

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

Individual Consultant to Carry out Information and Service Classification for preparing Data Sharing Policy for Department of Agriculture

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

Position /Title	
Name of Consultant:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
Country of Citizenship/Residence	
Contact address	
Contact number	
Email address	

Education qualifications:

Institution (Date from – Date to):	Degree(s) or Diploma(s) obtained:

Language skills (1 = excellent; 5 = basic):

Language	Reading	Speaking	Writing
		mother tongue	

Membership of professional bodies:

- 1.
- 2.

Consultancy experience (Experience as a consultant in consultancy assignments/ Experience as a key consultant in assignments of similar magnitude/ Experience as a consultant in assignments of similar nature):

{Please list all the related assignments engaged, Contract amounts and location of the assignments, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment/consultancies that are not relevant to the assignment do not need to be included.}

Period	Assignments engaged	Country	Summary of activities performed relevant to the Assignment <i>{Adequate details shall be provided to evaluate the involvement}</i>
<i>{e.g., May 2012-present}</i>			
<i>{e.g., From Jan 2010 to May 2012}</i>			

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

Cost Component	Hourly rate
Individual Consultant to Carry out Information and Service Classification for Preparing Data Sharing Policy for Department of Agriculture	

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

Time sheet

Date	Time From	Time To	Work performed	Location (ICTA/RDD/Home)