

***{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	
Contact address	
Contact number	
Email address	

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

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

Language skills: Indicate only languages in which you can work (1 = excellent; 5 = basic):

Language	Reading	Speaking	Writing
		mother tongue	

Membership of professional bodies:

- 1.
- 2.

Employment record relevant to the assignment:

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):

{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>{Adequate details shall be provided to evaluate the involvement}</i>
<i>{e.g., May 2012-present}</i>	<i>{e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr.....,</i>		
<i>{e.g., From Jan 2010 to May 2012}</i>			

Expected remuneration and other charges (including air fare, accommodation, etc.):
(Should be completed by the consultant)

Cost Component	Amount
International Consultant to conduct a five day training of trainers (ToT) program to enhance practical evaluation capacity of staff of line ministries and other relevant government organizations in Sri Lanka.	

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