

CURRICULUM VITAE (CV)

Individual Consultant – (Full time) LK-ICTA-241518-CS-INDV

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

01. Identity

Position /Title/Consultancy	Consultant
Name of Consultant:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
Address	
ID Number	
Contact Number	
Email Address	

02. 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

03. 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 Organization	Nature of the Assignment	Your Title/position	Duration of work	
				From	To

(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	Reading	Writing	Comprehension	Speaking
English				
Sinhala				
Tamil				

(F)-Fluent, (G) –Good,

6. Expected Fees and other charges by the consultant

Cost Component	Monthly Rate	Number of Months	Total for twelve months (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.

.....
Name of Consultant

.....
Signature

Date {day/month/year}