



19 May 2020

To: Executive Directors

Through: Eugenie Zhukov
The Secretary 

From: Risa Zhijia Teng
Director General, PPFD 

Subject: **Business Opportunities Outreach Initiatives in 2020**

1. The COVID-19 outbreak prompts PPFD to adopt alternative digital options available and to continue Business Opportunities Seminars (BOS) uninterrupted. Against this backdrop, scheduled BOSs will be delivered as online conferences starting from August 2020, which also provides an opportunity to attract a larger number of participants. The regional BOS scheduled for September 2020 in Tashkent has been meanwhile deferred to 2021 and the exact date will be determined depending on the pandemic situation.
2. Online delivery of the BOS increases the representation of ADB speakers, offers flexibility for host organizations and participants, broadens the range of topics covered, and encourages a joint BOS with other multilateral development banks and institutions where feasible.
3. We shall be grateful if you could indicate whether any ADB members in your respective constituency are interested in collaborating with PPFD on organizing a virtual BOS in 2020. A summary note on virtual BOS is attached for your perusal.
4. You may submit expressions of interest with full contact details of interested host organizations by 15 June 2020 to Rustam Abdukayumov, Director, Procurement Division 2, PPFD (rabdukayumov@adb.org).
5. We would also like to inform you that PPFD will enhance the suite of business opportunities pages on www.adb.org by diversifying its content and creating a page highlighting COVID-19-specific business opportunities and will conduct a launch event in Q4 2020. Separate invitation to this event will be issued in due course.
6. Thank you.

cc: Alternate Executive Directors, Director's Advisors
Vice President (Administration and Corporate Management)
Director General, SPD; Representatives, ERO, JRO, NARO
Director General and Deputy Director General, CWRD; Country Director, URM
Principal Director, DOC
All PPFD Staff

ADB Virtual Business Opportunities Seminars – Summary Note

1. ADB undertakes business opportunities seminars (BOSs) in its members to improve the interest and ability of eligible suppliers to locate ADB business opportunities, prepare high-quality and responsive bids, and understand ADB's procurement and anticorruption procedures. BOSs normally comprise half-day or one-day events hosted by a national organization (e.g., chamber of commerce) and delivered by ADB staff. The audience is unrestricted and may comprise suppliers of goods, works, and services; nongovernment organizations; project sponsors; prospective cofinanciers; and others with an interest in ADB activities. The format is flexible, agreed with the local host organization in advance, and normally comprises a plenary session on doing business with ADB followed by focused discussions on specific topics and one-on-one meetings among participants and ADB staff.

2. BOSs in 2020 will be virtual. A virtual delivery format will allow increased participation by ADB speakers and greater flexibility in seminar design, including subregional seminars and joint seminars held with other multilateral development banks. PPF will support host organizations to plan and deliver an engaging virtual event using any desired videoconferencing platform, flexible around the practical realities of maintaining virtual audience engagement.

3. Duration and format. A virtual BOS may comprise a mix of both synchronous (i.e., livestream) and asynchronous (i.e., pre-recorded) content. Its synchronous content may be delivered over the course of one or more days, where a single session length should generally not exceed two hours to retain audience engagement. Session formats will generally consist of plenary presentations and/or panel discussions with ADB speakers on doing business with ADB, followed by one-on-one meetings or small-group clinics among ADB and participants to discuss specific areas of interest and specific considerations for seeking out opportunities.

4. **Content.** Presentations or panel discussions by ADB speakers will normally cover

- (i) a general introduction to ADB and ADB's operational activities;
- (ii) ADB's procurement framework and advice for identifying opportunities and preparing successful bids to deliver goods, works, and/or services; and
- (iii) specific business opportunities forthcoming within one or more portfolios, sectors, or thematic areas that are highlighted by the host organization as being of interest to the audience (e.g., energy, climate change, regional focus, nonsovereign operations focus).

Other content that can also be included on request includes

- (i) ADB as a cofinancing partner and considerations for cofinancing projects with ADB;
- (ii) ADB's anticorruption, safeguards, and/or complaint handling procedures;
- (iii) ADB's research and knowledge products; and/or
- (iv) navigating and identifying opportunities on ADB's website.

5. The one-on-one meetings or small-group clinics are typically short, targeted interactions of 5 to 10 minutes each, with the goal of ensuring that participants have the opportunity to speak directly with ADB staff on topics relevant to their engagement on ADB-financed opportunities.

6. **Arrangements.** BOS requests originate from interested host organizations such as chambers of commerce, consulting or contractor associations, industry federations, and ministries of trade or foreign affairs, and are generally routed to PPF through the respective constituency office of the ADB Board of Directors. ADB will provide its staff resource speakers and seminar materials. Host organizers are responsible for all local arrangements (advertisement, invitations, videoconferencing equipment, and secretarial assistance). Participants are responsible for any costs they incur to participate in the event.