

Curriculum Vitae (CV) Individual Consultant

1. Proposed Assignment:	<u>Project Officer/Coordinator for the Human Resource Development Activity of the MCA-Indonesia Procurement Modernization Project</u>		
2. Name of Consultant:			
3. Contact	Address: Tel: Email:		
4. Date of Birth and Place:	<i>[Insert birth date]</i>	Nationality	<i>[Insert nationality]</i>
5. Education:	Name of Institution	Degree(s) or Diploma(s) obtained	Date Degree Obtained
	<i>[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]</i>		
6. Other Training:	<i>[Indicate appropriate training]</i>		
7. Membership in Professional Associations			
8. Countries of Work Experience:	<i>[List countries where you've worked]</i>		
9. Languages	<i>[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]</i>		
	Language	Speaking	Reading
10.	Consultant Qualifications: Briefly explain below (9.1 - 9.3) how you meet the following qualifications:		
9.1	Education: <u>Mandatory:</u> <ul style="list-style-type: none"> • Bachelor level degree or equivalent 		
9.2	Adequacy for the assignment: <u>Mandatory:</u> <ul style="list-style-type: none"> • Minimum 2 years of professional work experience in project officer roles, with coordination and liaison responsibilities, in 		

	<p>similar donor funded projects.</p> <ul style="list-style-type: none"> • Experience in program/project management and the ability to work in a multinational environment. • Experience in gathering information from different stakeholders across various geographic locations • Experience in working with the Microsoft suite of applications and specifically, MS Word, MS Excel and MS PowerPoint. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience working on projects with the Government of Indonesia • Experience in coordinating events such as workshops
9.3	<p>Language:</p> <p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • Fluency in English (speaking, reading and writing). <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Good knowledge of Bahasa Indonesian.
11. Work Experience:	<i>[Starting with present position, list in reverse order every employment held, dates of employment, name of employer, positions held.]</i>
A:	Position(s) held:
	Employer:
	From [year]:
	To [year]:
	Details of Tasks Performed:
B:	Position(s) held:
	Employer:
	From [year]:
	To [year]:
	Details of Tasks Performed:
C:	Position(s) held:
	Employer:
	From [year]:
	To [year]:
	Details of Tasks Performed:
	<i>(add more positions held as necessary)</i>
12. Work undertaken that best illustrates	<i>[Among the assignments in which you have been involved, indicate the</i>

your qualifications:	<i>following information for those assignments that best illustrate your qualifications (listed under Section 9, above) to undertake the <u>Project Officer/Coordinator for the Human Resource Development Activity of the MCA-Indonesia Procurement Modernization Project.</u></i>	
	Name of assignment or project:	
	Year:	
	Location:	
	Client:	
	Main project features:	
	Position held:	
	Activities performed:	
	<i>(add more assignments as necessary)</i>	

13. Publications *[Add relevant publications if any]:*

14. References *[List at least three individual references with substantial knowledge of the person's work. Include each reference's name, title, phone and e-mail contact information.]:*

1. Name:
 Position:
 Title:
 Email:
 Phone:

2. Name:
 Position:
 Title:
 Email:
 Phone:

3. Name:
 Position:
 Title:
 Email:
 Phone:

15. 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 wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature: _____

Date: _____