Form D: Format for Resume of Key Personnel

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Please carefully read the Personnel Requirements set out in EOI. Ensure that personnel provide ALL of the information requested in these guidelines. CVs should consist of a maximum of 3 pages.

|  |  |
| --- | --- |
| Position | [Insert] INDICATE IF “RELIEF” OR NOT |
| Name of Personnel | [Insert] |
| Title: | [Insert] |
| Years with Firm | [Insert] |
| Nationality | [Insert] |
| Language proficiency | * [Insert] Language skills in response to the required qualifications |
| Education/ Qualifications | * Technical qualifications in response to the required qualificationsW * [Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.] |
| Professional certifications | * [List of applicable certifications/ courses, relevant military, civilian and managerial experience in response to the required qualifications   Provide details of professional certifications relevant to the scope of services]   * Name of institution: [Insert] * Date of certification: [Insert]   relevant certifications must be uploaded together with the CV. |
| Employment Record/ Experience | * Experience   [Starting with present position, list in reverse order, every employment held. List all positions held by personnel since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in the last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.] |
| References | Provide names, addresses, phone and email contact information for two (2) references:  Reference 1:  Reference 2: |

I, the undersigned, certify to the best of my knowledge and belief, this bio-date is accurate.

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Signature of Personnel (individual) or firm representative Date (Day/Month/Year)