

Proforma - 9

RFP No:

CURRICULUM VITAE (CV) OF PROFESSIONAL STAFF TO BE ENGAGED WITH : LIFE INSURANCE COUNCIL

1. Name of Agency [Insert name of firm proposing the staff]:
2. Name of Staff [Insert full name]:
3. Proposed Position:
4. Nationality:
5. Education qualification [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
6. Membership of Professional Associations:
7. Other Training [Indicate significant training since degrees mentioned under (5 – Education) were obtained]:
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:

Sr. No.	From (Year)	To (Year)	Name of the Organization	Position Held

10. Detailed Tasks Assigned

11. Work Undertaken that Best Illustrates capability to Handle Tasks Assigned

- a. List all tasks to be performed under this assignment
- b. Among the assignments in which the staffs have been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10.
 - i. Name of assignment or project:
 - ii. Year:
 - iii. Location:
 - iv. Client:
 - v. Main project features:
 - vi. Positions held:

vii. Activities performed:

Note:

Use separate sheets for different projects. Please provide at least 3 such client references

Signed at _____ dated _____

(Signature of Authorized Signatory)

Name of the Authorized Signatory:

Firm Name:

Seal of Agency