|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Curriculum Vitae (CV) | | | | |
| **1. Name:** |  | | | |
| **2. Profession & Address:** |  | | | |
| **3. Date of Birth:** |  | | 4. Nationality: |  |
| **5. Membership in Professional Societies:** | |  | | |
| **6. Education:** | |  | | |
| **7. Other training:** | |  | | |
| **8. Countries of Work Experience:** | |  | | |
|  | | | | |

**9. Languages (Excellent, Good, Average)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reading** | **Speaking** | **Writing** |
|  |  |  |  |
|  |  |  |  |

**10. Employment record: [list only employment in last 10years]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | |  | | | **Location** |  |
| **Company** | |  | | | **Position** |  |
| **Professional Experience record: *(e.g. list of projects/assignments with dates, location, position and project title and brief description):*** | | | | | | |
| Date | **Location** | | **Position** | Title | | |
|  |  | |  |  | | |
| **Date** | |  | | | **Location** |  |
| **Company** | |  | | | **Position** |  |
| **Professional Experience record: *(e.g. list of projects/assignments with dates, location, position and project title and brief description):*** | | | | | | |
| Date | **Location** | | **Position** | Title | | |
|  | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** |  | **Location** |  |
| **Company** |  | **Position** |  |
| **Professional Experience record: *(e.g. list of projects/assignments with dates, location, position and project title and brief description):*** | | | |
|  | | | |

**11. Consultancy record: [list only consultancy work over last 10 years]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT NAME** | **CLIENT** | **DATE** | **POSITION** | **DELIVERABLE(S)** |
|  |  |  |  |  |
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**12. Areas of Expertise: [CHECK COLUMN THAT BEST FITS YOUR AREA OF EXPERTISE]**

|  |  |
| --- | --- |
| **CLIMATE CHANGE AND RELATED ISSUES (CLIMATE RESILIENCE, CLIMATE CHANGE ADAPTATION, MITIGATION,DISASTER RISK REDUCTION)** | |
| - Gender mainstreaming |  |
| - M & E specialist |  |
| - Climate financing specialist |  |
| - Legal specialist (climate change/environmental law/MEAs) |  |
| - Knowledge management specialist |  |
| - Database/Network specialist |  |
| - Economist (cost-benefit analysis of CC) |  |
| - Civil engineering (hard and soft engineering solutions) |  |
| - Community development specialist |  |
| - Proposal writing/Report writing |  |
| - Community trainer specialist |  |
| - Capacity building specialist |  |
| - Meteorologist |  |
| - GIS specialist |  |
| - Disaster Relief/Management specialist |  |
| - Environmental and social safeguards specialist |  |
| - Other (must be related to CCA, DRR, DRM, etc) |  |

#### COMPETENCY MATRIX (This section is NOT to be filled in until INVITED to submit a bid)

Experiences and competencies that are **directly relevant** to the call include the roles and responsibilities as national consultant for the following projects and positions. The Activities, Tasks and Outputs **as applicable and relevant to the [……..]** position are listed in table form for ease of reference:

|  |  |  |  |
| --- | --- | --- | --- |
| Competencies  Technical | Previous Assignments/Clients and Organisation | Position Held and Activities Undertaken | Achievements |
| [list ToR of current  call in this column] | [list relevant/similar  Work undertaken that matches ToR in Column 1] | [list relevant information only –related to ToR | [list only achievements matching ToR – i.e. output/results based achievements] |
| 1. Draw up…  2. Conduct…. |  | — |  |
|  |  |  |  |

**Referees: [provide 3 recent referees – preferably from projects and countries in which consultancies/projects listed in Section 11 were undertaken]**

1. ……….

2. ……….

3. ……….

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience relevant only for this particular TA.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 26/05/2014

*Name of Expert*