***Please complete CV in accordance with this CV Template for each proposed person. The template includes text boxes and checkboxes. The template shall be filled in by writing in the grey text boxes.***

# Format of Curriculum Vitae (CV) for Proposed Consultant (individual)

|  |
| --- |
| Name of Firm: |
|  |
| Name of Consultant: |
|  |
| Profession: |
|  |
| Date of Birth: |
|  |
| Years with Firm/Entity: |
|  |
| Nationality: |
|  |
| Duty Station: |
|  |
| Subdivision in tender: |
|  |

# CONSULTANT**:**

*[Indicate level of Consultant]*

* **Level 1**  **Level 2**

# LANGUAGE SKILLS

|  |
| --- |
| ***Account the person’s language skills in English according to the attached language level definition:*** |
| |  |  | | --- | --- | | Level: |  | |

# EDUCATION

***Account for the person´s education by filling in the grey text boxes below. The listings below shall include education centre, scope of studies, time period and degree. If the person has not attended any relevant educational centre (university and/or college) the fields should be left blank.***

Academic Education (University/College)

University/College Education Time period Degree

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Vocational training

Educational facility Education Time period Degree

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# WORK EXPERIENCE

***Account briefly for the work experience of the person by filling in the grey marked checkboxes and text boxes. The account shall include employer/assignment, work tasks, time period and a brief description of the main achievements of the employment/assignment. Maximum five employments and/or assignment should be included.***

|  |
| --- |
| ***Account for the total years of the person’s professional experience relevant to the services being tendered for:*** |
| |  |  | | --- | --- | | Years: |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Account for the services relevant to the sub-division being tendered for that the consultant can provide:***   |  |  | | --- | --- | | Financial audits |  | | Procurement audits |  | | Internal Control Audits |  | | Spot check audits |  | | Expenditure verification audits |  | | Investigative audits |  | | Consultancy reviews |  | | Capacity building & trainings |  | | Forensic audits |  | |
|  |

Employments/Assignments

Employer/ Assignment Title/Role Time period(Start to End) Tasks/Achievements

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**REFERENCE FOR ASSIGNMENT**

The description must state the following:

* *The assignment relates to the relevant field*
* *Scope of the project*
* *Performance period*
* *If the assignment has been finalised (including information of finalisation)*
* *Output or result of the assignment*

The following is a specification of an assignment performed by

|  |  |
| --- | --- |
| Name of person |  |
|  |  |

Specification of the assignment

|  |
| --- |
|  |

Contact information for the reference must be entered below:

|  |  |
| --- | --- |
| Company/organisation |  |
| Contact person |  |
| Telephone number |  |
| E-mail address |  |

|  |
| --- |
|  |

Contact information for the reference must be entered below:

|  |  |
| --- | --- |
| Company/organisation |  |
| Contact person |  |
| Telephone number |  |
| E-mail address |  |

*The Embassy reserves the right to contact the above reference(s).*