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| --- | --- |
| **Proposed role in the project:** |  |
| 1. **Staff of (name of firm):** |  |
| 1. **Family Name:** |  |
| 1. **First Name:** |  |
| 1. **Date of Birth:** | dd/mm/yyyy |
| 1. **Nationality:** |  |
| 1. **Place of Residence:** | [Town/city, country] |
| 1. **Civil Status:** |  |

1. **Education:**

|  |  |
| --- | --- |
| **Institution [ Date ]** | **Degree** |
| name of institution, town, country [mm/yyyy – mm/yyyy] | M.Sc. in …./ B.Sc. in … |
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1. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

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| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
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| 1. **Membership of professional bodies:** |  |
| 1. **Other skills** (e.g. Computer literacy etc.)**:** |  |
| 1. **Present position:** | [Freelance Consultant or other] |
| 1. **Years within the firm:** |  |

1. **Key qualifications:** (Relevant to the assignment)

* [Please indicate all your key qualifications, be as specific as possible)

1. **Specific experience in the region:**

|  |  |
| --- | --- |
| **Country** | **Date from - Date to** |
|  | mm/yyyy – mm/yyyy |
|  |  |
|  |  |

1. **Professional** **experience**

| **Date** | **Location** | **Company & ref. person** (name & contact details) | **Position** | **Description** |
| --- | --- | --- | --- | --- |
| [mm/yyyy-mm/yyyy] | [name of the country] | [Company]  [name & contact details of reference person] | [Team Leader / Financial Expert / XX Expert / Backstopper] | **[Name of the project] – [Name of the Donor]**   * [description of your activities/responsibilities, not the overall activities of the project] * Elaboration of … * Review of … * Capacity building and training for … |
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1. **Other relevant information** (e.g., Publications)

* Publications:
* XXXX
* XXXX
* Other relevant information:
* XXXX
* XXXX