*Annex 4*

*Curriculum Vitae - Tender CV Template*

**CV Number:**

**CV Front Page**

|  |  |
| --- | --- |
| **Surname, first name:**  |   |
| **Date of last update :** |   |  |
| **e-mail address:** |  |
| **Staff information:** | Date of birth:  | Nationality:  | Gender:  |
|  |  |  |  |
| **Type of contract:** | *Employer:* * Permanent *(Check the appropriate)*
* Non-permanent
* Freelancer (\*):

*Name of freelance company:* (\*) a letter of intent has to be annexed | Date of recruitment: Number of months working for the tenderer: months*Comments:*  |
| **Current function :** |  | *(indicate the job title in the company)* |
| **Profile for which employee is entered:** | Acronym of the profile: Level: Name of the profile:  |
| **Highest relevant educational qualification:** | *Check the appropriate :* * Master degree or equivalent (>=4 years)
* Bachelor degree
* Secondary school

**Number of (successful) years of study after secondary school: ….****[Add more if needed]** | Certificate or diploma:……………………….Institute: ………………. | End date of secondary school: (mm/yy): ../ ..Start date of higher studies: (mm/yy): ../ ..End date of studies (mm/yy): .. / .. |
| **Languages:**(indicate level of skill:from 1=basic to 5=excellent) | English:French:German:Other(s): | Spoken     | Written     |
|  |  |  |  |
| **Professional experience** | **Date career started:**   | **Number of years/months of experience (apart from the studies): …………..** |
| **Specific Knowledge and Skills** within the requirements of point 4.2.4 of the Tender Specifications. |  |
|  |  |
| **Date available :** |  |
|  |  |
| **Total duration of specific knowledge and experience relevant to procurement SRB/OP/2/2016** | Total specific knowledge & experience: [month] = [years] |

**CV Summary**

|  |
| --- |
| (*use this area to briefly indicate the major facts that should be known about this employee)* |

**CV professional experience page**

|  |  |
| --- | --- |
| **CV experience page number for this CV:** |  |

|  |
| --- |
| **PROJECT EXPERIENCE** |
| **Project name:** |  |
| **Company (employer):** |  |
| **Dates (start-end):****Effective number of months achieved:** |  |
| **Client (customer) :** |  |
| **Project size:** |  |
| **Project description** : |
| **Employee’s Roles & Responsibilities in the project:** |
| **Technologies and methodologies used by the employee in the project:** |
| **Contribution to experience relevant for procurement SRB/OP/2/2016:**Knowledge & skills [months] = [years]Specific knowledge & skills [month] = [years] |

(*Repeat for each project*)