

**EOI TEMPLATE**  
**CURRICULUM VITAE FOR INDIVIDUAL**  
**CONSULTANT**

**Name of Consultancy:** \_\_\_\_\_

**Name of Individual:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

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

**Membership of Professional Associations:**

**Other Training:** *[Indicate significant training since degrees named in Education]:*

**Countries of Work Experience:** *[List countries where you have worked in the last ten years]:*

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

**Current CV:** *[Starting with present position, list in reverse order every employment 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: \_

**Detailed Tasks Assigned:**

**Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

*[Among the assignments you have been involved, indicate the following information for those assignments that best illustrate your capability to handle the tasks listed under Detailed Tasks Assigned.]*

[List all tasks to performed under this assignment]	Name of assignment or project: Year: Location: Main project features: Position held: Activities performed:
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**Reference:** *full contact information for two professional references]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature]* *Day/Month/Year*

[Location]

[Date]

Chairman,  
Central Tenders Board,  
116 Frederick St,  
Port-of-Spain  
Trinidad and Tobago

Dear Sirs:

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your advertisement dated [*Insert Date*] and my Submission. I am hereby submitting my Expression of Interest.

I hereby declare that all the information and statements made in this Expression of Interest are true and accept that any misinterpretation contained in it may lead to our disqualification.

I undertake, if my Expression of Interest is accepted, to initiate the consulting services related to the assignment as per the Terms of Reference.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Address: