

3. Guideline for the Completion

Curriculum Vitae (CV) for Proposed Professional Staff within the Firm/NGO

The CV that shall be attached to the tender should be detailed enough and it must also contain the following basic information to facilitate proper technical evaluation.

1. **Proposed Position** *[only one candidate shall be nominated for each position]:* _____
2. **Name of Individual** *[Insert name of firm proposing the staff]:* _____

3. **Name of Staff** *[Insert full name]:* _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** *[Indicate college/university and other specialised education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

6. **Membership of Professional Associations:** _____

7. **Other Training:** *[Indicate significant training since degrees under 5 - Education were obtained]:*

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

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

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

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

