**Form I: Format for Resume of Proposed Key Personnel**

RFP reference no: RFP/2023/46910

Name of Offeror: [insert name of Offeror]

|  |  |
| --- | --- |
| **Position** | [Insert] |
| **Name of Personnel** | [Insert] |
| **Title** | [Insert] |
| **Years with firm** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency** | [Insert] |
| **Education/ Qualifications** | [Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.] |
| **Professional certifications** | [Provide details of professional certifications relevant to the scope of services]  ● Name of institution: [Insert]  ● Date of certification: [Insert] |
| **Employment Record/ 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 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)