

*{FORMAT FOR}* **CURRICULUM VITAE (CV)***{Notes shown in brackets { } in italic should not appear on the final document to be submitted}*

<b>Position /Title</b>	<b>Subject Specialist</b>
<b>Name of Consultant:</b>	<i>{Insert full name}</i> .....
<b>Date of Birth:</b>	<i>{day/month/year}</i> .....
<b>Country of Citizenship/Residence</b>	

**Education:** *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

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**Employment record relevant to the assignment:** *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, Contract amount, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
<i>{e.g., May 2012-present}</i>	<i>{e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Abc, director general}</i>		
<i>{e.g., From Jan 2010 to May 2012}</i>			

**Membership in Professional Associations and Publications:**


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**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

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**Adequacy for the Assignment:**

<b>Detailed Tasks to be Assigned on Consultant by the Employer:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks (Should be completed by the consultant)</b>
Experience in consulting medium to large scale software projects in public/ private organizations in a BA role	
Experience in system requirement elicitation & business process modelling	
Experience in solution design, delivery management and facilitation of workshops	
Experience in working with software estimation techniques	

**Expected remuneration and other charges: (Should be completed by the consultant)**

<b>Cost Component</b>	<b>Unit</b>	<b>Unit Price (Excluding VAT)</b>
Hourly Rate	Hour	.....

**Consultant's contact information:** (e-mail ....., phone.....)**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

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Name of Consultant:

Signature:

Date: {Day/Month/Year}