

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: 06-Digitization-2076/77

Method of Consulting Service: National

**Project Name : Consultancy service for Digitization of documentation of
Projects and Automation of project process**

EOI : 06-Digitization

Office Name: Nepal Telecommunications Authority

Office Address: Kathmandu Kathmandu

Funding agency : Internal Resources

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Nepal Telecommunications Authority

Date: 17-12-2019 00:00

Name of Project: Consultancy service for Digitization of documentation of Projects and Automation of project process

1. Government of Nepal (GoN) has allocated fund toward the cost of Consultancy service for Digitization of documentation of Projects and Automation of project process and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Nepal Telecommunications Authority now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Consultancy service for Digitization of documentation of Projects and Automation of project process
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Nepal Telecommunications Authority, Nepal Telecommunications Authority
Kathmandu
Kathmandu
Nepal during office hours on or before 01-01-2020 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.nta.gov.np
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or before 01-01-2020 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 50.0 %, Experience 40.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/person/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 4 month. Expected date of commencement of the assignment is 07-04-2020.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Consultancy service for Digitization of documentation of Projects and Automation of project process. The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Terms of Reference (TOR)
Expression of Interest (EOI)
For
Digitization of Document and Automation of Project Process

1. BACKGROUND

Nepal Telecommunications Authority (NTA) is an autonomous body with the regulatory and licensing authority for the telecommunication sectors. Its objective is to create a favorable and competitive environment for the development, expansion and operation of telecommunications services with the private sector participation in Nepal.

NTA functions and duties are as follows:

- To provide suggestions to Nepal Government on the policy, plan and program to be adopted by Nepal Government for the development of the Telecommunications Service.
- To make the Telecommunications Service reliable and easily available to the public.
- To make necessary arrangement to avail basic Telecommunications Service and facilities in all rural and urban areas throughout the country.
- To involve the national and foreign private sector investors in the operation of the Telecommunications Service.
- To make arrangement for the coordination and healthy competition among the persons providing Telecommunications Service and facilities, so as to provide such service and facilities to all public in general.
- To prescribe, fix and approve the standard and quality standard of the plant and equipment relating to the Telecommunications and the Telecommunications Service.
- To regularize and systematize Telecommunications Service.
- To grant License to operate the Telecommunications Service.
- To approve and regularize the fees to be collected by Licensee having obtained License for providing the Telecommunications Service.
- To perform the functions relating to the frequency in accordance with the policy determined by the Radio Frequency Policy Determination Committee.
- To carry out or cause to carry out the research about the development and use of new technology in the field of Telecommunications.

- To cause to develop the skilled manpower for the Telecommunications Sector.
- To develop and extend or cause to develop and extend the Telecommunications Service in such a way that it protects the rights and interests of the consumers.
- To develop or cause to develop Nepal as an International Transit for Telecommunications.
- To carry out necessary and appropriate functions for the development and promotion of the Telecommunications Service.

While expanding telecommunication services in the rural and far flung areas of the country, NTA has been implementing different projects to expand telecommunication infrastructures like Optical Fiber Backbone Network Laying in Mid-Hill of all 7 Provinces, Build Broadband Network and Provide Internet Access Connectivity Services in all underserved and unserved districts. A total of 21 telecommunications projects are being supported and implemented through the Rural Telecommunications Development Department of the NTA.

Therefore, NTA now is seeking to recruit competent consultant to design, develop, test and implement Project Monitoring System (PMS) for efficiently manage and monitor the projects for swift decision-making.

2. OBJECTIVES OF THE ASSIGNMENT

The main objectives of hiring the consultant for this assignment is to analyze, design, develop, test and implement Project Monitoring System (PMS) for efficiently manage and monitor the projects for swift decision-making integrated with web based services for easy access anytime and anywhere.

3. SCOPE OF THE SERVICE

The consultant needs to conduct and carryout the following activities to achieve the objectives and produce the deliverables and outputs. In this context scope of services of this consulting service consists (but not limited to) of the following:

- **Consultation with the concerned authorities of the NTA and Inception Report:** After signing the agreement, the Consultant shall consult with the concerned officials/ chief of RTDF Section on the objectives and detail requirements of the project. The Consultant shall also finalize the work methodology, System Requirement Study (SRS) and submit Inception Report.

- **Design and Development of Project Monitoring System (PMS):** After determining the appropriate forms, formats and information the consultant need to design and develop the PMS for the required information to cater the needs for monitoring, administration and reporting of the NTA projects and related activities. The PMS should be able to produce and maintain the volume, storage and speed for instant online data entry, recording, retrieving, producing and analyzing the data and its contents. However, the system should have the following features and must satisfy the system requirements. The Consultant shall establish and maintain a robust Online, Real-time, Database System that enables to get real time data and statistics for generating decision support reports for timely monitoring, decision-making and further planning in project implementations. System Architecture and Database Design Document shall be prepared and submitted to NTA for approval.

The PMS and its operation shall have minimum of following features:

- **A web-based System:** The PMS developed by the consultants must be able to run smoothly as a web-based system. The system must accommodate all the web-based system features. It shall provide the facility to make entry in the forms or formats developed for information capture from the concerned Section and Selected License Operators (SLOs), tracking of Project status and generate instant reports for decision making.
- **Data Forms, Formats and Related Information:** The consultant need to determine the data contents, forms, formats and other information system after analyzing all the requirements of the NTA with concerned officials of the NTA. However, as general guideline, it may contain the following:
 - **Data Entry or Uploading Functions:** The PMS should have the features of online submission of data and forms. It should also ensure the adequate safety/security mechanism while making entry or uploading the forms, formats or other required information. This system should also contain the sample forms or formats which can be downloaded and filled offline and uploaded to the system, populating the concern database tables.
 - **Access Control:** The software system should have different access control features as per user levels and user privileges or user roles. This access control feature should be dynamic in nature so that rights of a particular module may be assigned to any user apart from administration level.

- **Parameterization:** The software system should be dynamic to adopt the parameters as defined in related acts, rules, directives of NTA. This will facilitate any update in parameters like proposal format, eligible criteria, eligible grant, project types & numbers, RFP, bid details, bank guarantee information, bid evaluation information, contract document information, project milestones, progress details, contract variations, any other changes in the contract in future, etc.

- **Audit Trail System:** The PMS system should have the facility of Audit Trail. The system should be able to examine the periodic information on real time basis. It should generate the report required by the authorities to test the accuracy of the data and the system should be able to produce reliable information. The audit trail system should be inbuilt in the system.

- **Maker and Checker System:** While making entry or uploading the data entry and feeding the forms or formats the system should have the facility of Maker and Checker as separate authority. The check and balance through the Maker and Checker system need to be the integral part of the software.

- **Security:** The PMS needs to be secured through layers of security system. The software security system should enable the smooth operation of the system without hacking or other security lacking. The system should have an integral security system. The system should have following security features:
 - **Coding level security:** security issue should be taken into account while coding PMS.
 - **Access level security:** various session monitoring/tracking, password encryption, etc.
 - **Database level security:** access to database and their roles, read/write permission, access to database, session monitoring, etc.
 - **Network level security:** access of system inside/outside NTA, IP and port filtering, etc.

- **Data Storage and Back-up System:** The software should have the automatic data storage system as and when the data are entered or feed in regular interval. Similarly, it also should have the back-up system on daily basis. So the software needs to have in-built back-up system to avoid any data loss.
- **Disaster Recovery System (DRS):** The consultant should also suggest the DRS for the database safety and loss from every probable natural disaster. It needs to include the DRS plan and the client need to take a precautionary *and correcting mechanism*, if disaster happens. It also should contain the *alternative solutions* for DRS, if any.
- **Data Export System:** The database system should also be able to export the data to other application program (if any), Excel or other useful application programs that is useful for the analysis and generation of the additional reports.
- **Notifications:** The PMS shall have pre-notification facility for effective monitoring of the project progress and Instant notification on updates, requests and approvals to the relevant levels of authority.
- **PAT and FAT:** The Consultant jointly with the concerned NTA officials shall carry out PAT and FAT. The errors identified during the PAT shall be rectified before carrying out the FAT. The PAT and FAT Report shall be submitted to NTA.
- **Data Migration:** A total of 21 projects are currently running under the RTDF Section and some other projects. Some amount of data is already available and is adding on in regular basis. Therefore, the Consultant shall be responsible for the Migration of existing data available in Excel format to the PMS.
- **Orientation/User Training:** For the smooth operation of the PMS, the Consultant's responsibility shall be to strengthen and capacitate the monitoring capacity of the NTA project staff by providing hands on training.
- **Support and Maintenance:** After successful Final Acceptance Test of the PMS solution and Project Completion Report accepted by NTA, the system should be kept under warranty period for six months where a regular support and maintenance of the PMS should be carried out by the consulting firm for uninterrupted service. The support level

depends upon the complexity of the task which should determine the service should either be of remote support, on call support or stationary support.

4. **Facilities to be provided by the NTA:** NTA will assign a staff as project coordinator of the developing software project who will communicate with the Consultant for various inputs. Under the identification of the necessity of the Consulting firm, NTA can allocate a certain space and environment within a NTA for consulting personnel to carry out developing activities. In development of the Project Monitoring System (PMS), consulting firm will be fully supported by the concerned entities and stake holders for required input in a particular module and integration.

4. **ORIENTATION/USER TRAINING**

The consultant shall prepare the technical, user and operational training module and manuals. The hands on orientation/user trainings should be conducted for NTA staff at NTA premises.

The training shall be organized by NTA and facilitated by the Consultant. Dates and session plans shall be finalized in consultation with NTA.

5. **OUTPUT/DELIVERABLES**

The consultant shall handover the following output and deliverables to the NTA:

- **Original PMS Software Design and System / Program (with in-built security system)** to run the PMS. Documents of the OMS Software in hard copies and that of electronic version (in Compact Disk or Pen Drive).
- **Documentation of Technical Design, Operational and Training Manuals:** As mentioned in the scope of the activities the consultant shall submit the **Technical Design Documents, Operational and Training Manuals** in the documented form as well as the in Soft copy of electronic version (in Compact Disk or Pen Drive).
- **System Requirement Specification (SRS):** A complete report of standard SRS along with the Inception Report.
- **The Source Code and right to use by client:** Exclusively.

Report Submission Schedule:

S.N	Report Type	Submission Deadline
1	Inception Report and SRS Document	End of 2 rd week
2	System Architecture and Database Design Document	End of 4 th Week
3	PAT Report	End of 10 th week
4	FAT Report	End of 16 th Week
5	Project Completion Report	End of 16 th Week

6. Qualification and work experience

- **Qualification and experience of the firm:**

- (i) Min 10 years of documented experience of system software design and web based applications design, development and implementation of MIS and Financial Management related systems for government, NGOs, INGOs and similar others institutions.
- (ii) Must have an experience of at least 3 web based MIS/ Financial Management related systems development in last 10 years.
- (iii) Evidence of average financial turnover of 65 lakh annually for last three years.
- (iv) Other relevant documents like company registration, VAT registration, latest tax clearance, etc. are necessary.

Key Professionals and Non Key Staff Involvement

Description		Person Man- Months	
1. Key Professionals :	No.	Input	Total
Team Leader/System Analyst	1	4	4
Senior Developer/Designer	1	3	3
Developers	2	4	8
Database Architect	1	1	1
Documentation Expert	1	1	1
2. Non Key Staffs:			
Data Migration Staff	3	1	3
Messenger	1	4	4

Team Leader/System Analyst:

<i>Role</i>	Project Management and System Analysis
<i>Qualification</i>	At least Masters Degree in the field of Computer/IT Engineering or related field
<i>Experience:</i>	At least 10 years of experience in web based MIS/Financial Management related systems development/implementation and management. Should have specific experience as Team Leader and System Analyst in at least three project related to MIS/ Financial Management systems within last 10 years.

Senior Developer /Designer

<i>Role</i>	System Design, Programming and Coding
<i>Qualification</i>	At least bachelor's degree in Computer/IT Engineering or related field.
<i>Experience:</i>	Minimum 10 years of experience in computer programming, preferably having experience in development of Oracle/MS SQL Server/ JAVA/ PHP/ .Net. The Senior Developer /Designer must have demonstrated experience of designing, developing and testing of web based MIS/Financial Management related systems applications.

Developer

<i>Role</i>	Programming and Coding
<i>Qualification</i>	At least bachelor's degree in Computer/IT Engineering or related field.
<i>Experience:</i>	Minimum 5 years of experience in computer programming, preferably having experience in development of Oracle/MS SQL Server/ JAVA/ PHP/ .Net.. The programmers must have demonstrated experience of developing and testing of web based MIS/Financial Management related systems applications.

Database Architect

<i>Role</i>	Database Design, Development and Management
<i>Qualification</i>	At least bachelor's degree in Computer/IT Engineering or related field
<i>Experience:</i>	Minimum 5 years of experience in database administration preferably having experience in Oracle/MS SQL Server. The Database Architect must have demonstrated experience of design, development, implement and maintenance of databases including data recovery, security, scalability and disaster recovery.

Documentation Expert

<i>Role</i>	Documentation works including Report preparation, Manuals and User Guidelines
<i>Qualification</i>	At least bachelor's degree in Computer/IT Engineering or related field.
<i>Experience:</i>	Minimum 5 years of experience in computer systems, preferably having experience in preparation of technical documents for software and web based applications.

7. Project Period

The Project period to analyze, design, develop, test and implement Project Monitoring System (PMS) shall be for the period of FOUR Months from signing the Contract Agreement. The Inception Report including SRS Document shall be submitted by the end of SECOND Week from signing the Contract Agreement. Design and development of the PMS shall be completed by the end of THIRD Month from signing the Contract Agreement. The FAT, Data Migration and Project Completion Report shall be carried out by the end of FOURTH Month from signing the Contract Agreement.

8. Method of Selection

The Project shall be evaluated on Quality And Cost Based System (QCBS) method: Technical – 80% and Financial – 20%.

D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission for F/Y 2075/76	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicants Information Form	
6	EOI Form 3: Experience (3(A) and 3(B)): At least developed one project Management Software	
7	EOI Form 4: Capacity (Average Annual Turnover 6.5 Million)	
8	EOI Form 5: Qualification of Key Experts (Qualification and Year of Experience Mandatory as mentioned in TOR)	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	As Per TOR
2	Experience of Key Experts	As per TOR

Score: 50.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm (Lead Form)	5 Year
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Developed 1 Project Management Software

Score: 40.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity: Minimum Average turnover	6.5 Million

Score: 10.0

Minimum score to pass the EOI is: 60

Note : In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

Standard EOI Document

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

Standard EOI Document

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Standard EOI Document

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

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(Note: Supporting documents for Average Turnover should be submitted for the above.)

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

Standard EOI Document

5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Consultant: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Consultant/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the consultant] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____
