**CURRICULUM VITAE (CV)**

**Individual Consultant, Provincial Coordinator – (Full time) ICTA/GOSL/CON/IC/2020/03**

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

1. ***Identity***

|  |  |
| --- | --- |
| **Position /Title/Consultancy** | **Provincial Coordinators**  |
| **Name of Consultant:**  | *{Insert full name}* |
| **Date of Birth:** | *{day/month/year}* |
| **Address** |  |
| **ID Number** |  |
| **Province**  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Name of the University/Institution | Title of the Qualification  | Duration of Study |
| From  | To  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Experience 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.}*

***03.01 –Summary of Assignments***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Name of the Organisation | Nature of the Assignment | Your Title/position  | Duration of Study |
| From  | To  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*3.2 –* ***Adequacy for the Assignment:***

|  |  |  |
| --- | --- | --- |
| **S/N** | **Detailed Tasks Assigned on Consultant:**  | **Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks** |
|  |  |  |
|  |  |  |
|  |  |  |

(Please elaborate your contribution in the each assignment given in the 6.1 above)

**04. Membership in Professional Associations and Publications:**

**i.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ii.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**iii.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**iv. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Language**  | **Highest qualification you have**  | **Reading**  | **Writing**  | **Comprehension**  | **Speaking**  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**(F)-Fluent , (G) –Good,**

**6. Expected Fees and other charges by the consultant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Component** | **Monthly Rate**  | **Number of Months** | **Total**  **(LKR)** |
| 6.1 - Consultant fee  |  | 12 |  |
| 6.2 - Other charges  |  | 12 |  |
|  | Total |  |

Expenses on official traveling will be paid/reimbursed therefore traveling expenses **SHOULD NOT** include in 6.1 or in 6.2.

**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