**ATTACHMENT 1**

**CURRICULUM VITAE (CV)**

**1. Proposed Position**

**2. Name of Individual**:

 **Address of Individual**:

**3. Date of Birth**: **Nationality**:

**4. Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:

**5. Membership of Professional Associations**:

**6. Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]:

**7. Countries of Work Experience**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**9. Employment Record**

[*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [*Year*]: \_\_\_\_\_\_\_\_\_\_ to [Year]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Tasks and Accomplishments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[*Among the* *assignments in which the Consultant has been involved, kindly indicate the following information for* *few (Minimum of two examples) for those significant assignment that best illustrate capability handle the proposed task that best illustrate staff capability to handle the tasks listed under point 9 and accomplish its objectives.*]

|  |  |
| --- | --- |
| **Example 1.**[*List the consultant’s significant tasks and Activities performed under this assignment*] | Name of assignment or project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year: \_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_Main project features: \_\_\_\_\_\_\_Positions held: \_\_\_\_\_\_\_Main Accomplishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Example 2.**[*List the consultant’s significant tasks and Activities performed under this assignment*] | Name of assignment or project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year: \_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_Main project features: \_\_\_\_\_\_\_Positions held: Main Accomplishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

 Date:

*[Signature of Individual]* *Day/Month/Year*

**ATTACHMENT 2**

**SUBMISSION LETTER**

[*Location, Date*]

**To:** **Westmoreland Municipal Corporation**

**c/o The Project Management Unit**

**Shop # 1, Dunbars River**

**Savanna-la-Mar**

**Attention:**

**Westmoreland**

Dear Madam:

I, the undersigned, offer to provide the consulting [insert *title of assignment*] service in accordance with the Westmoreland Municipal Corporation’s advertisement dated [*Insert Date*] and I hereby submit my Expression of Interest.

I hereby declare that all the information and statements made in this Expression of Interest are true and accept that any misinterpretation contained in it may lead to my disqualification.

I undertake, if my Expression of Interest is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Terms of Reference.

Yours sincerely,

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Individual (*In full and initials)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone Number of Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_