**Curriculum Vitae (CV) for Proposed International or National Experts**

**1. Proposed Position**:

**2. Name of Firm** [*Insert name of firm proposing the expert, if applicable*]:

**3. Name of Expert** [*Insert full name*]:

**4. Current Residential Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Telephone No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fax No.:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Date of Birth**: **Citizenship**:

**6. Education** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]:

**7. Membership in Professional Associations**:

**8. Other Trainings** [*Indicate significant training since degrees under 5 - Education were obtained*]:

**9. Computer skills** [*Indicate the computer skills of expert e.g. MS Word, Excel, Windows etc.*]:

**10. Countries of Work Experience**: [*List countries where expert has worked in the last ten years*]:

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

**12. Employment Record** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Year*]: To [*Year*]:

Employer:

Positions held:

**NOTE: Maximum of 5 pages.**

|  |  |
| --- | --- |
| 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 expert has been involved, indicate the following information for* *those assignments that best illustrate the expert’s capability to handle the tasks listed in line 11.*]  Name of assignment or project:  Year:  Location:  Client:  Main project features:  Positions held:  Activities performed: |

**15. Certification:**

I, the undersigned, certify to the best of my knowledge and belief− Yes No

(i) this CV correctly describes my qualifications and my experience

(ii) I am employed by the Executing or the Implementing Agency

(iii) I am a close relative of a current SEEP PAG[[1]](#footnote-1) staff member

(iv) I am the spouse of a current SEEP PAG staff member

(v) I am a former ADB[[2]](#footnote-2) staff member.

* + If yes, I retired from ADB over 12 months ago

(vi) I am part of the team who wrote the terms of reference for this

consulting services assignment.

(vii) I am sanctioned (not eligible for engagement) by ADB.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Signature of expert (Day/Month/Year)

*CV-format-10June08*

1. Project Administration Group for Skills and Employability Enhancement Project. [↑](#footnote-ref-1)
2. Asian Development Bank [↑](#footnote-ref-2)