## Curriculum Vitae (CV)

**1. Proposed Position** [*only one candidate shall be nominated for each position*]:

**2. Name of Firm** [*Insert name of firm proposing the staff*]:

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

**4. Date of Birth**: **Nationality**:

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

**6. Membership of Professional Associations**:

**7. Other Training** [*Indicate significant trainings since degrees under 5 - Education were obtained*]:

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

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

(Continued..)

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

From [Month/*Year*]: To [Month/*Year*]:

Employer:

Positions held:

Summary of Projects Undertaken/Role:

**11. Current commitments in Ongoing Projects with the Ministry of Environment and Energy**

Name of the Contract/Project:

From [*Month/Year*]: To [*Month/Year*]:

Positions held:

Summary of Role:

## Financial Proposal Summary

**Summary of Costs**

|  |  |
| --- | --- |
| Costs | Amount (in MVR) |
| Deliverable 01: Inception report  Deliverable 02: First draft detailed assessment Report including needs assessment  Deliverable 03: Final detailed Assessment report including needs assessment  Deliverable 04: Analysis of the current Organizational Structure  Deliverable 05: Develop capacity building and training programme with activity plan  Deliverable 06: Develop detailed report on training courses  Deliverable 07: Schedule, budget and Roll out and implementation plan  Deliverable 08: Draft Capacity Building plan for review  Deliverable 09: Final Capacity Building plan taking into account review inputs  SUBTOTAL  All applicable Taxes  **Total Amount of Financial Proposal** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Bidder is liable to clarify and include all relevant tax for the assignment.*

*[If the Individual is subject to GST as per MIRA Regulations and Guidelines. The GST Registration Certificate and GST quote in the financial proposal need to be included]*