

DIRECTORATE OF INSTITUTIONAL FINANCE, MADHYA PRADESH

C-WING, FIRST FLOOR, VINDHYACHAL BHAWAN, BHOPAL 462 003

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Dated October 7th, 2014

DOCUMENT SEEKING EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF A FIRM/COMPANY/ORGANIZATION TO SUPPORT GOVERNMENT OF MADHYA PRADESH FOR PROVIDING EXPERT SERVICES IN ESTABLISHING AND HAND-HOLDING SUPPORT TO ASSET MANAGEMENT COMPANY/TRUST ETC.

1. Introduction and Background

WHEREAS Commissioner, Directorate of Institutional Finance on behalf of Government of Madhya Pradesh, hereinafter referred to as the GoMP, intends to set-up a Venture Capital Fund in the State for the purpose of making venture capital investment primarily in the State of Madhya Pradesh for promoting entrepreneurship in innovative and new concept in the sectors covering areas like MSME, IT & ITES, Biotechnology, Energy, Clean technology, etc.

Government of Madhya Pradesh is in the process of creation of a venture capital fund for Madhya Pradesh State similar on the lines of different types of venture funds created by various states like Gujarat, Punjab, Karnataka and Rajasthan. The initial concept highlights the need for Madhya Pradesh to create a risk capital or venture fund for MSME sector which can help MSMEs prosper, create job opportunities and contribute in growth of State's economy.

The Government of Madhya Pradesh believes that a dedicated fund, seeded by the State Government, and targeted at promoting innovative initiatives that focus on inclusive growth in the MSME and other sectors could play a crucial role in creating an entrepreneurial culture in the State of Madhya Pradesh. Looking at the requirement to manage the venture capital funds, it has been decided that an Advisor / Consultant may be appointed for creation of a Venture Capital Fund.

2. Objective

Directorate of Institutional Finance, Government of Madhya Pradesh is in the process to appoint an advisor/ consultant for creation of the first Venture Capital fund in Madhya

Pradesh. Selected Firm/Company/Organization will advise the Directorate of Institutional Finance on the various aspects like structuring of the AMC, Trust, regulatory, legal, operations, etc. for creation of the Fund. The roles and responsibilities, timelines and commercial terms for establishing and management of the Venture Capital Fund would be of Advisor/Consultant.

Apart from providing professional advice, the Advisor/Consultant would be a partner / shareholder in the Madhya Pradesh Asset Management Company (MPAMC).

3. Timelines

The Advisor/Consultant shall complete the assignment within 15 months from 1st November 2014, i.e. 5 months in FY 2014-15 and upto 31st January, 2016 i.e. 10 months in FY 2015-16.

4. Fee for Advisory Services

Directorate of Institutional Finance will pay an overall fee of 1% of the targeted Fund Corpus, including taxes, on success fee basis. The success fee of 1% would be paid based upon the targeted initial Fund Corpus of at least Rs. 100 crore (excluding contribution to be made by the Government of Madhya Pradesh or its undertakings and/or Government of India) for MSME. In case, Government of Madhya Pradesh decides to reduce the Fund corpus, the Advisor/Consultant shall be entitled to receive success fee on proportionate basis for its services. However, if the Fund could not be created for whatsoever reasons it may be, the Advisor/Consultant shall be reimbursed the actual expenses incurred by it. The assignment would require multiple visits to Bhopal, Mumbai and other cities by the Advisor/Consultant Officials and also incur various incidental expenses.

The amount of success fee would include all expenses like remuneration, out of pocket expenses, includes all types of expenses like travel cost, stay, local transport, photocopy, typing, fax, secretarial cost etc. to be incurred by the Advisor / consultant on account of the assignment and incidental to the assignment.

The fee of 1% shall be broken up into 5 payments of 0.20% each against the milestones as mentioned in the scope of work. Success Fee would be payable/reimbursable on

quarterly basis within 15 days of presentment of bills. Service tax would be paid extra on applicable rates. TDS would be deducted as per rules.

5. Scope of Work / Roles and Responsibilities of Advisor/Consultant

The responsibilities of the Advisor/Consultant for the advisory services to be provided along with the timelines are as follows;

- i. 0- 3 months**
 - To provide overall know-how for establishing/ creating and functioning of venture capital fund.
 - To provide know-how in issues related to regulatory, legal aspects and other formalities for creation of the Fund.
 - To prepare and submit various documents like PPM (Private Placement Memorandum), Trust Deed and other legal documents.
 - To prepare 'Investment Management Agreement' between Trustee Company and MP AMC.
 - To prepare all legal documents, and get them legally vetted from external agency appointed by the Advisor/Consultant. Cost of the same would be reimbursed by GoMP.
 - To Prepare Memorandum and Article of Association, Trust Deed, Assist in formation of Trust, Trustee Company and Asset Management Company.
 - To prepare and provide Guidance on passing of necessary resolutions and other legal formalities.
 - To prepare and assist in filing of documents with SEBI/ROC and other regulators.

- ii. 4-6 months**
 - To assist in getting SEBI and other regulatory approvals.
 - To assist in fund raising activities from domestic investors.
 - To assist in identification and appointment of suitable intermediaries, who will assist in fund raising, and cost of the same would be borne by the AMC.
 - To identify and appoint a firm of Chartered Accountants, Company Secretary etc. for the purpose of activity relates to this assignment. No separate cost would be reimbursed.
 - To assist and prepare 'Investor Presentation'.
 - To prepare 'Contribution Agreement' to be signed with Investors.
 - To assist in day-to-day fund raising support.

- iii. 7-9 months**
 - To develop and submit internal operational guidelines of Trustee Company and MP AMC.

- To develop and set-up internal systems and processes of MP AMC like various HR policies, accounting policies, operating guidelines, personnel manual, IT and other processes.
- To assist in formation of “Investment Committee” and identification of industry experts.
- To assist in creation of Board of MP AMC and identification of independent experts.
- To assist in formation of Board of Trustee Company and identification of independent members from industry.
- To assist in recruitment of required pool of talent to manage the Fund activities like investments, monitoring, value addition and exits.
- To assist in recruitment of support staff like HR, accounts, IT, front office and administration.

iv. 10-12 months

- To provide basic Investment and fund management training to the investment professionals.
- To assist in subscription with various magazines, journals and online databases etc., which is relevant to VC / PE industry.
- To assist in creation of small in house library of books and journals.
- To identify and appointment of internal and statutory auditor for MP AMC, Trust Company, Trust and Fund.
- To assist in identification and appointment of NAV Auditor.
- To assist in appointment of any specialized consultant.
- To assist in any other routine day-to-day running and operations of Fund and MP AMC.

v. 13-15 months

- To provide training to the team in due diligence process, develop due diligence checklist etc.
- To develop standard formats for Term sheet, Shareholding agreements and other investment related documents.
- To develop standard ‘Investment Memorandum’, Projections and other documents and forms used during investment.
- To develop format of periodic ‘Investor Reporting’.
- To assist in any other day-to-day know-how during the course of assignment.

vi. Reporting

- The Advisor/Consultant will submit monthly report and quarterly report for the activities carried out by them.

6. Investment by the Advisor/Consultant

The Advisor/Consultant shall make 10% investment in the proposed Madhya Pradesh Asset Management Company subject to maximum investment of Rs. 10 lacs. 49% share holding would be held by Government of Madhya Pradesh and/or its entities like Madhya Pradesh Financial Corporation, Madhya Pradesh Road Development Corporation, Madhya Pradesh Trade and Investment Facilitation Corporation and remaining 41% will be offered to Banks, Financial Institutions, Private Sector, Insurance Companies, External Agencies etc. and others as may be decided by the Government of Madhya Pradesh.

A Trustee Company would be established who will act as the Trustee of the Fund with authorized share capital of Rs. 1 lakh. The Advisor/Consultant will not contribute in the share capital of the Trustee Company.

The Government of Madhya Pradesh may allow Advisor/Consultant to nominate a Director on the Board of the Madhya Pradesh AMC and Trustee Company for an initial period of 2 years.

7. Proposed Structure of the Fund

The proposed structure of the fund might be as under;

Madhya Pradesh MSME Fund

- A Fund, Madhya Pradesh MSME Fund, will be formed as a Trust under the Indian Trust Act 1882, with a target corpus of Rs. 100 Crores or above.
- Other than a Trust, the Fund may also be structured as an LLP or a Company under the Companies Act 2013, However, looking at the back-up of State Government, the best practice will be to constitute a Trust with a Trustee Company managing it.
- The Madhya Pradesh MSME Fund will be registered with SEBI.
- Fund documents like PPM (Private Placement Memorandum), Trust Deed etc. will be prepared, finalized and filed with SEBI

Madhya Pradesh Venture Capital Trustee Private Limited

- A private limited Trustee Company (for example, Madhya Pradesh Venture Capital Trustee Private Limited) will be formed with a nominal capital of Rs. 1 lac.
- This company will act as a Trustee to the Fund.

- The Trustee Company is required as per SEBI guidelines
- The Trustee Company oversees the functioning of the Fund and has power to appoint manager.
- Trustee Company appoints the Fund Manager, in this case, Madhya Pradesh Venture Capital Limited as 'Manager' to the Fund.
- The Trustee Company executes 'Investment Management Agreement' with the 'Manager' whereby it assigns some of its functions and duties to the Manager.
- The Board of Trustee Company will comprise of eminent professionals, industry experts and nominees of investors. Anchor investor can also nominate a member in the Board of Trustee Company.
- The MD/CEO of the AMC may be appointed as Executive Trustee. There is usually no physical existence of Trustee Company and all day to day operations of the Trustee Company are handled by AMC as per the Investment Management Agreement.

Madhya Pradesh Venture Capital Limited

- The Madhya Pradesh Venture Capital Limited (AMC) will act as a Manager of the Fund.
- The Madhya Pradesh AMC may be formed as a public limited company with capital of Rs. 1 Crore.
- It will be based at Bhopal.
- It will be responsible for the fund raising from various investors.
- It will source the deals, will do due diligence and present to the investment committee for approval for investment.
- It will be responsible for regular monitoring of the Investee Company, providing exits and return of funds to the investors.
- It will build team of investment professionals and support staff like accounts, legal etc.
- It will be responsible for all day-to-day operations of the fund like audits, compliance, NAV etc.
- It will receive the management fee (2% of Fund corpus every year) for its services provided to the Fund.

- It will periodically report to the Board of the Trustee Company and appraise it about the developments.

The Advisor/Consultant has to propose the best option suitable to establish Venture Capital structure in the state of Madhya Pradesh.

8. Duration of the assignment

The assignment of the work shall be valid initially for a period of Fifteen months, i.e., from November 2014 to January 2016. The duration of contract can be mutually extended.

9. Composition of the Core Team and expertise required:

The Advisor/Consultant will be required to depute a core team of experts and further short term mobilisation of subject specific specialists and necessary support staff on a need basis. The core team of experts and specialists likely to be required are as follows:

No.	Key Personnel	Minimum Qualification	Experience
i.	Team Leader	Master's degree/CAIIB/PhD in any discipline	Minimum 20 years
ii.	Company Secretary	Company Secretary from the Institute of Company Secretary of India	Minimum 10 years
iii.	Financial Expert	Chartered Accountant with MBA from IIM	Minimum 10 years
iv.	Venture Capital Expert	MBA with Chartered Accountant (CA) or Chartered Financial Analyst (CFA)	Minimum 10 years
v.	Technical Expert	Bachelor's degree from IIT in any discipline with MBA from IIM	Minimum 5 years

10. Submission of EOI and criteria for selection:

The EOI must be submitted in the attached application form as per the instructions provided. *The Eoi submissions from the organisations meeting the following qualifying criteria will only be considered for evaluation:*

1. *Minimum 10 years in the business of Venture Capital*
2. *At least 3 venture capital funds have been raised in last 10 years*

The EOIs submitted by firms meeting the above qualification criteria would be evaluated on the basis of the following criteria:

No.	Particulars			Max. Marks
I.	Past Experience of the firm			70
a.	<i>Number of years of experience in managing venture capital funds</i>			10
	(Qualifying number of years in managing venture capital funds: 10 years) – as on 31 st March, 2014			
i.	Experience of more than 10 years and upto 20 years			5
i.	Experience of more than 20 years			10
b.	<i>Experience in raising of venture capital funds</i>			15
i.	No. of funds raised 3			5
ii.	No. of funds raised 4 to 5			10
iii.	No. of funds raised more than 5			15
c.	<i>Experience in liquidating venture capital funds</i>			15
i.	No. of funds liquidated 2			5
ii.	No. of funds liquidated 3 to 4			10
iii.	No. of funds liquidated more than 4			15
d.	<i>Experience in making Investments out of venture capital funds</i>			15
i.	No. of Investments upto 25			5
ii.	No. of Investments more than 25 and upto 50			10
iii.	No. of Investments more than 50			15
e.	<i>Experience of exits out of Investments made from venture capital funds</i>			15
i.	No. of exits upto 25			5
ii.	No. of Investments more than 25 and upto 50			10
iii.	No. of Investments more than 50			15
II.	Experience of Key Personnel			20
	Core Team member	Qualification	Experience	
i.	Team Leader	2	2	4
ii.	Company Secretary	2	2	4
iii.	Technical Expert	2	2	4
iv.	Financial Expert	2	2	4
v.	Venture Capital Expert	2	2	4
	Total	10	10	20
III.	Financial Strength			10
a.	Raising of Venture Capital Funds			5
i.	Upto INR 100 crore			2
ii.	More than INR 100 crore and upto INR 200 crore			3
iii.	More than INR 200 crore and upto INR 500 crore			4
iv.	More than INR 500 crore			5
b.	Liquidating Venture Capital Funds			5

No.	Particulars	Max. Marks
i.	Upto INR 10 crore	2
ii.	More than INR 10 crore and upto INR 25 crore	3
iii.	More than INR 25 crore and upto INR 50 crore	4
iv.	More than INR 50 crore	5

11. Evaluation of Application:

- 11.1 DIRECTORATE OF INSTITUTIONAL FINANCE would open the Applications on any working day after Application Due Date for the purpose of evaluation.
- 11.2 Applications for which an acceptable notice of withdrawal has been submitted by an applicant shall not be opened.
- 11.3 DIRECTORATE OF INSTITUTIONAL FINANCE would subsequently examine and evaluate Applications in accordance with the criteria set out.
- 11.4 DIRECTORATE OF INSTITUTIONAL FINANCE reserves the right to reject any Application, if:
- a. at any time, a material misrepresentation is made or discovered; or
 - b. the Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Application.

12. Reporting:

The Advisor/Consultant will report to Commissioner, Institutional Finance for contract related matters.

13. Last date and place for submission etc.:

- 13.1 **Application Due Date:** Applications should be submitted before 1500 hours IST on October 28th, 2014 i.e. Application Due Date. DIRECTORATE OF INSTITUTIONAL FINANCE may, in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing an Addendum uniformly for all Applicants.

13.2 Late Applications:

Any Application received after the Application Due Date and time shall not be accepted by DIRECTORATE OF INSTITUTIONAL FINANCE. Any such Application received after the Application Due will be returned unopened.

13.3 Bid Processing Fee (non-refundable):

- 13.3.1 All interested parties are required to pay Rs. 50,000/- as Bid Processing Fee payable by demand draft favouring Commissioner, Directorate of Institutional Finance, Madhya Pradesh, Bhopal payable at Bhopal.
- 13.3.2 EOI document can be obtained by post / courier upon a written request. Directorate of Institutional Finance shall not be responsible for any delay, loss or non-receipt of the EOI document sent by post courier.
- 13.3.3 Parties may also use EOI form downloaded from the website. While submitting their application, bid processing fee is to be paid as prescribed.

13.4 Submission of Application:

All applications shall be submitted in the manner and form as detailed in this EOI Document. Applications submitted either by facsimile transmission or e-mail shall not be acceptable.

The envelopes shall clearly bear the following identification:

“DOCUMENT SEEKING EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF A FIRM/COMPANY/ORGANIZATION TO SUPPORT GOVERNMENT OF MADHYA PRADESH FOR PROVIDING EXPERT SERVICES IN ESTABLISHING AND HAND-HOLDING SUPPORT TO ASSET MANAGEMENT COMPANY/TRUST ETC.”

"To be opened by Sub-Committee only"

If the envelope is not sealed and marked as instructed above, DIRECTORATE OF INSTITUTIONAL FINANCE assumes no responsibility for the misplacement or premature opening of the contents of the Application submitted and such Application may at the sole discretion of DIRECTORATE OF INSTITUTIONAL FINANCE, be rejected.

13.5 Address for submission of Application:

All applications should be submitted in a sealed envelope on the following address:

**Commissioner,
Directorate of Institutional Finance, Madhya Pradesh,
C-Wing, First Floor, Vindhyachal Bhawan,
BHOPAL (MP), India 462 004**

14. Submission of Proposals

- 14.1 The Proposal as well as all related correspondence exchanged shall be written in English language, unless specified otherwise.
- 14.2 While submitting the Proposal, applicants are expected to examine in detail the documents comprising the EOI. Material deficiencies in providing the information requested may result in rejection of a Proposal.

14.3 Depending on the nature of the Assignment/job, Advisor/Consultants are required to submit a Technical Proposal (TP) in forms provided. The formats of the Technical Proposal are attached as Tech-1 to Tech-5. **Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.**

14.4 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

15. Taxes

15.1 The Advisor/Consultant shall fully familiarize themselves about the applicable to Domestic taxes (such as: value added or sales tax, service tax or income taxes, withholding tax, duties, fees, levies) on amounts payable by the Employer under the Contract. All such taxes would be borne by the Advisor/consultant.

16. Currency

16.1 Advisor/Consultants shall express the price of their Assignment/job in Indian Rupees only.

17. Submission, Receipt, and Opening of Proposal

17.1 The original technical Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Advisor/Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be separate.

17.2 An authorized representative of the Advisor/Consultants shall initial all pages of the original Technical Proposal. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The signed Technical Proposal shall be marked "ORIGINAL".

17.3 The original and a copy of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". The envelopes containing the Technical Proposals, and bid processing fees shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked "DO NOT OPEN, BEFORE [time and date of the opening indicated in the Data sheet]". The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.

17.4 The Proposals must be sent to the address indicated in this document. Any proposal received after the deadline for submission shall be returned unopened.

18. Conflict of Interest

- 18.1 DIRECTORATE OF INSTITUTIONAL FINANCE requires that Advisor/Consultant provide professional, objective, and impartial advice and at all times hold the DIRECTORATE OF INSTITUTIONAL FINANCE's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- 18.2 Without limitation on the generality of the foregoing, Advisor/Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
- 18.3 **Conflicting activities:** A firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from 5 subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation.
- 18.4 **Conflicting Assignment/job:** The Advisor/Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with another Assignment/job of the Consultant to be executed for the same or for another Employer. A Consultant hired to prepare Terms of Reference for an Assignment/job should not be hired for the Assignment/job in question.
- 18.5 **Conflicting relationships:** A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the DIRECTORATE OF INSTITUTIONAL FINANCE's staff who is directly or indirectly involved in any part of;
- (i) the preparation of the Terms of Reference of the Assignment/job,
 - (ii) the selection process for such Assignment/job, or
 - (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the DIRECTORATE OF INSTITUTIONAL FINANCE throughout the selection process and the execution of the Contract.
- 18.6 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the DIRECTORATE OF INSTITUTIONAL FINANCE comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of assignment.
- 18.7 No agency or current employees, relatives of employee of the DIRECTORATE OF INSTITUTIONAL FINANCE shall work as Consultant under their own ministries, departments or agencies.

Application Form (To be submitted in 2 Copies)

Application Form to be considered for appointment of Advisor/Consultant:

Please enter the information requested in the spaces provided. Application from separate legal entities is acceptable, provided the organisations are eligible to operate in competition with each other.

1: Your Details

Your Name (Company or Individual)

Parent Company (If Applicable)

Your Address

Contact Name

Contact Telephone Number

E-Mail Address

2. Company Information Required

Country of Registration (Companies)

Nationality (Application from Individuals)

Number of Employees (as appropriate)

3. Years in Business

How many years have you been in business?

4. Experience in raising Venture Capital Funds (Please give complete list):

Title of Fund	Amount raised (INR in crore)	Period of fund raising	
		From	To

5. Experience in liquidating Venture Capital Funds (Please give complete list):

Title of Fund	Amount raised (INR in crore)	Amount liquidated (INR in crore)	Period of liquidating fund	
			from	To

6. Experience in making investments out of Venture Capital Funds (Please give complete list):

Title of Fund	Name of the Investment co.	Amount invested (INR in crore)	Period of investment	
			From	To

7. Experience of exits out of investments made from Venture Capital Funds (Please give complete list):

Title of Fund	Name of the Investment co.	Amount invested (INR in crore)	Amount withdrawn (INR in crore)	Period of Withdrawal	
				From	To

XXXXX

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief description of the background and organization of your firm/entity for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.]

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present your Technical Proposal divided into the following three chapters:

a) Technical Approach and Methodology,

b) Work Plan, and

c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan: The Advisor/Consultant should **propose and justify** the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing: The Advisor/Consultant should **propose and justify** the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]

TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

Professional Staff

Sr. No.	Name of Staff	Name of Firm	Area of Expertise	Position / Task assigned for this job

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional separate form Tech-6 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of Staff:

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. 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.]:

From [Year]:

To [Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

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

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]: