

Curriculum Vitae (CV) Format

Individual Consultant (Full Time) for the Digital Libraries Project (ICTA/GOSL/CON/IC/2017/22)

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

Position /Title	Individual Consultant for the Digital Libraries Project
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.Abbbbb, Director General}</i>		
<i>{e.g., From Jan 2010 to May 2012}</i>			

Memberships in Professional Associations and Publications:

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

Adequacy for the Assignment:

Detailed Tasks Assigned to the Consultant:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
Study project documents and be familiarize with the Project and Project outputs and Outcomes	
Situation Assessment: Study the current status of the library management process and identify the existing gaps.	
Plan, design and implement the change management process.	
Introduce the Integrated Library Management System and facilitate the process improvement in order to enhance the service quality and efficiency	
Gather training requirements of the system users, design and conduct capacity development programmes in order to disseminate the knowledge and motivate staff to use and promote the system	
Conduct training evaluation	
Monitor the implementation process and prepare quarterly progress report.	

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