

Template of Curriculum Vitae (CV) for the Individual Consultants

For CEDP (IDA Credit Number 5841-BD)

1. Proposed Position: [From the Terms of Reference, state the position].

2. Name of Applicant: [state full name in block letter]

3. Mailing Address:

4. Permanent Address:

5. Date of Birth:

6. Nationality:

7. Education:

[State name of the degree, name of the institution, year of passing, division/class/grade]

8. Membership of Professional Associations:

[state rank and name of society and year of attaining that rank].

9. Training:

10. Computer literacy:

11. Languages:

Language	Speaking	Reading	Writing

12. Employment Record:

i. [starting with present position list in reverse order every employment held and state the start and end dates of each employment]

ii. [The Consultant should clearly distinguish whether as an “employee” of the organization or as a “Consultant” or “Advisor” of the organization].

iii. [The Consultant should clearly indicate the Position held and give a brief description of the duties in which the Consultant was involved].

From [dd/mm/yy] To [dd/mm/yy]	Positions held and responsibility	Employer

13. Work undertaken that best illustrates capability to handle the tasks applied for

[Among those previous assignments performed that best illustrate and fit to handle the tasks for the positions applied for.]

14. Reference:

[Applicants may state at least two referee with full address and cell number]

15. Any other information other than above may be included here.

[e.g. publication, other skills etc.]

16. CERTIFICATION [Please do not amend this certification].

I, the undersigned, certify that to the best of my knowledge and belief, this bio data correctly describes myself, my qualifications, my experiences and my skills. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Date of Signing

Day / Month / Year