

CURRICULUM VITAE (CV)

Employment of Individual Consultant (Business Analyst) for Health Information & Quality Improvement Project - Contract No: ICTA/GOSL/CON/IC/2023/01

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

1.

Position /Title/Consultancy	Employment of Individual Consultant (Business Analyst) for Health Information & Quality Improvement Project
Name of Consultant:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
Address	
ID Number	
Country of Citizenship/Residence	

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

3. **Employment 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.}*

No	Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
1				
2				
3				
4				

4. **Membership in Professional Associations and Publications (if any):**

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

Language	Poor	Average	Better
Sinhala			
Tamil			
English			

6. Adequacy for the Assignment (please use extra pages with the reference)

Explain the past project experiences (similar capacity). *Indicate the following information for those assignments that best illustrate Consultant capability to handle the tasks listed. (You are required to explain at least 2 projects).*

No	Requirements	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks (short description)
1	Brief description of the Project/Client/ Duration	
2	Position held and year of experience	
3	Use of technology/tools for documentation	
4	Experience of cloud-based product development practices and the entire software development lifecycle (SDLC)	
5	Experience in writing documentation such as System Requirement Specifications, reports and procedural materials for multiple audiences	
6	Proficiency in project/Agile management tools (JIRA, Redmine, etc.)	
7	Experience in government projects	

Expected Consultancy Fee

Duration of the Assignment: 12 Months (Approximately 960 Hours; 20 Hours x 4 Weeks x 12 Months)

Cost Component	Unit	Fee for an hour Excluding VAT (LKR)
Hourly Consultancy Fee (all inclusive)	Hour	

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