

**CURRICULUM VITAE (CV)  
Hiring an Individual Consultant (Project Manager)**

*{Notes shown in brackets { } in italic should not appear on the final document to be submitted}*

<b>Position /Title/Consultancy</b>	<b>Individual Consultant (Project Manager)</b>
<b>Name of Consultant:</b>	<i>{Insert full name}</i>
<b>Date of Birth:</b>	<i>{day/month/year}</i>
<b>Address</b>	
<b>ID Number</b>	
<b>Country of Citizenship/Residence</b>	

**Education:** *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

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**Employment record relevant to the assignment:** *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, Contract amount, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references.}*

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work**

**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
Directs implementation and execution of standard Project Management methodologies across the project portfolio and ensure the delivery of project outputs on time.	
Ensures project teams comply to organization standards and all documentation is reviewed and documented	
Adhere to NLDSB, GoSL procurement procedures and guidelines and drive conducting project procurements	
Prepare and update all the project management documents	
Report and escalate project related issues risks and coordinate with the stakeholders	
Work closely with the stakeholders including Ministry of Provincial Council and Local Government, UNDP, Local Authorities and public libraries	

**Expected remuneration and other charges: (Should be completed by the consultant)**

<b>Cost Component</b>	<b>Unit</b>	<b>Number of Months</b>	<b>Unit Price Excluding VAT (LKR)</b>	<b>Total Price Excluding VAT (LKR)</b>
Individual Consultant (Project Manager)	Monthly	10		
	Total			

**Consultant's contact information:** (e-mail ....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

\_\_\_\_\_  
Name of Consultant  
Date

\_\_\_\_\_  
Signature