

{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}*

Academic

Degree / Masters	University / Institute Name	Date of completion

Professional

Title of course / certification	University / Institute Name	Date of completion

Membership in Professional bodies/ Associations:

Employment record relevant to the assignment: *{Starting with present position, list in reverse order. Please provide period, name of employing organization, titles of positions held, Contract amount(if applicable), Location, Types of activities performed 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	Contract amount	Location	Assignments/ projects handled and Types of activities performed	Contact info
<i>{e.g., May 2012-present}</i>	<i>{e.g., Ministry of, advisor/consultant to...}</i>			<i>{e.g., Project, Activities</i> }	<i>For references: Tel...../e-mail.....; Mr. Abc, director general}</i>
<i>{e.g., From Jan 2010 to May 2012}</i>					

Experience in facilitating and conducting workshops / awareness trainings

Workshop / Training	Date	Details
		<i>{e.g., No of participants, Type of audience (Top management/ Middle management/ entry level staff etc.)}</i>

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

Language	Spoken	Written
English	average/ excellent	
Sinhala		

Adequacy for the Assignment:

Type of work experience / skills preferred by employer	Reference to prior work/assignments that best illustrates capability to handle the assigned tasks (Should be completed by the consultant)
Conduct Risk Assessments or identify applicable risks and mitigation actions	
Experience in Information security implementation or Audits	
Experience in designing IT Governance frameworks, policies, procedures and guidelines	
Experience in Network infrastructure/ cloud solutions	

Expected remuneration and other charges:
(Column (3) and (4) to be completed by the consultant)

With the assumption of maximum of 100 person days for the overall work and 8 working hours per day

Cost Component	Unit (1)	No of Units (2)	Unit Cost (LKR) (Excluding VAT) (3)	Total Cost (LKR) (Excluding VAT) (4) = (2) X (3)
Formulating LGN2.0 Governance Policies & Procedures	Hours	100 person days X 8 person hours = 800 person hours

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.

Name of Consultant:

Signature:

Date: {Day/Month/Year}