# Annex 3. Curriculum Vitae (CV) for Proposed

**Professional Personnel**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Proposed Position | [only one candidate shall be nominated for each position] | | | | | | | |
| 1. Name of Firm | [Insert name of firm proposing the staff] | | | | | | | |
| 1. Name of Personnel | [Insert full name] | | | | | | | |
| 1. Date of Birth | [Insert birth date] | | | |
| 1. Email | [Insert Email] | | | |
| 1. Phone Number | [Insert Phone Number] | | | |
| 1. Nationality | [Insert nationality] | | | |  | |  | |
| 1. Education | [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment] | | | | | | | |
| 1. Membership in Professional Associations |  | | | | | | | |
| 1. Other Training | [Indicate appropriate postgraduate and other training] | | | | | | | |
| 1. Countries of Work Experience | [List countries where staff has worked in the last ten years] | | | | | | | |
| 1. Languages | [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing] | | | | | | | |
|  | Language | Speaking | | | | Reading | | Writing |
|  |  |  | | | |  | |  |
| 1. Employment Record | [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.] | | | | | | | |
|  | From [year]: | | To [year]: | | | | | |
|  | Employer: | | | | | | | |
|  | Position(s) held: | | | | | | | |
| 1. Detailed Tasks Assigned | [List all tasks to be performed under this assignment] | | | | | | | |
| 1. Work undertaken that best illustrates capability to handle the tasks assigned: | [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed in Annex 1.] | | | | | | | |
|  | Name of assignment or project: | | |  | | | | |
|  | Year: | | |  | | | | |
|  | Location: | | |  | | | | |
|  | Client: | | |  | | | | |
|  | Main project features: | | |  | | | | |
|  | Position held: | | |  | | | | |
|  | Activities performed: | | |  | | | | |

1. References:

[List at least three individual references with substantial knowledge of the person’s work. Include each reference’s name, title, phone and e-mail contact information.] [The MCA Entity reserves the right to contact other sources as well as to check references, in particular for performance on any relevant MCC-funded projects.]

1. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate with the **[Bidder]** in the above-mentioned Request for Quotation. I further declare that I am able and willing to work:

1. for the period(s) foreseen in the specific Terms of Reference attached to the above referenced Request for Quotation for the position for which my CV has been included in the offer of the Bidder and
2. within the implementation period of the specific contract.

|  |  |  |
| --- | --- | --- |
| Signature of Professional Personnel |  | |
| If this form has NOT been signed by the Professional Personnel, then in signing below the authorized representative of the Bidder is making the following declaration.  “In due consideration of my signing herewith below, if the Professional Personnel has NOT signed this CV then I declare that the facts contained therein are, to the best of my knowledge and belief, a true and fair statement AND THAT I confirm that I have approached the said Professional Personnel and obtained his assurance that he will maintain his availability for this assignment if the Contract is agreed within the Proposal validity period provided for in the RFQ.” | | |
| Signature of Authorized Representative of the Bidder | |  | |