**STANDARD FORMS**

**CURRICULUM VITAE FOR CONSULTANT**

1. **Name of Consultancy**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Name of Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Date of Birth**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Education:** [*Indicate college/university and other specialized education,**giving names of institutions, degrees obtained, and dates of obtainment*]:
2. **Membership of Professional Associations**:
3. **Other Training:** [*Indicate significant training since degrees named in 4 - Education*]:
4. **Languages**: [*For each language indicate proficiency: good, fair, or poor in speaking,**reading, and writing*]:
5. **Employment Record:** [*Starting with present position, list in reverse order every employment**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: |  |  |  |

1. **Detailed Tasks Assigned:**
2. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[*Among the assignments you have been involved, indicate the following information for* *those assignments that best illustrate your capability to handle the tasks listed under 10-Detailed Tasks Assigned.*]

|  |  |
| --- | --- |
| [List all tasks to performed under this | Name of assignment or project: |
| assignment] | Year: |
|  | Location: |
|  | Main project features: |
|  | Position held: |
|  | Activities performed: |
|  |  |
|  |  |

1. **Reference:** *[Two (2) professional references with full contact information]*

**13. Certification:** [*Attach copies of qualifications certification*]

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

*[Signature] Day/Month/Year*

**SUBMISSION LETTER**

[*Location, Date*]

The Programme Manager

Strengthening of the Single Electronic Window

For Trade and Business Facilitation

Nicholas Tower

63-65 Independence Square

Port of Spain

Trinidad

Dear [ ]:

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your advertisement dated [*Insert Date*] and my Submission. I am hereby submitting my Expression of Interest.

I hereby declare that all the information and statements made in this Expression of Interest are true and accept that any misrepresentation contained in it may lead to my disqualification.

I undertake, if my Expression of Interest is accepted, to initiate the consulting services related to the assignment as per the Terms of Reference.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Address: