

**Appendix 1: Format for submitting CV**

**CURRICULUM VITAE (CV) FOR INDIVIDUAL CONSULTANT**

1. Name of Expert [Insert full name]: \_\_\_\_\_

2. Name of Firm [Insert name of firm proposing the expert, if applicable]:

\_\_\_\_\_

3. Contact Details:

Current Residential Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_

5. Education [Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment]:

\_\_\_\_\_

6. Membership of Professional Associations:

\_\_\_\_\_

7. Other Trainings [Indicate significant training since degrees under 5 – Education were obtained]:

\_\_\_\_\_

8. Countries of Work Experience: [List countries where expert has worked in the last ten years]:

\_\_\_\_\_

9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

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10. Employment Record [Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

*NOTE: Maximum of 5 pages.*

11. Detailed Tasks Assigned [List all tasks to be performed under this assignment]

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12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed under point 11.]

Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

13. Certification:

I, the undersigned, certify to the best of my knowledge and belief

i. This CV correctly describes my qualifications and my experience

Yes No

ii. I am a full-time employee of the Consultant

iii. I am employed by the Executing or the Implementing Agency

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

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Signature of expert (Day/Month/Year)

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Date (Day/Month/Year)