**Curriculum vitae**

1. **Proposed role in the project: XXX**
2. **Family name: XXX**
3. **First names: XXX**
4. **Date of birth: DD/MM/YYYY**
5. **Nationality: XXX**
6. **Place of Residence: City, Country**
7. **Education:**

|  |  |
| --- | --- |
| Institution (Date from-to) | Degree(s) or Diploma(s) obtained: |
| Institution, Location (MM/YYYY-MM/YYYY) | Degree, Topic/Programme |
|  |  |

1. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  | Mother Tongue | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Membership** **of professional bodies:** XXX
2. **Other skills:** (e.g. Computer literacy, etc.)

XXX

1. **Key qualifications:**

* **Over XX years of professional experience in XXX**
* Special focus on XXX
* Extensive / vast / in depth experience in XXX
* Sound knowledge of XXX
* Drafted and carried out (numerous) XXX

1. **Experience in the region:**

|  |  |
| --- | --- |
| Country | Date from-to |
|  | MM/YYYY – MM/YYYY |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Professional experience**

|  | **Date from-to** | **Location** | **Client/Company** | **Position** | **Description** |
| --- | --- | --- | --- | --- | --- |
|  | MM/YYYY-MM/YYYY  (XX days) | Country | e.g. GIZ | Your role in the project | **Project title (bold):** A sentence or two on project aims or what the project is/was about.  **Activities:**   * Description of tasks performed by you * … |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Previous employments (including the current one): | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Other relevant information** (e.g., Publications)