



EAST AFRICAN COMMUNITY
LAKE VICTORIA FISHERIES ORGANIZATION
SECRETARIAT



**SHORT TERM INDIVIDUAL CONSULTANCY SELECTION
(CALL FOR CVs) TO DEVELOP A DATA AND
INFORMATION SHARING POLICY FOR LAKE VICTORIA
FISHERIES ORGANIZATION (LVFO)**

Reference Number: LVFO/C-SRVCS/2020-2021/006

MAY 2021

1. LVFO is inviting Individual Consultants from any EAC Partner States to submit their Curriculum Vitae (CV) and Financial Proposals for services above. **The Terms of Reference defining the minimum technical requirements for these services are attached hereto as Annex I to this Request for Expression of Interest.**
2. **Only Individual Consultants are eligible for this assignment provided that they fulfil the following eligibility criteria:**
 - a) They are not being **bankrupt or wound up**, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of EAC Partner States;
 - b) They have not been **convicted of offences** concerning their professional conduct by a judgment which has the force of *res judicata*; (i.e. against which no appeal is possible);
 - c) They have not been declared **guilty of grave professional misconduct** proven by any means which EAC- LVFO can justify;
 - d) They have not fulfilled obligations related to the payments of **social security contributions or the payment of taxes** in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;
 - e) They have not been the subject of a judgment which has the force of *res judicata* for **fraud, corruption, involvement in a criminal** organization or any other illegal activity detrimental to the EAC LVFO's financial interests; or
 - f) They are not being currently **subject to a penalty** resulting from an Administrative Review.
3. Your Expression of Interest must be presented in English as per Standard Expression of Interest Forms attached as Annex II to this REOI in English language and be accompanied by copies of all the indicated supporting documents.
4. The application MUST contain: Filled & signed application/cover letter; the Curriculum Vitae (CV); copies of academic and professional certificates & testimonials; copies of Contracts/Orders/Appointment letters and the Official Referee letters and/or Completion certificates.

Interested candidates may submit their bids:

- **Preferably** through the e-mail: procurement@sec.lvfo.org and NOT to any other. The application should have a PASSWORD to safeguard its integrity and prevent access until the opening date and time: **Monday, 24th May 2021 at 3:00 PM local time**, when the Consultant shall IMMEDIATELY send the said password to the same email (procurement@sec.lvfo.org) to officially open their application.
- **Alternatively**, submit via registered mail, courier service or hand delivered in a plain SEALED envelope with consultancy's subject and reference provided above and addressed to:

The Head of Procurement (Secretary, Procurement Committee),
 Lake Victoria Fisheries Organization (LVFO)
 Busoga Square Plot No. 7B/E Bell Avenue
 P. O. Box 1625, Jinja – Uganda.
 Email: procurement@sec.lvfo.org
 Website: www.lvfo.org

So as to be received not later than the same deadline given above: Monday, 24th May 2021 at 3:00 PM Local Time. Opening of the applications shall follow immediately after this time.
 Late submissions shall be rejected.

The LVFO is an equal opportunity employer. Female candidates are strongly encouraged to apply.

INSTRUCTIONS:

Your proposal should be submitted as per the following instructions;

5.0 SELECTION CRITERIA

5.1 Preliminary/mandatory evaluation criteria:

- 5.1.1. Signed and dated application letter with the consultancy's subject and reference Number provided above, addressed to the Executive Secretary, LVFO.
- 5.1.2. Submission of a C.V. **only using the format provided as Annex II.B on page 11 below**, containing only the RELEVANT and DETAILED information as required under Clauses 5.1 & 5.2 below.
- 5.1.3. Copies of RELEVANT academic and professional certificates and testimonials as required under Clauses 5.0 & 6.1 below.
- 5.1.4. At least three (3) Copies of Contracts or Orders or Official Appointment letters for similar assignments and magnitude done by the Consultant during the last 5 years, as alluded in Clauses 5.1 & 5.2 below.
- 5.1.5. EACH copy of contracts or appointment letter in 5.1.4. above MUST be accompanied by their corresponding Official Referee letter OR Completion letter/certificate as evidence of having SUCESFULLY carried out the three (3) SIMILAR assignments.
- 5.1.6. Applications lacking any of the above documents shall not be considered further.

5.2. Technical evaluation criteria:

- 5.2.1. At least post-graduate degree in law and policy, Information Systems, Information Science, fisheries management, natural resources management, aquatic environmental management, or related discipline as required under 6.1. in the TOR below – **20 marks.**
- 5.2.2 A combination of qualifications and training in these disciplines will be an added advantage- **10 marks**
- 5.2.3 Extensive knowledge and experience in development of data and information sharing systems or policies as required under 2.2. below – **15 marks.**
- 5.2.4 Demonstrable experience in development of regional/institutional Strategic Plans for data and information of not less than 5 years as required under 2.2 – **5 marks.**
- 5.2.5 Demonstrated expert knowledge in design and application of data mining and collection tools, protocols and formats for generation, digitization, storage and sharing of data and information as required under 2.2 – **15 marks.**
- 5.2.6 Demonstrated knowledge of regional fisheries and aquaculture data collection, processing and dissemination systems in the EAC as required under 2.2. below– **5 marks.**
- 5.2.7 Evidence of having SUCESFULLY carried out at least three (3) assignments of similar nature and magnitude within the EAC region in the last 10 years and also having SATISFACTORILY deployed the Core Competencies alluded under Clause 5.0 of the ToRs below in performance of those assignments. This information MUST be evidenced in:

(i) The three (3) Copies of Contracts or Orders or Official Appointment letters for similar assignments and magnitude/value done by the Consultant during the last 10 years to be submitted under Clause 5.1.4 above and ALSO the corresponding three Official Referee letters OR Completion letters/certificates to be submitted under Clause 5.1.5 above – **15 marks each, total 30 marks.**

Total possible marks = **100 marks.**

The Minimum qualifying score shall be **80 marks** out of the **100 marks.**

5.2 Negotiation and Awarding Criteria

A negotiation shall be held with the Highest Technical Scoring Consultant. During that session, the Consultant MAY be interviewed to demonstrate possession of the skills stated under Clause 5.3 below. Upon successful negotiation and in consideration of the available budget for this assignment, the Consultant shall be recommended for award of the contract.

6. Contract Duration, Location and Remuneration:

The assignment will be carried OUT in **45 working days** spread over **two months** (60 days), and is expected to commence on 1st June 2021.

Besides the remuneration to be quoted for the **45 man-days** above, the cost must include ALL the costs related to any counterpart staff/ Non- Key experts recruited (where applicable), and applicable taxes in your jurisdiction and must be quoted in USD.

LVFO shall however facilitate air ticket(s), accommodation, meals and other related services when the Consultant is required to travel outside their home for this assignment's duties under reimbursables costs not to exceed USD 3,000. The LVFO shall also where applicable provide some office space, references for this assignment's communication with stakeholders, and any relevant information and records for effective and efficient performance of this assignment.

7. Validity of the Expression of Interest: Your Expression of Interest should be valid for a period of **120 days** from the date for deadline for submission indicated in Paragraph 4 above.

8. The assignment is expected to commence immediately after the signing and issuance of the contract.

9. Additional request for information and clarifications can be done, not later than 3 working days prior to the deadline indicated, from the office and contacts indicated in paragraph 4 above. Any addendum clarification from LVFO concerning this bid shall be posted into the LVFO's website, i.e.... www.lvfo.org...under opportunities portal. Applicants are therefore advised to be on constant look-out for any such additional information.

Sincerely,

*Name: Dr. Shigalla B. Mahongo
Position of Authorised Official: The Executive Secretary,
Lake Victoria Fisheries Organization (LVFO)
Busoga Square Plot No. 7B/E Bell Avenue
P. O. Box 1625, Jinja – Uganda.
Email: procurement@sec.lvfo.org
Website: www.lvfo.org*

Annex 1: TERMS OF REFERENCE

Deadline for submission of CV:	Monday 24th May 2021 at 3:00 PM Local Time
Expected Starting date of this assignment:	1 st June 2021

1. Background and Justification

Lake Victoria Fisheries Organization (LVFO) is an institution of the EAC, established to manage and develop Fisheries and Aquaculture in the Partner States. The LVFO is an Inter-Governmental Organization (IGO) registered with the United Nations (UN) as foreseen under Article 102 of the UN Charter. It is also a Regional Fisheries Management Organization (RFMO) foreseen under the Rome Statute. It is an “overlay” institution, made up of East African fisheries departments/ministries, fisheries research institutions, Fisheries Management and Fisheries Scientific committees and National and Regional working groups and coordinated by a Secretariat. The principle objectives of LVFO are to foster co-operation among the Contracting parties, harmonize national measures for the sustainable utilization of the fish and related living resources, develop and adopt conservation and management measures, promote aquaculture, undertake research and build institutional capacity.

Although the region has depended on Lake Victoria as a principal source of fish and fish products, the lakes production has been either stagnant or on a downward trend. Aquaculture has over the years emerged as an important sub-sector, which can augment the fishery. Similarly, the development of fisheries in small water bodies, including rivers, dams and satellite lakes has become necessary as a means to improve livelihoods of fisher community within the EAC. The resilience of communities to adapt to climate changes has been affected by the emergence of new threats to fishery development, including resultant perturbations of ecosystem health.

The LVFO member states collaborate on fisheries and aquaculture management and research through an ecosystem approach in order to harmonize guidelines and policies in the fisheries and aquaculture areas. It also ensures that fish and fishery products are available on sustainable basis for consumption in East Africa and continued access to regional and international markets. Currently LVFO has four (4) member states namely Republic of Burundi, Republic of Kenya, United Republic of Tanzania and Republic of Uganda.

1.1 Context

The LVFO Data and information comprises of various information materials including among others: Convention, Protocols, Regulations and Development Strategies, technical and expert reports, studies, speeches, maps, photos, video and documentaries of key events and milestones. The data and information are located in individual LVFO Institutions, different departments and offices across the Partner States. The data and information are disseminated using various strategies, which include; publications, websites, media outlets and Information Resource Centres among others. A sharing Policy is required to address the issues of visibility, accessibility, preservation, harmonisation and effective dissemination of LVFO data and information.

The LVFO Partner States have national laws and regulations which govern the conducting of research and utilization of the collected data and information by both local and foreign nationals. Foreign mandated R&D institutions are NACOSTI (Kenya), UNCST (Uganda) and COSTECH (Tanzania). These authorities not only demand for submission of project proposals prior to collection of data and information, but they do also charge research clearance fees which contributes to national development in the Partner States.

1.2 Rationale

LVFO Institutions and LVFO coordinating Ministries have generated a lot of data and information. However, the absence of a regional policy governing the sharing of data and information results in uncertainty in the procedures to follow when sharing data, the type of data to be shared, and the responsibility of the custodian, among others. Moreover, the collected data and information are not adequately stored and in user-friendly formats. These data and information are also scattered in various

institutions in and outside the region. Currently, LVFO Secretariat, Institutions and Coordinating Ministries each have databases and resource centres holding vital data and information that are not linked and, in some cases, the information therein cannot be accessed externally.

Where such data and information could be available, there are no arrangements for sharing. This results in duplication of effort and resources resulting to difficulties for informed policy and management decisions on the fisheries and aquaculture matters. Moreover, the lack of adequate records and information management results in the absence of standards for the recording, classifying, storing and managing information. Additionally, most of the data and information in the region have consistent formats and lacks metadata due to inadequate information management, thus making it difficult for a third-party user to assess the data.

Currently, large amounts of data are in paper-based format or stored individually as soft copies in different formats resulting in inefficient viewing, accessing, transferring, and difficulty with integration with electronic datasets. This is a hindrance to data sharing since for data and information to be efficiently shared, they must be identifiable, retrievable, interoperable and in consistent format, otherwise information should exist that would assist in making them compatible.

There have been concerns from the Partner States on the engagement of East Africans in regional projects coordinated by the LVFO Secretariat that regional scientists are involved in the collection of data and information that mainly benefit external collaborators with no clear benefit to the region. Partner States have also been concerned about the mode of sharing of data and information already generated by national institutions, with external collaborators. This lack of a well-known mechanism of sharing has occasionally caused displeasure among national institutions, demanding to get a clear picture of the benefits to the region. Given the above scenario, there is need therefore, to review the status and management of the various data sets across Partner States, and develop a clear policy on sharing of data and information for Lake Victoria Fisheries Organization.

2. Objective of the Consultancy

2.1 Main Objective

The main objective of the consultancy is to develop a data and information sharing policy for the Lake Victoria Fisheries Organization.

2.2 Specific Objectives

The specific objectives of the consultancy are as follows: -

- a) Identify the institutions and organizations involved in generating fisheries and aquaculture - related data and information, including the contractual obligation and/ or mandate of each of the institutions
- b) Review the status and management of the various data sets across the LVFO Partner States, and identify barriers to data and information sharing among agencies institutions, and with external collaborators
- c) Establish ownership of data and Information in the LVFO institutional framework, clearly spelling out the role and level of ownership by the following interest parties: The collector of data, the institution of data collector, other national institutions, LVFO, data publishers and other regional organizations;
- d) Determine the potential and existing sources, types and categories of data and information;
- e) Review existing agreements between LVFO and Development Partners on data and information sharing.
- f) Examine the existing institutional, national, regional and international policies regarding data and information sharing.
- g) Review existing tools, protocols and formats for generation, digitization, storage and sharing of data and information within the LVFO Secretariat, LVFO Institutions and Coordinating Ministries
- h) On the basis of (a) to (g) above, develop an appropriate policy on data and information sharing policy for LVFO, but applicable both on regional and national scales.

- i) Propose a way forward to harmonize regional fisheries and aquaculture-related data collection, data processing and data dissemination systems.
- j) Propose an implementation framework of the developed policy;

3. Expected Output of the Consultancy (deliverables)

The expected outputs are:

- a) Final Consultancy Report
- b) Regional policy on data and information sharing
- c) Regional policy implementation framework

4. Scope of the Consultancy

The consultancy shall cover the Secretariat, LVFO Institutions and Coordinating Ministries of the four (4) Partner States and shall run for a period of 45 working days. The consultancy must cover all aspects as outlined within the TORs.

5. Competencies

The selected candidate should be fluent in English and have:

- a) Knowledge of the legal issues arising in connection with information and data sharing;
- b) Knowledge and understanding of the type of data being collected and their purpose;
- c) Knowledge of existing data sharing protocols in the EAC region;
- d) Writing and analytical skills;
- e) Willingness to travel within the region;
- f) Conversant with virtual communication (e.g. zoom, MS Teams)
- g) Ability to work under pressure and deliver high quality results on time

6. Experts and their Qualifications for the Consultancy

6.1 Key Expert

The Key Expert (Contractor) must have the following qualifications:

- a) At least a post-graduate degree in law and policy, fisheries management, natural resources management, aquatic environmental management, Information Systems, Information Science or related discipline. A combination of skills in these disciplines will be an added advantage.
- b) Proven experience and expertise in developing similar policies or guidelines; and
- c) Proven experience in developing regional/institutional Strategic Plans for data and information of not less than 5 years.

6.2 Non-Key Experts

Non-Key Experts will complement the Key Expert with qualifications shown in Section 6.1 (a) above.

6.3 Other experts

Other Experts will provide support & backstopping services. The tenderer will have to demonstrate in their offer that:

- a) They have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

- b) The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

7. Reports and Schedules of Deliverables

7.1 Expected Duration of the Consultancy

It is estimated that the work will require a maximum input of 45 working days.

7.2 Reporting Arrangements

The Consultant will submit the following reports:

- a) **Inception Report** of maximum 12 pages to be produced one week after signing the contract. In the report the contractor shall present a clearly articulated work plan and elucidating the methodology to be employed, including an analytical framework to be used. The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report.
- b) **Draft baseline report:** within 10 working days from the submission of inception report the consultant should submit a draft report outlining the preliminary results of the assessment for the baseline, responding to specific objectives (a) to (g) in Section 2.1 above.
- c) **Final baseline report:** within 5 days after receiving inputs from the LVFO Secretariat
- d) **Draft consultancy report:** within 15 days after acceptance of the final baseline report, and containing detailed information
- e) **Draft Data and Information Sharing policy:** within 20 working days from the submission of the inception report
- f) **Validation workshop report:** within 5 working days after receiving inputs from the stakeholders. The report should have a maximum thirty pages (main text, excluding annexes) in the format given in **Annex I**.
- g) **Final Data and Information Sharing Policy:** with standard specifications and format, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is fourteen (14) days after receipt of comments on the final draft report. The detailed analyses underpinning the recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

All reports, including the Data and Information sharing policy, shall be submitted in two hard copies and a soft copy. The Consultant shall submit originals or photocopies of all all reports and communication materials developed during this assignment to LVFO Secretariat.

8. Disbursement Schedule

LVFO intends to disburse the funds in the following schedule:

S/N	Description	Payable
1	Reimbursement Amount	Reimbursement as a global amount to not exceed (USD 3,000)
2	30% of total contract fee	Upon signing and returning of the contract along with Inception Report and approved fund request (USD 3,600)
3	40% of total contract fee	Upon completion of Phase I and submission and approval/acceptance of draft report along with an approved funds request (USD 4,800)
4	30% of total contract fee	Upon submission and approval/acceptance of final report and other deliverables as per TOR along with an approved funds request (USD 3,600)
TOTAL		The total compensation under this agreement shall not exceed Fifteen thousand Dollars (USD 15,000) only

9. Financial obligations by LVFO and the Consultant

- (a) LVFO will pay for reimbursable that is to include per diems outside home base, and other expenses which will be incurred directly in relation to the assignment (local travels, stationery and printing). air tickets at the economy rate, such expenses have to be agreed upon in advance.
- (b) Any funds provided under this agreement in USD which are to be exchanged to local currency must be exchanged at the best available rate through the channels authorized by applicable laws and regulations. Transactions must be capable of verification by LVFO through bank receipts or other documents or publications sufficient to demonstrate the legality of such transactions.
- (c) LVFO shall not be liable for any other fees or expenses, including taxes and bank charges.
- (d) In this contract, per diem rates are calculated as follows: USD 200 in the home country, and USD 250 in a foreign country.
- (e) Full and final payment will only be made upon:
 - Completion of the final report/deliverables and its acceptance by the Executive Secretary
 - Submission and approval of an invoice within 15 days following completion of the Assignment, detailing services rendered, and
 - Submission and approval of receipts for all expenses incurred
 - The invoice must contain the following information: name and address of the consultant, invoice date, unique invoice number, service rendered, deliverable, period in which service was provided, bank details, and, for consultants, VAT number. The invoice must be addressed to the Executive Secretary, LVFO. Payments will be made to a bank account provided by the consultant.

10. Responsibilities of the Client

The client will:

- a) Provide available relevant reference documents
- b) Organize Regional workshops to review consultancy reports;
- c) Organize the relevant meetings with the relevant stakeholders;
- d) Provide office space for the consultants to carry out their work when in the field;

11. Application procedure

Applications shall include:

- a) Curriculum Vitae of the Key Expert;
- b) Cover letter including a brief explanation of what the consultant believe will make him/her the most suitable candidate in this consultancy
- c) CVs for Non-Key Experts should also be submitted in the tender

12. Submission and Approval of Reports

The reports referred to above must be submitted to the LVFO Executive Secretary through the project manager identified in the contract. The project manager is responsible for ensuring that the reports are reviewed by stakeholders and approved.

ANNEX I: Report Format (Workshop Validation Report and Policy)

- a) The report should adequately address the Terms of Reference
- b) The front page should include EAC and LVFO logos
- c) The body of the text should be single spaced. Use Times New Roman 11 points. Section titles should have larger fonts (12 points)
- d) Ensure the report has page numbers at the bottom of the page – right position (except the front page)
- e) Limit your report to a maximum of **30 pages** of A4 size including illustrations (excluding annexes).
- f) Use Oxford British English. The report must be spell-checked and grammar-checked before submission.
- g) Figures and tables should appear in numerical order and must be described/cited in the body of the text. Check consistency/uniformity in lettering and sizing of the labels in the figures.
- h) The report should be organized as follows: Title; Abbreviations; Executive Summary; Body of the report; Acknowledgements (which must include financial support from LVFO);
- i) References (Use the *African Journal of Marine Science* citation style).

ANNEX II: Expression of Interest Forms

- A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT**
- B. CURRICULUM VITAE**
- C. FINANCIAL PROPOSAL**

A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT
[insert name and reference number]

[Location, Date]

To: The Executive Secretary, Lake Victoria Fisheries Organization (LVFO)

Dear Sir:

I, the undersigned, offer to provide the consulting services for *[insert title of assignment]* in accordance with your Request for Expression of Interests number *[insert the number]*, dated *[insert date]* and my Financial Proposal for the sum of *[Insert amount(s) in words and figures¹¹]*. This amount inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements, and include any of the following taxes in Procuring Entity's country: value added tax and social charges or/and income taxes on fees and benefits.

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

I take note that under the provisions of the EAC Procurement Policy applicable to this Request of Expression of Interest, a contract cannot be awarded to applicants who are in any of the following situations:

- a) *They are being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of the EAC member states;*
- b) *They have been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e., against which no appeal is possible);*
- c) *They have been declared guilty of grave professional misconduct proven by any means which LVFO can justify;*
- d) *They have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*
- e) *They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the LVFO financial interests; or*
- f) *They are being currently subject to an administrative penalty.*

I confirm that I am not in any of the situations described above, and I hereby declare that at any point in time, at the LVFO's request, I will provide certified copies of documents to prove that I do not follow in any of the situation described above. I am aware that the penalties set out in the EAC Procurement Policy 2016 may be applied in the case of a false declaration, should the contract be awarded to me. My proposal is binding upon me for the period indicated in the Paragraph 9(iii) of the Request for Expression of Interest. I undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the Request for Expression of Interest, and to be available for the entire duration the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours Sincerely,

Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

¹ Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

B. CURRICULUM VITAE

[insert the full name]

- 1. **Family name:** *[insert the name]*
- 2. **First names:** *[insert the names in full]*
- 3. **Date of birth:** *[insert the date]*
- 4. **Nationality:** *[insert the country or countries of citizenship]*
- 5. **Civil status:** *[insert: married/ divorced/single/ widower]*
- 6. **Purchase Order details:** *Address:[insert the physical address]*
Phone: [insert the phone and mobile no.]
E-mail: [insert the email]

- 8. **Education:**

Institution: [Date from – Date to]	Degree(s) obtained:
<i>[indicate the month and the year]</i>	<i>[insert the name of the degree and the specialty/major]</i>
<i>[indicate the month and the year]</i>	<i>[insert the name of the degree and the specialty/major]</i>

- 7. **Membership of professional bodies:** *[indicate the name of the professional body]*
- 8. **Other skills:** *[insert the skills]*
- 9. **Present position:** *[insert the name]*
- 10. **Years of experience:** *[insert the no]*
- 11. **Key qualifications:** (Relevant to this assignment)
[insert the key qualifications]
- 12. **Specific relevant experience in the Region:**

Country	Date from - Date to
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
.....
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>

13. Professional experience RELEVANT TO THIS ASSIGNMENT:

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<i>Name of the Firm/Institution: Address of the company: Phone: Email: Name and title of the reference person from the company:</i>	<i>[indicate the exact name and title and if it was a short term or a long- term position]</i>	<i>Name of the Purchase Order/Contract: Beneficiary of the Purchase Order/Contract: Brief description of the Purchase Order/Contract: Responsibilities:</i>
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<i>Name of the Firm/Institution: Address of the company: Phone: Email: Name and title of the reference person from the company:</i>	<i>[indicate the exact name and title and if it was a short term or a long- term position]</i>	<i>Name of the Purchase Order/ Contract: Beneficiary of the Purchase Order/ Contract: Brief description of the Purchase Order/ Contract: Responsibilities:</i>
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<i>Name of the Firm/Institution: Address of the company: Phone: Email: Name and title of the reference person from the company:</i>	<i>[indicate the exact name and title and if it was a short term or a long- term position]</i>	<i>Name of the Purchase Order/: Contract Beneficiary of the Purchase Order/ Contract: Brief description of the Purchase Order/ Contract: Responsibilities:</i>

14. Other relevant information: (e.g. Publications)

[insert the details]

Include a full list of publications and reports produced which are related to the assignment

15. Statement:

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

I hereby declare that at any point in time, at the LVFO request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience and indicated at points 8 and 14 above¹, documents which are attached to this CV as photocopies.

By signing this statement, I also authorized LVFO to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

_____ Date: _____

ATTACHMENTS:

- 1) *Proof of qualifications indicated at No. 8 (Academic & professional certificates & testimonials).*
- 2) *Proof of working experience indicated at No.14 (Documentary evidence i.e Relevant Copies of Contracts/Orders/Appointment letters/Completion certificates/Referee letters for specific assignments). - MUST COMPLY*
- 3) *At least three referees*

C. FINANCIAL PROPOSAL

[Insert name and reference number]

N°	Description	Unit	No. of Units	Unit Cost (in US\$)	Total (in US\$)
	Professional Fees/Remuneration- Key expert	Man-Day	45		
	Counterpart staff (if any)				
	Reimbursables				
TOTAL FINANCIAL OFFER (Fees)					

NOTE: Besides the remuneration to be quoted for the 45 man-days above, the cost must include ALL the applicable taxes in your jurisdiction and must be quoted in USD.

As indicated in the TOR, the LVFO shall facilitate air ticket(s), accommodation, meals and other related services when the Consultant is required to travel outside their home base for this assignment's duties. Where applicable, the LVFO shall also provide some office space, fixed telephone line for this assignment's communication with stakeholders and any relevant information and records for effective and efficient performance of this assignment.

Signature: _____

Name: _____

Date: _____