**Annex 2: Curriculum Vitae format**

|  |  |
| --- | --- |
| Name of Consulting Service: |  |
| Name of Individual Consultant: | *[Insert full name]* |
| Date of Birth: | *[ day/month/year]* |
| [[1]](#footnote-1)Nationality |  |

**Education:** *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]*

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**Experience Relevant to the Assignment**: *[Experience related to the services and tasks to be performed; professional skills according to the assignment requirements, and knowledge of administrative systems and government organization within the country of the Employer, Region or similar. List previous positions relevant to the Assignment in reverse order, provide dates, name of contracting organization, titles of positions held, types of activities performed that best illustrate capability to handle the services/tasks and location of the assignment. Provide contact information of previous Employers who can be contacted for references. past position that is not relevant to the assignment does not need to be included.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Contracting Organization/type of services provided/ Title/Position; Contact Information for References** | **Country** | **Summary of Key Activities Performed relevant to the Assignment** |
| *[e.g., May 2015-present]* | *[e.g., Ministry of ……, advisor/consultant to…*  *For references: Tel…………/e-mail……; Mr. Bbbbbb, Deputy Minister]* |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**

**Consultant contact information:** *[e-mail………………, Telephone No……………]*

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, experience, skills and knowledge and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Employer, and/or sanctions by the Bank.

Name of Consultant Signature Date*[day/month/year]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
| (i) This CV correctly describes my qualifications, experience, skills and knowledge |  |  |  |
| (ii) I am employed by the Executing or the Implementing Agency |  |  |  |
| (iii) I was part of the team who wrote the Terms of Reference for this consulting services assignment |  |  |  |
| (iv) I am currently debarred by a multilateral development bank (If yes, identify who) |  |  |  |

I confirm that I will be available to carry out the assignment for which my CV is submitted in accordance with the scope of services and Consultant’s reporting obligations set out in the Terms of Reference.

**Annex 3: Eligible Countries**

This section lists the Bank’s member countries, as well as the criteria to determine the nationality of consultants.

“Eligible countries are: Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People’s Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, and United States, Uruguay and Venezuela.

Eligible Territories are:

* + - 1. Guadeloupe, French Guiana, Martinique, Reunion – as Departments of France
      2. U.S. Virgin Islands, Puerto Rico, Guam – as Territories of the USA
      3. Aruba – as a constituent country of the Kingdom of the Netherlands; and Bonaire, Curacao, Saint Marten, Saba, St Eustatius – as Departments of the Kingdom of the Netherlands
      4. Hong Kong – as a Special Administrative Region of the People’s Republic of China”.

**Nationality and origin of Goods and Services Criteria**

The policy provisions make it necessary to establish criteria to determine a) the nationality of the firms and individuals eligible to bid or participate in a bank-financed contract and b) the country of origin of goods and services. For these determinations, the following criteria shall be used:

**Nationality:**

**An individual** is considered to be a national of a member country of the Bank if he or she meets either of the following requirements:

1. is a citizen of a member country; or

ii has established his/her domicile in a member country as a “bona fide” resident and is legally entitled to work in the country of domicile.

1. See Annex 3 of the Terms of Reference Outline for list of member countries of the Bank [↑](#footnote-ref-1)