*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*)