### **Curriculum Vitae (CV) for Proposed Key Professional**

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| Name of the Consultant |  |
| **RFP IDENTIFICATION NO:** |  |
| Name of the Client |  |

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| 1 | PROPOSED POSITION FOR  THIS PROJECT | *[From the Terms of Reference, state the position which the Consultant will be engaged. Only one candidate shall be nominated for each position]* | | | | |
| 2 | NAME OF STAFF | *[state full name]* | | | | |
| 3 | DATE OF BIRTH |  | | | | |
| 4 | NATIONALITY |  | | | | |
| 5 | MEMBERSHIP IN PROFESSIONAL  SOCIETIES | *[state rank and name of society and year of attaining that rank]* | | | | |
| 6 | EDUCATION: | *[list all the colleges/universities which the consultant attended, stating degrees obtained, and dates, and list any other specialised education of the consultant]* | | | | |
| 7 | OTHER TRAINING | *[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant]* | | | | |
| 8 | LANGUAGES & DEGREE OF  PROFICIENCY | Language | | Speaking | Reading | Writing |
| *e.g. English* | | *Fluent* | *Excellent* | *Excellent* |
| 9 | COUNTRIES OF WORK EXPERIENCE |  | | | | |
| 10 | EMPLOYMENT RECORD  *[starting with position list in reverse order* ***every employment held and state the start and end dates of each employment]*** | *[The Consultant should clearly* *distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm]*  *[The Consultant should clearly indicate the Position held and give a brief description of the duties in which the Consultant was involved]* | | | | |
|  | EMPLOYER 1 | | FROM:  *[e.g. January 1999]* | | TO:  *[e.g. December 2001* | |
|  | EMPLOYER 2 | | FROM: | | TO: | |
|  | EMPLOYER 3 | | FROM: | | TO: | |
|  | EMPLOYER 4  (etc) | | FROM: | | TO: | |
| 11 | WORK UNDERTAKEN THAT BEST ILLUSTRATES YOUR CAPABILITY TO HANDLE THIS ASSIGNMENT | *[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held]* | | | | |
| 12 | COMPUTER SKILLS | *[give details of knowledge and skills]* | | | | |

CERTIFICATION *[do not amend this certification]*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before submission of this Proposal, (ii) I have not offered my CV to be proposed by a Firm other than this Consultant for this assignment and, (iii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I also understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

I have been employed by [*name of the Consultant*] continuously for the last twelve (12) months as regular full time staff. Indicate “Yes” or “No” in the boxes below:

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|  |  |  | **YES** |  |  |  | **NO** |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Signature |  |
| Date of Signing | Day / Month / Year |