

# **Expression of Interest (EOI)**



## **Consultancy Services for the Procurement of Vocational & Skill Development Training Implementation**

**Method of Consulting Service: National**

**EOI No: VSDTA-CS-VST-01-2080/81**

**Office Name: Vocational and Skill Development Training Academy**

**Office Address: Itahari, Sunsari**

**Issued on: 5<sup>th</sup> October 2023 (18<sup>th</sup> Asoj 2080)**

**Financing Agency: Government of Nepal**

***Standard EOI Document***

**Abbreviations**

CV	: Curriculum Vitae
DO	: Development Partner
EA	: Executive Agency
EOI	: Expression of Interest
GON	: Government of Nepal
PAN	: Permanent Account Number
PPA	: Public Procurement Act
PPR	: Public Procurement Regulation
TOR	: Terms of Reference
TTP	: Technical Training Provider
VAT	: Value Added Tax
VSDTA	: Vocational and Skill Development Training Academy
CTEVT	: Council for Technical Education and Vocational Training

**Standard EOI Document**

**Contents**

A. Request for Expression of Interest.....1

B. Instructions for submission of Expression of Interest .....3

c. Terms of Reference (TOR).....4

D. Evaluation of Consultant’s EOI Application .....7

EOI Forms & Formats .....9

1. Letter of Application .....10

2. Applicant’s Information Form .....12

Form 3: Key Experts (Include details of Key Experts only) .....13

Form 4 : Experience.....14

Form 5: Capacity.....17

## Standard EOI Document

### A. Request for Expression of Interest

Government of Nepal  
Ministry of Labour, Employment and Social Security  
**Vocational and Skill Development Training Academy**  
Itahari, Sunsari

**Request for Expression of Interest**  
**First Publication Date: 5<sup>th</sup> October 2023 (18<sup>th</sup> Asoj 2080)**

Tender No.: VSDTA-CS-VST-01-2080/81

Name of Project: Consultancy Services for the Procurement of Vocational & Skill Development Training Implementation

1. Government of Nepal (GoN) has allocated fund **toward the cost of Vocational Skills Training** and intends to apply a portion of this **fund** to eligible payments under the Contract for which this Expression of Interest is invited for **National Consulting Services**.
2. The Vocational and Skill Development Training Academy (VSDTA), Itahari, Sunsari, now invites Expressions of Interest (EOI) from eligible, experienced, and competent private sector training and employment service provider/s or consulting firms (“consultant”) having registered and updated certificate from company registrar's office, 7 years of working experience, VAT registration certificate and tax clearance certificate of FY 2079/80 to provide the following consulting services for delivering vocational training. The training should assure the standards as provisioned by curriculum. EOI has been announced for the 14 occupations as mentioned in TOR.

Occupations:

Package	Occupations/Trade	Number of Trainees	Training Duration (hrs)	Average Turnover (Million)
VSDTA-CS-PLU-01-2080/81-1	Plumbing (Basic)	60	390	2.2
VSDTA-CS-BEA-01-2080/81-2	Beautician (Basic)	60	390	2.2
VSDTA-CS-BUE-01-2080/81-3	Building Electrician (Basic)	80	390	3.0
VSDTA-CS-COO-01-2080/81-4	Cook	80	160	3.0
VSDTA-CS-ADT-01-2080/81-5	Advance Tailoring	120	195	4.5
VSDTA-CS-COP-01-2080/81-6	Computer Operator	40	220	1.6
VSDTA-CS-MOM-01-2080/81-7	Motorcycle Mechanics	100	390	3.0
VSDTA-CS-MOB-01-2080/81-8	Mobile Repair	200	390	7.5
VSDTA-CS-MAS-01-2080/81-9	Mason	100	390	3.8
VSDTA-CS-MON-01-2080/81-10	Montessori	80	390	3.0
VSDTA-CS-EMB-01-2080/81-11	Embroidery	100	390	3.8
VSDTA-CS-COH-01-2080/81-12	Computer Hardware	100	390	3.8
VSDTA-CS-BAK-01-2080/81-13	Baker	100	390	3.8
VSDTA-CS-FAD-01-2080/81-14	Fashion Design	100	390	3.8
<b>Total</b>		<b>1340</b>		

3. Additional Entrepreneurship development training of 15 hours should be provided to the trainees.
4. Interested eligible consultants may obtain further information and EOI document including Terms of References (TOR), free of cost from the VSDTA, Itahari, Sunsari website i.e. <https://vsdtaitahari.gov.np> before 3<sup>rd</sup> Kartik 2080 (20<sup>th</sup> October 2023) or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp).
5. The last date of submission is 3<sup>rd</sup> Kartik 2080 (20<sup>th</sup> October 2023), 12:00 PM.
6. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or in case the last date of obtaining and submission of the EOI document happens to be a holiday, the next

## **Standard EOI Document**

working day will be deemed as the due date but the time will be the same as stipulated.

7. EOI will be assessed based on ***Qualification 30 %, Experience 60 % and Capacity 10 %*** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60 (sixty) percent.
9. VSDTA, Itahari, Sunsari will select a minimum of 3 (three) to a maximum of 6 (six) consultants per occupational package based on the ranking method.
10. Curriculum will be as use VSDTA, Bhainsepaty/FEB and CTEVT prescribe by VSDTA, Itahari, Sunsari.

## Standard EOI Document

### B. Instructions for submission of Expression of Interest

1. Expression of Interest shall be submitted by **a sole firm and no joint venture of consulting firms are allowed.**
2. Interested TTPS must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible consulting firm/ company/ organization.
4. The assignment has been scheduled for until the end of Baisakh 2081. The expected date of commencement of the assignment is after 2.5 months of the notice publication date.
5. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - *EOI Form: Letter of Application (Form 1)*
    - *EOI Form: Applicant's Information (Form 2)*
    - *EOI Form: Key Experts List (form 3).*
    - *EOI Form: Work Experience Details (Form 4(A), 4(B) &4(C))*
    - *EOI Form: Capacity Details (Form 5 (Form 5(A) & 5(B))*
6. Applicants may submit additional information with their application, but short listing will be based on the evaluation of information requested and included in the formats provided in the EOI document.
7. The Expression of Interest (EOI) document must be duly completed and submitted through e- GP system by using the forms and instructions provided by the system.
8. The completed EOI document must be submitted on or before the date and address mentioned in the **“Request for Expression of Interest”**. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.
9. Prescribed sequence while submitting additional documents:
  - i) Mandatory Documents
  - ii) Past Experiences
  - iii) Office Setup, classroom and lab photos
  - iv) Tools and equipment lists
  - v) Experts CV and documents

## Standard EOI Document

### Terms of Reference (TOR)

#### 1. Background

1.1 Nepal needs to develop skilled manpower in different sector for the development of the country so for fulfilling the needs of people and to enhance the capacity of the people Nepal government has its plan to provide skill training to needy people in the fiscal year 2080-81 through Vocational and Skill Development Training Academy, Itahari, Sunsari.

Occupations:

Package	Occupations/Trade	Number of Trainees	Training Duration (hrs)	Average Turnover (Million)
VSDTA-CS-PLU-01-2080/81-1	Plumbing (Basic)	60	390	2.2
VSDTA-CS-BEA-01-2080/81-2	Beautician (Basic)	60	390	2.2
VSDTA-CS-BUE-01-2080/81-3	Building Electrician (Basic)	80	390	3.0
VSDTA-CS-COO-01-2080/81-4	Cook	80	160	3.0
VSDTA-CS-ADT-01-2080/81-5	Advance Tailoring	120	195	4.5
VSDTA-CS-COP-01-2080/81-6	Computer Operator	60	220	2.2
VSDTA-CS-MOM-01-2080/81-7	Motorcycle Mechanics	100	390	3.0
VSDTA-CS-EMR-01-2080/81-8	Mobile Repair	200	390	7.5
VSDTA-CS-MAS-01-2080/81-9	Mason	100	390	3.8
VSDTA-CS-MON-01-2080/81-10	Montessori	80	390	3.0
VSDTA-CS-EMB-01-2080/81-11	Embroidery	100	390	3.8
VSDTA-CS-COH-01-2080/81-12	Computer Hardware	100	390	3.8
VSDTA-CS-BAK-01-2080/81-13	Baker	100	390	3.8
VSDTA-CS-FAD-01-2080/81-14	Fashion Design	100	390	3.8
<b>Total</b>		<b>1340</b>		

1.2 VSDTA, Itahari, Sunsari has plans to deliver basic and advanced vocational training to at least **1340** trainees within the fiscal year 2080/081. Trainees numbers may be increased or decreased based on available resources.

1.3 Additional Entrepreneurship development training of 15 hours should be provided to the trainees.

1.4 In order to accomplish the approved programs, VSDTA, Itahari, Sunsari aims to conduct training programs through Technical Training Provider Companies/ Firms and wants to make TTPs more responsible to facilitate trained youths in gainful employment opportunities.

1.5 The Technical Training Providers will be selected based on quality and cost-based selection (QCBS) in accordance with the PPMO Procurement Guidelines.



## **Standard EOI Document**

1.6 These TORs provide guidelines to aspire TTPs about the scope of work and deliverables.

### **2. Scope of Work**

2.1 The main objective of the Consulting Service is to deliver quality skill training services for the targeted beneficiaries following the approved curricula.

2.2 The TTPs are responsible to conduct training programs in abovesaid trades/occupations at different locations as assigned by VSDTA, Itahari, Sunsari.

2.3 The training period should be specified by the prescribed curriculum.

2.4 The TTPs will establish a reliable internal monitoring and supervision mechanism during the training delivery period. VSDTA, Itahari, Sunsari will conduct regular monitoring of training activities.

2.5 The training being provided by TTPs need to assure the standards as provisioned by curriculum.

2.6 The service contract period may vary from occupation to occupation and should be accomplished within the agreed time period.

2.7 The average turnover of the last three fiscal years should be complied with above mentioned turnover (VSDTA, Itahari, Sunsari can verify from IRD).

### **Conditions**

3.1 The related Consulting firm/training organization should have been registered to the company Registrar Office of the government and have a minimum of 7 years' experience with a minimum of 3 years of training implementation experience. Experience will be counted from FY 2073/074 to FY 2079/080 only.

3.2 A company/firm/organization can submit EOI in maximum 3 (Three) packages for maximum 2 (Two) hundred trainees only.

3.3 All submitted documents should be notarized.

3.4 Training locations will be as prescribed by VSDTA, Itahari, Sunsari.

3.5 VSDTA, Itahari, Sunsari reserves the right to accept or reject the EOI application with or without mentioning any reason.

3.6 VSDTA, Itahari, Sunsari may conduct the onsite visit of the training center of the EOI submitting firm/company/organization.

3.7 The organization must be affiliated with CTEVT for the proposed occupations.

3.8 The organization should have the necessary physical infrastructure within working district of VSDTA, Itahari (office building with location map, Classroom -10 m<sup>2</sup>, workshop - 30 m<sup>2</sup> for one group of trainees and required tools, equipment, and training materials for the training). The tools and equipment list, photos of store, training facilities and office space should be submitted along with EOI.

**Standard EOI Document**

3.9 The training organization should have at least one main trainer and one assistant trainer with the required qualification and experience for proposed each group of 20 trainees.

3.10 Biodata and academic documents (if from Foreign Educational Institutions; should be Equivalent to Nepal Government) and other supporting documents should be attached with the bio data or curriculum vitae.

Qualifications for the instructors will be as follows:

S. No.	Position	Minimum Qualification
1.	Main Trainer*	Bachelor's degree/Diploma in related discipline/Level III with TOT and at least 5 years experience.
2.	Co-trainer*	Diploma level/Level III/ TSLC/Level II with TOT and 3 years experience
3.	Entrepreneurship Trainer	Level III / Level II in Entrepreneurship Development Facilitator with TOT

\* For each training event proposed by TTPs, the trainer and trainee ratio should be 2:20. TTP should offer trainers for all training events proposed. If qualified trainers' number and proposed quota mismatches, the final training quota for the TTP will be decided on the basis of qualified trainers.

3.11 TTPs must propose qualified support staffs as mentioned below:

S. No.	support staffs	Minimum Qualification
1	Training Coordinator	Bachelor's or Equivalent
2	Monitoring Officer	Bachelor's or Equivalent
3	District Coordinator	Bachelor's or Equivalent

3.12 While counting the experience of TTPs, experiences within last seven years fiscal year 2073/074 to 2079/080 will be taken into consideration. (Company, organization, or firm).

3.13 Experience Details:

SN	Experience Type	Details
1	General Experience	- Experience of conducting training in any occupation in at least 160 hours for occupations with more than 160 hours and less than 390 hours, & at least 390 hours for occupations with 390 hours or more duration. - Number of trainees skilled test passed certified by NSTB
2	Specific Experience	Experience of conducting training in occupations proposed (at least 160 hours for occupations with more

**Standard EOI Document**

		than 160 hours and less than 390 hours, & at least 390 hours for occupations with 390 hours or more duration.)
3	Entrepreneurship training experience	Experience of conducting entrepreneurship training

Experience details should be sustained by letters from funding agencies, along with letters from NSTB.

- 3.14 The TTP should maintain electronic and manual attendance of the trainers and trainees twice a day.
- 3.15 VSDTA, Itahari, Sunsari may add or reduce the proposed number of trainees as per the requirement of the training arrangements.
- 3.16 VSDTA, Itahari, Sunsari will select a minimum of 3 (three) to a maximum of 6 (six) consultants in each package from the organizations who have passed the minimum score (i.e. 60 number) based on ranking.

**B. Evaluation of Consultant’s EOI Application**

Consultant’s EOI application which meets the eligibility criteria will be ranked on the basis of the ranking criteria in listed training packages separately.

<b>i) Eligibility &amp; Completeness Test</b> (EOI will be rejected if required documents mentioned in this section are not submitted)	<b>Compliance</b>
Copy of Registration of the company/firm in Office of Company Registrar with 7 years of registration (Mandatory)	
Copy of certificate of Council for Technical Education and Vocational Training (CTEVT) affiliation, Along with Renewal for 080/081 (Mandatory)	
Value Added Tax (VAT) Registration Certificate (Mandatory)	
Tax Clearance Letter for FY 2078/079(Mandatory)	
Average annual transaction minimum 50 lakhs (2076/077 to 2078/079) (Mandatory)	
Self-declaration letter indicating the understanding of TOR, no conflict of interest with the procurement process and TOR, and declaration of not being blacklisted or convicted of fraudulent activities or corruption while doing consulting business (Mandatory)	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant’s Information Form	
EOI Form 3: Capacity	
EOI Form 4: Experience (4(A) and 4(B) 4(B))	
EOI Form 5: Qualification of Key Experts	

**(Note: Without mandatory documents in EOI application, consultant EOI evaluation will not be considered.)**

*Standard EOI Document*

<b><u>ii) EOI Evaluation Criteria</u></b>	<b><u>Insert Minimum</u></b>	<b><u>Score [Out of</u></b>
---	------------------------------	-----------------------------

**Standard EOI Document**

	<b><u>Requirement if Applicable</u></b>	<b><u>100%]</u></b>
<b>A. Qualification</b>		
<i>Qualification of Key Experts</i>		<b>30 %</b>
<i>Experience of Key Experts</i>		
<b>B. Experience</b>		
<i>General experience of consulting firm within last 7 years.</i>		<b>60 %</b>
<i>Specific experience of last 3 years out of 7 years</i>		
<i>Similar Geographical experience of consulting firm (At least 3 years of experience out of Seven years in the proposed geographical locations)</i>		
<i>Number of trainees passed skill test within last 7 years.</i>		
<b>C. Capacity</b>		
<i>Financial Capacity</i>		<b>10 %</b>
<i>Infrastructure</i>		
<i>equipment related to the proposed assignment</i>		

Note: In case, a corruption case is being filed to Court against the Natural Person or Board of Directors of the firm/institution/company, such firm's EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

## ***Standard EOI Document***

### EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Qualification of Key Experts

Form 4. Experience (General, Specific and Geographical)

Form 5. Capacity

**Standard EOI Document**

**1. Letter of Application**

*(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)*

Date: .....

To,

Full Name of Client: **Vocational and Skill Development Training**

Full Address of Client: **Itahari, Sunsari**

Telephone No.: 025-581016

Fax No.:

Email Address: vsdtaitahari@yahoo.com

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply for following training to be short-listed by Vocational and Skill Development Training Academy as Consultant to deliver quality skill training services for the targeted beneficiaries following the approved curriculum in the trades.

**Proposed Training Occupations, and number**

<b>SN</b>	<b>Proposed Package</b>	<b>Proposed Occupation</b>	<b>Proposed Number</b>	<b>Remarks</b>
1				
2				
3				

2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. Vocational and Skill Development Training Academy, Itahari, Sunsari and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. Vocational and Skill Development Training Academy, Itahari, Sunsari and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our

---

<sup>1</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

**Standard EOI Document**

Company/firm has not been declared ineligible.

6. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
7. The undersigned declares that the statements made and the information provided in the duly completed application is complete, true and correct in every detail.

**Signed:**

**Name:**

**For and on behalf of (name of Applicant or partner of a joint venture):**

**Seal of organization:**

**Date:**

**Note:**All further communication concerning this Application should be addressed to the following person,

Training Section

Vocational & Skill Development Training Academy, Itahari,

Sunsari

Telephone: .....Email: vsdtaitahari@yahoo.com



**Standard EOI Document**

**2. Applicant's Information Form**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*):
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business (including CTEVT affiliation):
6. Telephone No; Fax No; E-Mail Address:
7. Tax Clearance Certificate year or time extension year:
8. Name of Authorized Contact Person / Designation/ Address/Telephone:
9. Consultant's Organization (including Organogram):
10. Total number of staff:
11. Number of regular professional staff:
12. CTEVT affiliation number and Renewal Date:

*(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)*

**Standard EOI Document**

**Form 3: Key Experts** *(Include details of Key Experts only)*

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Nationality</b>
1					
2					
3					
4					
5					

*Note:*

- *To be assured, Evaluation committee may ask necessary documents of proposed human resource before evaluation of EoI such as education certificate, experience documents as per need. Evaluation committee will assess and verify the above said information of proposed human resources by using different sources of verification.*
- *Evaluation Team may ask the original copy (at least scanned copy of original document) of substantiated document (Experience letter, testimonials, TOT certificate) during evaluation process as per need for ensuring human resource capacity.*

**Form 4 : Experience**

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

**4 (A). General Work Experience**

*(Details of assignments undertaken.)*

S.N.	Sector/Occupation	Number of Trainees Trained	Number of Skill Test Appeared Trainees	Funding Organization/client (write full name and address)	Training location (Districts)
1	2	3	4	5	6
1					
2					
3					
4					
5					
Total					

- **All the submitted letters/certificates etc. for this EoI should be notarized.**
- The original copies of substantiated documents must be available while requested by Evaluation Team in evaluation process.
- Add rows as needed.

**4(B). Specific Experience**

**Details of similar assignments undertaken in the previous seven years**

Assignment name: Training name:	Approx. value of the contract (in current NRs)
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:

**Standard EOI Document**

Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

**Standard EOI Document**

**4(C). Geographic Experience**

**Experience of working in similar geographic region or country**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

<i>No</i>	<i>Name of the Project</i>	<i>Location (District)</i>	<i>Execution Year and Duration</i>
<i>1.</i>			
<i>2.</i>			
<i>3.</i>			
<i>4.</i>			
<i>5.</i>			
<i>6.</i>			
<i>7.</i>			

(Please insert more rows as necessary)

**Standard EOI Document**

**Form 5: Capacity**

**5(A). Financial Capacity**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

<b>Average Turnover</b>	
<b>Fiscal Year</b>	<b>Amount NRs</b>
<b>FY 2076/077</b>	
<b>FY 2077/078</b>	
<b>FY 2078/079</b>	
<b>Three year's Average</b>	

(Note: Supporting documents including Audit Report for Average Turnover should be submitted for the above.)

**Standard EOI Document**

**5(B). Infrastructure/equipment related to the proposed assignment<sup>2</sup>**

Please indicate the availability of infrastructure in the company's head office.

SN	Description	Infrastructure/equipment Required		Requirements Description
		Unit	Size	Remarks
1	Office and Training Building			
2	Classrooms			
3	Lab/Workshop			
4	Store			
5	Office Rooms			
6	Toilet			
	Male			
	Female			

List of Available Tools, Equipment and Materials required for proposed each occupation:

SN	Description	Specification	Unit	Number	Remarks
1					
2					
3					

- infrastructure/equipment are subject to verification.

(Please insert more rows as necessary)

---

<sup>2</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

**Standard EOI Document**

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Consultant/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page]*

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]* \_\_\_\_\_

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_  
*[Signature of staff member and authorized representative of the consultant]*

*Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_