



**SHORT TERM INDIVIDUAL CONSULTANCY SELECTION
(CALL FOR CVs) - ADVOCACY FOR INCREASED
CONSUMPTION OF LAKE VICTORIA SMALL FISH
PRODUCTS**

Reference Number: LVFO/C-SRVCS/IFAD/2023-2024/007
IFAD COMPONENT 1.2.1.3

AUGUST 2023

1. **LVFO** invites Individual Consultants to submit their Curriculum Vitae (CV) for the services above. The Terms of Reference defining the minimum technical requirements for these services are attached hereto as **Annex I**.
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 have 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 subjected to a penalty resulting from an Administrative Review.*
3. The 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 as follows: -**
 - **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, 28th August 2023 at 5:00 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 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

Opening of the applications shall follow immediately after the deadline date and time, **Monday, 28th August 2023 at 5:00 PM local time** and late submissions shall be rejected.

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

INSTRUCTIONS TO INDIVIDUAL CONSULTANTS

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 13 below**, containing only the RELEVANT and DETAILED information as required in the TOR.
- 5.1.3.** Copies of RELEVANT academic and professional certificates and testimonials.
- 5.1.4.** Attach copies of Contracts or Orders or Official Appointment letters for similar assignments and magnitude done by the Consultant during the last 7 years. Accompanied by their corresponding Official Referee letter OR Completion letter/certificate as evidence of having SUCCESSFULLY carried out the SIMILAR assignments.
- 5.1.5.** Applications lacking any of the above documents shall not be considered further.
- 5.1.6.** The key consultant to assemble a team comprising experts in advocacy, nutrition and fisheries science/management. **Applications lacking any of the three skills in the team will not be considered.**

5.2. Technical evaluation criteria:

- 5.2.1.** A postgraduate degree qualification from a recognized university in mass communication, journalism, community development, rural development and any other relevant qualification as required under 6.1. in the TOR below (15). - A possession of a PhD degree in the above will be an added advantage 2 (5%)- **20 marks**
- 5.2.2** Postgraduate training in nutrition (10 marks) and fisheries (10 marks) - **20 marks**
- 5.2.3** Demonstrated specific experience with at least One (01) professional assignment (long or short-term) on development of advocacy materials- **20 marks**
- 5.2.4** Proven track record in organizing events related to advocacy - **20 marks**
- 5.2.5** At least One (01) professional assignment (long or short-term) in the small-scale fisheries value chain - **10 marks**
- 5.2.6** Track record of peer review publications in nutrition, value addition and product development (7 marks). Publications specifically on small-scale fisheries value chain (3 marks) will be an added advantage - **10 marks**

To facilitate the evaluation process, all evidence of having SATISFACTORILY deployed any of the skills and Core Competencies alluded under Clause 6 of the ToRs below in performance of those assignments **MUST be evidenced** in: Copies of Academic documents, Copies of Contracts or Orders, Official Appointment letters, Letters from Official referees, Completion certificates for similar assignments and magnitude/value done by the Consultant during the last 10 years, indicating clearly the place of execution, dates, type of audience (class/seminar/workshop) etc.

Total possible marks = **100 marks.**

The Minimum qualifying score shall be **75 marks** out of the **100 marks.**

5.3 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 6.3 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 a **maximum of five months**, and is expected to commence on **1 September 2023**.

Besides the remuneration to be quoted for the **45 man-days** above, the cost must include ALL the costs related to any counterpart staff, reimbursable costs and applicable taxes in your jurisdiction and must be quoted in United States Dollars (USD).

Under reimbursable costs, LVFO shall 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 not exceeding USD 5,000. 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 (by submission of a CV) should be valid for a period of **Ninety (90) days** from the date of the deadline for submission indicated in Paragraph 4 above.

- 8. Additional request for information and clarifications** can be done, not later than five (05) working days prior to the deadline indicated, from the office and contacts indicated in paragraph 4 above. Any addendum or clarification from LVFO concerning this bid shall be posted into the LVFO's website, i.e. <https://lvfo.org/content/rfps> under opportunities portal. Applicants are therefore advised to be on constant look-out for any such additional information before the deadline date.

Sincerely,

Name: Dr. Shigalla B. Mahongo
Position of Authorized Official: 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 I: TERMS OF REFERENCE

Procurement Ref.	LVFO/C-SRVCS/IFAD/2022-2023/007
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	(IFAD COMPONENT 1.2.1.3)
Deadline for submission of CV:	Wednesday, 21st June 2023 at 5:00 PM local time
Expected Starting date of this assignment:	1st September 2023

1. Client

The client for this assignment is the Lake Victoria Fisheries Organization (LVFO), Bell Avenue, Plot 7E/B, Busoga Square, Jinja, Uganda.

1.1 Background

Lake Victoria, Africa’s largest and the world’s second largest fresh-water lake is the most productive inland water body in the world with total fisheries production of around 1.5 million tonnes in 2021. It supports about 220,000 fishers from the riparian countries of Kenya, Tanzania and Uganda, and the livelihoods of a further 4 million people indirectly including women, generating roughly 600 million USD/year in wealth. Concern about the future of the fisheries grew as catches of Nile perch reduced from a peak of 340,000 tonnes in 1990 to 220,000 tonnes in the 2021. The decline in large sized fish was coupled with a five-fold increase in the catches of “small fish” particularly the Silver cyprinid, *Rastrineobola argentea*, (hereinafter called dagaa) from 190,000 tonnes in 1999 tonnes to over 900,000 tonnes in 2021.

Generally, standing stock of Dagaa have fairly been stable, oscillating around 900,000 MT. Despite dominating the lake-wide catch (62%), the economic contribution of Dagaa remained low, only 23% of the USD 1,139,300 in 2021. This is mainly due to poor post-harvest handling packaging and marketing.

Dagaa is considered as poor man’s food and consumed mainly by rural poor people. It is not widely used as human food by middle- and high-income class of people because of the poor handling and processing techniques and inadequate knowledge on the nutritional benefits. Appreciation of Dagaa and attraction to its utilization by the more affluent group of society will definitely increase its demand, consumption and economic benefits from this abundant resource of Lake Victoria. Therefore, the advocacy for increased consumption of Lake Victoria small fish products is a great initiative to support the growth of the fishing industry in the region and to improve the livelihoods of the local fishing communities, women and youth who are involved in the value chain. The advocacy should mainly include the following;

Nutritional benefits: Small fish are rich in nutrients such as omega-3 fatty acids, vitamins, and minerals. They are a good source of protein, which is essential for growth and development, especially in children under 5 years and pregnant women.

Available and affordable source of protein: Small fish are generally available and cheaper than larger fish species such as Nile perch, Tilapia and others. This makes them an affordable source of protein for low-income households in the region. In addition, with value addition, it should also be accessible to middle- and high-income class.

Supporting the local fishing industry: Increased consumption of small fish can help to support the local fishing industry by creating a demand for these products. This can help to generate income for the local fishing communities and improve their livelihoods especially women and youth involved in the value chain activities.

Reducing food waste: Small fish suffers huge post-harvest losses and are often used as animal feed. Encouraging the consumption of small fish can help to increase hygienic post-harvest

handling, reduce waste and promote sustainable fishing practices.

Therefore, it is important to promote the consumption of Lake Victoria small fish products, raise awareness among the local, national, regional and international communities about the nutritional benefits of these products. This can be done through public education campaigns and outreach programs. Additionally, efforts can be made to increase the availability of value-added small fish products in local markets and supermarkets. This can be done by working with local fishers and fish processors to add value and improve their production and distribution systems. Advocating for increased consumption of Lake Victoria small fish products is a worthwhile initiative that can provide numerous benefits for the local communities and the fishing industry in the region.

2. Objectives of the Consultancy

2.1 Main Objective

The general objective of the assignment is to develop an advocacy plan and implementation strategy to promote the increased consumption of Lake Victoria small fish products.

2.2 Specific Objectives

The specific objectives are: -

- i) Conduct a situational analysis of the cooking practices, consumption patterns and preferences of small fish products in the regional and associated international channels;
- ii) Develop an advocacy plan and implementation strategy that outlines the key messages, target audiences, and communication channels to be used in promoting the consumption of small fish products;
- iii) Develop communication materials such as brochures, posters, and radio and TV messages to support the advocacy campaign;
- iv) Identify and engage key stakeholders such as government agencies, non-state actors (civil society), local fishers, fish processors, traders, and consumer groups to support the advocacy campaign;
- v) Conduct advocacy activities such as community meetings, media outreach, and public events to raise awareness about the nutritional benefits and affordability of small fish products;
- vi) Develop and demonstrate different types of small fish dishes; and
- vii) Select one school and one hospital per country to demonstrate, monitor and evaluate the effectiveness of small fish dishes in reducing malnutrition especially among children.

3. Expected Output of the Consultancy (deliverables)

The expected outputs are: -

- a) Inception report
- b) Situational analysis report.
- c) Advocacy plan and implementation strategy.
- d) Communication materials such as brochures, posters, and radio and TV messages.
- e) Report on stakeholder engagement.
- f) Report on advocacy activities.
- g) Brochure of different types of small fish dishes.
- h) Monitoring and evaluation report on the effectiveness of small fish dishes in reducing malnutrition especially among children.
- i) Final Consultancy Report.
- j) Policy Brief: Prepare document with a Maximum of two-page non-technical summary of the report to be used as a briefing paper for the LVFO Sectoral Council of Ministers

meeting.

All reports shall be submitted in two hard copies and a soft copy version in MS Word. The Consultant shall submit originals or electronic copies of all reports and all materials developed during this assignment to LVFO Secretariat.

4. Scope of the Consultancy

The consultancy shall cover the LVFO Secretariat, and the Lake Victoria Riparian Countries of Kenya, Uganda and Tanzania. The Consultancy must cover all aspects as outlined within the TORs. The scope of work will include desktop review, small fish consumption research and analysis, SWOT analysis, field visits for stakeholder consultation and engagement, focus group discussions and interviews. The assignment will entail both primary and secondary data collection, collation, analysis, and interpretation.

5. Capacity building and transfer of knowledge

The consultancy will include training of national focal persons, socio-scientists and technicians from the Partner States to plan and conduct advocacy campaigns in the future.

6. Required qualifications, experience and competences for the Key Expert

The Key Expert (Contractor) must have the following minimum qualifications and experience

6.1 Qualifications

A postgraduate degree qualification from a recognized university in community advocacy, mass communication, journalism, community development, rural development and or any other qualification related to advocacy. A PhD degree in the relevant field will be an added advantage

6.2 General and Specific Professional Experience

General professional experience

- At least Five (05) years' professional experience in related subject of the consultancy.
- At least One (01) professional assignments (long or short-term) development of advocacy materials
- At least 1 professional assignment (long or short-term) in advocacy.
- Fluency in written and spoken English.
- Proficiency in MS Office and data analysis software

Specific professional experience

- Track record of organizing events related to advocacy
- Track record of working with women and youth associations
- Strong experience on mass communication and outreach skills
- Strong communication and reporting skills

6.3 Other competences

- i) Fluency in written and spoken English with excellent oral communication of research findings.
- ii) Evidence of excellent scientific collaboration with well-established National, Regional and International institutions
- iii) Strong data analysis and report writing and analytical skills
- iv) Willingness to travel within the EAC region;
- v) Conversant with virtual communication (e.g., Zoom, MS Teams)

- vi) Ability to work under pressure and deliver high quality results on time

6.4 Non-Key Experts

At least a Higher degree (MSc/MA) in nutrition; value addition; fish safety and quality assurance; food safety; fisheries post-harvest management technologies; products development or any other related qualification and skills.

General professional experience and competencies

- At least 1 professional assignment (long or short-term) in fish nutrition, value addition, product development, small-scale fisheries value chain or a related assignment.
- At least 1 professional assignment (long or short-term) working with women and youth in the EAC region.

6.5 Other experts

Other Experts may provide support & backstopping services. 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, Reporting Arrangements and Expected Duration of the Consultancy

7.1 Reports

In addition to the expected output/deliverables in Section 3 above, the Consultant will also submit the following reports:

- a) **Inception Report** of maximum Ten (10) 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) **Online Training report** of maximum 10 pages to be produced and shared one week after the online training leading up to Data collection and analysis, detailing skills transfer for knowledge management
- c) **Data collection forms to guide data collection during fieldwork**
- d) **Draft consultancy report:** Includes a draft advocacy plan, monitoring and evaluation strategy and implementation strategy for presenting at the Validation workshop.
- e) **Validation/ workshop report:** within Five (05) working days after receiving inputs from the stakeholders during the Validation/training Workshop above. The report should have a maximum of twenty pages (main text, excluding annexes) in the format given in **Annex II**.
- f) **Final Report:** A report summarizing the data analysis, and a final advocacy plan, monitoring and evaluation strategy and implementation strategy incorporating any comments received from the parties on the draft report. The deadline for sending the final report is within 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.

- g) **Policy Brief:** Prepare document with a Maximum of two-pages non-technical summary of the report to be used as a briefing paper for the next LVFO Council of Ministers meeting.
- h) **Popular version:** Prepare detailed user-friendly popular versions and brochures of different types of small fish dishes, plus other communication materials e.g radio and Television messages.

7.2 Reporting Arrangements

All reports shall be submitted in two hard copies and a soft copy version in MS Word. The Consultant shall submit originals or electronic copies of all reports and all materials developed during this assignment to LVFO Secretariat.

7.3 Expected Duration of the Consultancy

The total duration for the assignment shall be a maximum of Sixty (60) days from the date the contract is signed and can be executed for a maximum four months.

The deliverables schedule mapped to this timeline are as shown in the table below: -

Table: Deliverables Schedule

SN	Description of Deliverables	Projected Timeline
1	Contract signing	1st September 2023
2	Draft Inception report	10 th September 2023
3	Situational analysis report	25 th September 2023
4	Advocacy plan and implementation strategy	30 th September 2023
5	Communication materials such as brochures, posters, and radio and TV messages	08 th October 2023
6	Report on stakeholder engagement	15 th October 2023
7	Report on advocacy activities	18 th October 2023
8	Brochures of different types of small fish dishes	21 st October 2023
9	Monitoring and evaluation report on the effectiveness of small fish dishes in reducing malnutrition especially among children	25 th October 2023
10	Submission of the final report and policy brief	31 st October 2023

**To be agreed during negotiation of contract*

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 4,000
2.	30% of the total Professional fee	Upon Submission and approval/acceptance of an Inception report, along with an Invoice
3.	40% of the total Professional fee	Upon Submission and approval/acceptance of a Draft report and a draft advocacy plan, monitoring and evaluation strategy and

		implementation strategy, along with an Invoice (after the validation/training workshop)
4.	30% of the total Professional fee	Upon submission and approval/acceptance of a Final report, and final advocacy plan, monitoring and evaluation strategy and implementation strategy, a policy brief and all other deliverables as per TOR along with an Invoice
	TOTAL	The total compensation under this agreement shall not exceed Eighteen thousand Dollars (USD 18,000)

**To be agreed during negotiation of contract*

9. Financial obligations by LVFO and the Consultant

- (a) LVFO will pay for reimbursable costs as indicated in the Financial Proposal; 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 local taxes in the Consultant's country and bank charges.
- (d) In this contract, per diem rates are calculated based on UN rates per country and city, but shall not exceed: USD 150 in the home country, if away from the duty station, 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 ten (10) 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 to support the implementation of the Consultancy;
- b) Organize and fund attendance of participants to Regional validation of training workshops to review consultancy reports;
- c) Link the consultant to the national focal points, where required
- d) Assist in identification of potential respondents
- e) Provide introduction letters to enable the consultant carry out the activity efficiently

11. Responsibilities of the Consultant

The Consultant will: -

- a) Develop tools for data collection i.e questionnaires

- b) Present study findings at validation workshop and incorporate stakeholders' comments into the final report.
- c) Prepare training materials, and provide training to the national technical teams at a meeting organised by LVFO

12. 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

13. Supervision, submission and Approval of Reports

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

13.1 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 **20 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**

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 figures¹]*. 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/Assignment: Beneficiary of the Purchase Order/Contract: Brief description of the Purchase Order/Contract/Assignment: 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/Assignment: Beneficiary of the Purchase Order/Contract: Brief description of the Purchase Order/Contract/Assignment: 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/Assignment: Beneficiary of the Purchase Order/Contract: Brief description of the Purchase Order/Contract/Assignment: Responsibilities</i>

14. Scientific 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. 6 (Academic & professional certificates & testimonials).*
- 2) *Proof of working experience (Documentary evidence i.e. Project name/Number/Relevant Copies of Contracts/Orders/Appointment letters/Completion certificates/Referee letters for specific assignments) including dates, place of execution, type of audience targeted (class, seminar, workshop) - MUST COMPLY.*
- 3) *At least three (03) referees*