)

Findings and comments

Output; final report acceptance

Findings and comments

Timeliness of payments

Findings and comments

Amendments or contract modification: number, amount and %

Findings and comments

Cost overrun reasons and explanation

Findings and comments

Contractual disputes and resolution, if any

Findings and comments

Others:

Aspect	Compliance	Deviation potentially requires legal remedy
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Indication of possible fraud or corruption

Findings and comments

Final cost compared to cost estimate

Findings and comments

Involvement of beneficiaries or users

Findings and comments

Deviations involving legal remedies (covering procurement and contract administration)

Findings and comments

Deviations not involving legal remedies (covering procurement and contract administration)

Findings and comments

Overall compliance

Findings and comments

Annex D4: Contracts Reviewed for Goods, Works or Non-Consulting Services Awarded using Request for Bids Procurement Method

{insert contract description}

Reviewer			
Reference No.	Activity Reference No.	Category	Method
Signing Date	Completion Date	Review Type	Amount (US\$)
Market Approach	Procurement Process		Evaluation Options
Project Component		Loan/Credit No.	
Procurement Classification		Contract Amount (in Currency)	
Supplier Name	Country	Address	

Bids Received:

Name of bidders	Evaluate d Type	Applied for prequal/Init. Selection	Prequalified initially selected	Technic al Scores	Evaluatio n Scores	Evaluated Price

Selection Arrangement

Process Review

Aspect	Compliance	Deviation potentiall y requires legal remedy
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Completeness of procurement documentation (filing)

Findings and comments

Completeness in EPP (is the activity information in EPP complete and correct?)

Findings and comments

Pre-bid meeting (if Pre-bid meeting was conducted, were minutes circulated to all potential bidders)

Findings and comments

Appropriateness of post qualification and criteria

Findings and comments

Date of Procurement Notice Publication

Findings and comments

Advertising (Was the advertising sufficient i.e. in appropriate media and complete)

Findings and comments

Bidding Documents (adequacy and completeness of the instructions, Specifications, evaluation criteria and draft contract)

Findings and comments

Was the time allowed for submission of bids sufficient?

Findings and comments

Bid security records (were bids accompanied by appropriate securities, If required?)

Findings and comments

Was Abnormally Low bid (ALB) triggered?

Findings and comments

If ALB was triggered, was it correctly clarified and evaluated?

Findings and comments

If ALB was triggered, was ALB rejected

Findings and comments

Negotiations (if applicable, were they properly conducted and recorded

Findings and comments

Issuance of Notice of Intention to award contract (if applicable, was it properly handled?)

Findings and comments

Standstill period (if applicable, was it sufficient?)

Findings and comments

Was a Debriefing requested?

Findings and comments

If yes, was the debrief properly conducted and recorded?

Findings and comments

Publication of Contract Award

Findings and comments

Number of complaints received

Findings and comments

Were the complaints duly addressed?

Findings and comments

Is the complaints information complete and correct?

Findings and comments

Procurement Lead Time (days)

Findings and comments

Bid opening (was it properly conducted and recorded
through minutes

Findings and comments

Bid evaluation report (was it properly conducted and did

it the procurement documents)

Findings and comments

Is the summary of the BER correctly If not, add the missing bidder names and price

Findings and comments

Contract administration:

Aspect	Compliance	Deviation potentially required legal remedy

Contract document (is it properly prepared and consistent with the draft in procurement documents and the outcome of the bid evaluated?)

Findings and comments

Advance payment guarantee details and records (are they as per the contract

Findings and comments

Insurance (are they as per the contract)

Findings and comments

Performance security details and records (are they as per the contract

Findings and comments

Bill of lading, customs clearance, license and permits if required (are they as per contract)

Findings and comments

Inspection of supervision records and reports

Findings and comments

Contractual completion time

Findings and comments

Adequacy of acceptance inspection and testing

Findings and comments

Completeness of delivery documents

Findings and comments

Liquidated damages, details and enforcement for delays

Finding and comments

Amendments or contract modifications: number, amount, and %

Findings and comments

Cost overruns reasons and explanations

Findings and comments

Contractual disputes and resolution, if any

Findings and comments

Adjudication and arbitration

Findings and comments

Other:

Aspect	Compliance	Deviation potentially requires legal remedies
--------	------------	---

Indication of possible fraud or corruption

Findings and comments

Physical inspection

Findings and comments

Final cost compared to cost estimate

Findings and comments

Additional observations

Findings and comments

Deviation involving legal remedies (covering procurement and contract administration)

Findings and comments

Deviation not involving legal remedies (covering procurement and Contract administration)

Findings and comments

Overall compliance

Findings and comments

D5: Contracts Reviewed for Consulting Services Awarded using Quality and Cost-Based Selection Procurement Method

{insert contract description}

Reviewer			
Reference No.	Activity Reference No.	Category	Method
Signing Date	Completion Date	Review Type	Amount (US\$)
Market Approach	Procurement Process		Evaluation Options
Project Component		Loan/Credit No.	
Procurement Classification		Contract Amount (in Currency)	
Supplier Name	Country	Address	

Proposals Received:

Name of the firms	Evaluated Type	Submitted EOI	Short Listed	Proposals Submitted	Scores			Evaluated Price
					Tech	Fin	Comb	

Process Review:

Aspect	Compliance	Deviation potentially requires legal remedy
--------	------------	---

Terms of Reference (Adequate and complete)

Findings and comments

Date of Procurement Notice publication

Findings and comments

Was the time allowed for submission of EOI sufficient

Findings and comments

Response to Request for Expression of Interest

Findings and comments

Review of Request for Proposals (Adequacy and completeness instructions, TOR and conditions of contract. Was the criteria including the weight of technical and financial appropriate?)

Findings and comments

Was the shortlisted appropriate

Findings and comments

Was the time allowed for submission of proposals sufficient?

Findings and comments

Opening of Technical Proposals/Minutes

Findings and comments

Was the technical evaluation conducted in accordance with RFP

Findings and comments

Minutes of financial proposal opening

Findings and comments

Was the combined Evaluation Report conducted in accordance with the RFP

Findings and comments

Draft Negotiated Contract (were the negotiations properly conducted and recorded and is the contract consistent with the negotiations

Findings and comments

issuance of notice of intention to award contract (if applicable, was it properly handled?

Findings and comments

Standstill period (If applicable, was it sufficient)

Findings and comments

Was a debriefing requested?

Findings and comments

If yes, was the debriefing properly conducted and recorded?

Findings and comments

Number of complaints received

Findings and comments

Were complaints duly addressed?

Findings and comments

Is the complaints information recorded

Findings and comments

Publication of contract Award

Findings and comments

Procurement lead time (days)

Findings and comments

Completeness of procurement documentation (filing)

Findings and comments

Completeness in EPP (is the activity information in EPP complete and correct

Findings and comments

Contract Administration:

Aspect	Compliance	Deviation potentially requires legal remedy
--------	------------	---

Signed contract documents (is it properly prepared and consistent with the draft in procurement documents and the outcome of the proposal evaluation and negotiation)?

Findings and comments

Advance payment guarantees details and record (is guarantee provided as required in the contract? Is it valid for the required time?)

Findings and comments

Monitoring and reporting

Findings and comments

Changes of the key personnel, if any

Findings and comments

Planned contractual completion date

Findings and comments

Contractual completion time (if there is a time overrun, user to mention that in the comments)

Findings and comments

Output; final report acceptance

Findings and comments

Timeliness of payments

Findings and comments

Amendments or contract modification: number, amount and %

Findings and comments

Cost overrun reasons and explanation

Findings and comments

Contractual disputes and resolution, if any

Findings and comments

Adjudication and arbitration

Findings and comments

Others:

Aspect	Compliance	Deviation potentially requires legal remedy
--------	------------	---

Indication of possible fraud or corruption

Findings and comments

Involvement of beneficiaries or users

Findings and comments

Deviations involving legal remedies (covering procurement and and contract administration

Findings and comments

Deviations not involving legal remedies (covering procurement and contract administration

Findings and comments

Overall compliance

Findings and comments



Project Procurement and Financial Management (PPFM) Division

October 2026