

**FORMAT OF CURRICULUM VITAE (CV) FOR  
PROPOSED KEY PROFESSIONAL STAFF**

Proposed Position:

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Name of Consultant:

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Name of Staff:

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Profession:

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Date of Birth:

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Years with Firm/Entity: \_\_\_\_\_ Nationality:

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Membership in Professional Societies:

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**Detailed Tasks Assigned:**

*[List all tasks to be performed under this assignment]*

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**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]*

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**Education:**

*[Summarize college/university and other specialization of staff member, giving names of schools, dates attended, and degrees obtained.](Copy of the degree/PG certificate shall be attached)*

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**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in the years mentioned in RFP, also give types of activities performed and Client references, where appropriate.] (copy of Experience certificate shall be attached)*

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<b>Name of assignment 1:</b>	
<b>Year:</b>	
<b>Positions Held:</b>	
<b>Name of employing organization</b>	
<b>Client:</b>	
<b>Project's Main Feature:</b>	
<b>Project Cost</b>	
<b>Activity Performed :</b>	
<b>Contact information for references</b>	

<b>Name of assignment 2:</b>	
<b>Year:</b>	
<b>Positions Held:</b>	
<b>Name of employing organization</b>	
<b>Client:</b>	
<b>Project's Main Feature:</b>	
<b>Project Cost</b>	
<b>Activity Performed :</b>	
<b>Contact information for references</b>	

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

I, the undersigned further certify that I am willing to carry out this assignment and I confirm my availability to this assignment, if assignment is awarded to our firm.

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

**Full name of staff member & Signature:**

**Date:**

**Place:**

**Full name of the Consultant and Signature of Authorized Signatory**

**Date:**

**Place:**