

***{FORMAT FOR}* CURRICULUM VITAE (CV)**

{Notes shown in brackets { } in italic should not appear on the final document to be submitted}

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

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

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.}*

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

Membership in Professional Associations and Publications:

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

Adequacy for the Assignment:

Detailed Tasks to be Assigned on Consultant by the Employer:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks (Should be completed by the consultant)
Experience in similar assignments as an individual consultant	
Experience in business requirement analysis on business process automation.	
Experience of working with government organizations in consultation	

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

Cost Component	Unit	Amount
Consultant to study, identify, analyze, improve and record document manage process requirements of Parliament in general and process requirements of the Hansard Department and Table Office of Parliament of Sri Lanka.	N/A

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.

{Day/ Month/ Year}

Name of Consultant

Signature

Date