



RAVI URBAN DEVELOPMENT AUTHORITY

PRE-QUALIFICATION DOCUMENT

**CONSULTANCY SERVICES FOR ENVIRONMENTAL
STUDIES OF RIVER TRAINING WORKS AND
INFRASTRUCTURE DEVELOPMENT PROJECTS
UNDER RRUDP**

**Pre-Qualification Documents and Eligibility Criteria for the Selection of
Consulting Firms / Consortium / Joint Venture**

July 2024



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1. INSTRUCTIONS TO APPLICANTS

The interested consultancy firms / joint ventures having experience of similar nature works are invited prequalify themselves by applying and providing the requisite information / particulars, duly supported with necessary documents in a format provided in this Pre-Qualification document. International companies shall only be eligible to participate in association or in JV arrangement with the national eligible engineering consultancy firms / companies.

1.1 Language of Application of Pre-Qualification

The application of Pre-Qualification along with all the supporting documents submitted by the applicant must be in English language.

1.2 Cost of Application of Pre-Qualification Preparation

The applicant shall bear all costs associated with preparation and submission of its Pre-Qualification Application. The client will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the shortlisting process.

1.3 Format of Pre-Qualification Application

It is mandatory for the applicant to submit Pre-Qualification application using the standard forms. The applicant shall provide all necessary information and documents as specified in this document in his Pre-Qualification application. Pre-Qualification applications that do not prescribe to the standard formats and / or are missing necessary information or documents may be discarded.

1.4 Single Application of Pre-Qualification

A single applicant shall submit only one Pre-Qualification application either as an individual consultant or as part of a Joint Venture. In case the applicant submits more than one application in response to this Pre-Qualification Document will result in all of his applications to be discarded.

1.5 Power of Attorney

The applicant shall submit a power of attorney authorizing the signatory of the Pre-Qualification application. All pages of the Pre-Qualification documents must be signed by the authorized representative of the applicant.



1.6 Joint Venture

Consultants may apply as Joint Venture (JV) of more than one firms. In such case, the Pre-Qualification application shall be signed by all the members of the Joint Venture. One of the joint venture partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners. A copy of the agreement entered by the joint venture partners shall be submitted stating the conditions under which it will function, its period of duration, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture. No amendments / modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Employer. All members of the Joint Venture shall be jointly liable and severally bound to the Employer during the pre-qualification and bidding period and for the fulfilment of the assigned consultancy assignment and terms of contract.

1.7 Sealing and Marking of Envelopes

The Pre-Qualification application shall comprise a single package containing three envelopes. First envelope clearly marked as “Original” shall contain original document in hard form. The original document shall be accompanied with one USB containing scanned soft copy of the same document. Second envelope clearly marked as “Copy 1” shall contain copy of the original document in hard form. Similarly, the third envelope marked as "Copy 2" shall also contain a copy of the original document in hard form. All envelopes shall bear tender name, Client’s name, applicant’s name, contact person name and number, applicant's official address. Applicant shall ensure that all the envelopes and the package are properly sealed before submission.

1.8 Clarifications

Applicants may clarifications by sending their queries in writing or through email to the following address:

Director Contracts Management, RUDA

shakeel.ahmad@ruda.gov.pk

RUDA Sub-Office, Gate 14, National Hockey Stadium, Block E2, Gulberg III, Lahore



1.9 False Information

Applicant shall ensure that the information and documents provided in the Pre-Qualification application are true and correct and nothing has been concealed from the Employer.

1.10 Conflict of Interest

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if,

- a. Such applicants and any other applicant have common controlling shareholders or other ownership interest; provided that this qualification shall not apply in cases where the direct or indirect shareholding in an applicant or a constituent thereof in the other applicant(s) is less than 1% of its paid up and subscribed capital;
- b. A constituent of such applicant is also a constituent of another applicant; or
- c. Such applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Pre-qualification of either or each of the other applicant; or
- d. Such applicant has participated as a consultant to the Client in the preparation of any documents, design or technical specifications of the Project.

1.11 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed applicants shall not be disclosed to any person not officially concerned with the process. The Client will treat all information submitted as part of the Pre-Qualification application in confidence and would require all those who have access to such material to treat the same in confidence.

1.12 Fraud and Corruption

The Employer requires that Applicants under this Pre-qualification process, observe the highest standards of ethics during this pre-qualification and further processing. In pursuit of this policy, the Employer defines for the purposes of this provision, the terms set forth below:



- a. “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the pre-qualification process or in contract execution;
- b. “fraudulent practice” means a misrepresentation or omission of facts in order to influence the pre-qualification;
- c. “collusive practice” means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Employer, designed to establish artificial data / information; and
- d. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the pre-qualification process.

Employer will reject an application for pre-qualification if it determines that the applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices; and Employer will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time for pre-qualification if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.



2. TERMS OF REFERENCE

2.1 Background:

Government of the Punjab (GoPb) under its Ravi Urban Development Authority (RUDA) intends to develop urban areas of the province Punjab into sustainable, livable, and well-managed engines of economic growth. Urban development and its management are critically linked with sound, comprehensive and strategic metropolitan level long-term planning. Over the years, rapid urbanization has changed the socio-economic and physical characteristics of the cities. The physical growth of the cities has emerged in a very different way from the land uses proposed in master plans and other planning documents.

Lahore, the capital of the province of Punjab is rapidly urbanizing being a regional urban center of key commercial, financial, industrial, and socio-cultural significance. The population of Lahore in 2017 census is estimated at around 11 million. In view of City's projected population and issues related to the water in the River Ravi, Government of Punjab (GoPb) has planned Ravi River Front Urban Development (RRUDP) on both banks of the river (46 KM long stretch) that is contiguous to Lahore District's northern and western boundaries.

2.2 Statutory Requirement for Conducting EIA/IEE

- As per Punjab Environmental Protection Act (Amendment) 2017, under Section 12 (1) IEE/EIA is mandatory which states that:

“No proponent of a project of public and private sector shall commence construction or operation unless he has filed an Initial Environmental Examination / Environmental Impact Assessment with the Punjab Environmental Protection Agency, as the case may be, or, where the project is likely to cause adverse environmental effects; an environmental impact assessment and has obtained from the Provincial Agency approval in respect thereof”.

- Punjab Environmental Protection (Smog Prevention and Control) Rules, 2023

2.3 Objectives of IEE/EIA

The purpose of the IEE/EIA Report is to identify and assess significant adverse environmental and social impacts and to suggest mitigation and remedial measures to make the proposed project environmentally friendly and sustainable during the construction and operational stages. Also, to propose intutional arrangements and to develop cost estimates to implement those mitigation measures.



2.4 Scope of Work

The Consultant will carry out an Initial Environmental Examination (IEE) / Environmental Impact Assessment (EIA) studies and formulate the report which will comply with the IEE/EIA Regulations, 2022, local Environmental Laws and Regulations.

The screening of the project shall be as per Schedule-I and Schedule-II of the IEE/EIA Regulations, 2022.

The study will examine the effects of the planned activities on existing environmental and social conditions in the areas which may be affected by the proposed project and propose measures for mitigating and monitoring against any potential negative impacts.

- Review of available documents and desk / research studies.
- Prepare project Introduction, Legal aspects with applicable local laws, project description that includes project location, its components and subcomponents, project activities, location/size of camps, labor force, support facilities, operational interventions, and project cost and implementation schedule.
- The study should also include an analysis of alternatives that would examine different alternatives with the objectives of minimizing environmental and social impacts of the project.
- Data collection of existing baseline environmental conditions covering the Physical, Ecological and Socio-economic domains of Environment for the proposed project.
- Conducting Instrumental Environmental Monitoring at site for setting baseline data of proposed project location, this monitoring includes Drinking Water & Wastewater sampling, Ambient Air Quality Monitoring and Noise Monitoring.
- Evaluation of potential project impacts on environment, biological and social settings.
- Conducting, recording and reporting public consultations at different levels with the concerned Environmental Protection Department (EPD) Punjab Client, relevant departments and project affected persons and address their concerns with the necessary mitigation measures.
- Appropriate mitigation measures for adverse impacts on physical, ecological and socio-economic domains.
- The Environmental Management Plan (EMP) should be as per the site conditions and relevance to the proposed project and the plan will be based on implementation cost including Tree Plantation, Environmental Impacts & Mitigation Measures and Environmental Monitoring Program.
- Environmental monitoring program and institutional requirement comprising:
 - Organizational structure and responsibilities
 - Mitigation Plan
 - Environmental Monitoring Plan



- Communication and Documentation
 - Training and Staff
 - Environmental Safeguard Plans
 - Occupational Health and Safety
 - Others
- The Consultant will assist the client for filing the case to obtain Environmental Approval from Environmental Protection Department (EPD) Punjab. The cost incurred for acquiring the Environmental Approval and other perusal will be borne by Client.
 - The Consultant will assist in correspondence with EPA from time of Review to NOC Stage.
 - Acquiring NOC will be the solely responsibility of the Consultant.
 - The Consultant will submit the draft reports and the final reports will be submitted after the incorporation of Client's comments.
 - The Consultant will follow the RUDA Environmental Management and Implementation Manual as a reference guide (available on the RUDA website).
 - Any additional thing related to the scope of work shall be followed by the Consultant.

2.5 Methodologies and Techniques for Conducting IEE/EIA

When outlining the methodologies and techniques for conducting environmental assessments, it's important to ensure that the chosen approaches are scientifically sound, culturally sensitive, and compliant with relevant regulations. Below are some common methodologies and techniques that a consulting firm may consider when conducting Initial Environmental Examination (IEE) and Environmental Impact Assessment (EIA).

Baseline Study: Conduct a comprehensive baseline study to understand the existing environmental conditions in the project area.

Utilize remote sensing, GIS (Geographic Information System), and aerial photography for mapping land use, vegetation, water bodies, and topography.

- **Field Surveys and Sampling:** Undertake field surveys to collect primary data on flora, fauna, soil quality, water quality, air quality, noise levels, and other relevant environmental parameters. Implement random sampling techniques to ensure representative data collection.
- **Stakeholder Consultations:** Engage with local communities, indigenous groups, and other stakeholders through public consultations and interviews to gather qualitative data on their perspectives, concerns, and traditional ecological knowledge.
- **Impact Identification and Prediction:** Use impact matrices and risk assessment tools to identify potential environmental impacts associated with construction activities. Employ



modeling techniques, such as dispersion modeling for air quality and hydrological modeling for water impacts, to predict the magnitude and extent of impacts.

- **Mitigation Measures and Alternatives Analysis:** Develop effective mitigation measures to address identified impacts, emphasizing avoidance, minimization, and rehabilitation. Conduct alternatives analysis to evaluate different project design options and construction methodologies that could have lesser environmental impacts.
- **Environmental Management Plans (EMPs):** Formulate detailed Environmental Management Plans that outline specific measures to be implemented during various project phases to mitigate and monitor environmental impacts.
- **Ecological and Biodiversity Assessment:** Conduct ecological surveys to assess the diversity of plant and animal species in the project area. Implement habitat assessments and consider the potential for the project to impact critical ecosystems.
- **Social Impact Assessment:** Undertake social impact assessments to understand the potential effects of the project on local communities, including cultural heritage, livelihoods, and community well-being.
- **Climate Change Assessment:** Assess the project's vulnerability to climate change and consider climate change adaptation and resilience measures in the environmental assessments.

Cumulative Impact Assessment: Evaluate the cumulative environmental impacts when considering the project in conjunction with other existing or planned projects in the region.

Monitoring and Reporting: Develop a robust monitoring program to track the effectiveness of mitigation measures and the actual environmental performance during and after construction. Prepare regular progress reports to be submitted to regulatory authorities and stakeholders.

Compliance with Legal Requirements: Ensure that all methodologies and techniques employed are in compliance with national and local environmental laws and regulations.

The specific methodologies chosen will depend on the project's unique characteristics, the nature of the environmental components affected, and the regulatory requirements. The consulting firm should also consider ethical considerations, inclusivity, and the cultural context of the project area when selecting and implementing methodologies.



The consultant shall ensure the best of its services to ensure timely completion of the project, maintenance of quality and adherence to best engineering practices.

3. ELIGIBILITY AND EVALUATION CRITERIA

3.1 Eligibility Criteria

Only the applicants / all members of Joint Venture fulfilling the following basic eligibility criteria substantiated with documentary evidence shall be considered for further evaluation:

- i. Having registration with Pakistan Engineering Council, along with the valid renewal letter, if applicable or otherwise from respective Council.
- ii. Having registration / incorporation with Registrar of firm / Securities and Exchange Commission of Pakistan or otherwise whichever is applicable.
- iii. The consultants must be registered with income tax and sales tax department.
- iv. Must provide the affidavit that non-performance of a contract did not occur within the last 05 years based on information from all settled disputes or legislation.
- v. Must provide the Judicial affidavit that the firm is not blacklisted by any government / semi-government department / autonomous / international body, etc.
- vi. Must provide the list of relevant similar works by the firm in last ten years as per template provided in the PQ Document.

3.2 Shortlisting Criteria

The shortlisting of eligible consultants shall be done in accordance with the following evaluation criteria.

Sr. No.	Category	Weightage / Marks
1.	Experience Record	60
2.	Personnel Capabilities	30
3.	Firm Profile	10
Total		100

Minimum 50% marks are necessary in each category mentioned above. Similarly, only consultants scoring a total of above 65 marks will be further shortlisted.



In case of evaluation of Joint Venture, lead firm shall be assigned 60% weightage in each component such as firm experience, human resource capacity and financial capacity and remaining 40% weightage shall be equally assigned to partner firms (if more than one (1) partner firm is involved).

3.3 Experience Record

The projects submitted in Appendix D shall be evaluated in accordance with the following criteria.

Sr. No.	Description	Points (Max)
	Evaluation Criteria	
1	Experience (During last ten years)	
	a. Specific Experience (Relevant assignments of similar nature & complexity) b. 5 th Projects = 20 points 6 th Project = 12 points 7 th Project = 9 points 8 th Project = 9 points less than 5 projects = 0 point / not eligible	60

4.2.1. Personnel / HR Capabilities

The applicant shall submit the list of key personnel as per Appendix E-1 and CVs of each staff member as per Appendix E-2.

Sr. No.	Designation	Quantity	Requirements	Marks
1	Team Leader / Environmental Expert	1	Qualification: 18 Year of Education, with M.sc / MPhil in Environmental Engineering / Sciences respectively. Experience: Minimum Fifteen (15) years post-graduate experience in preparation of IEE/EIA, review, implementation, monitoring/evaluation as Environmental	12



Sr. No.	Designation	Quantity	Requirements	Marks
			Specialist from any Government/registered Non-Government Organization (NGOs) or like entities with good reputation. He / She will be conversant with local, National and International Laws. The expertise of development projects financed by ADB, World Bank or other will be an advantage.	
2	Senior Environmental Scientist	1	Qualification: 16 or 18 Years of Education BS or MS in Environmental Engineering / Environmental Sciences. Experience: Minimum Ten (10) years post graduate experience in preparation of IEE/EIA, review, implementation, monitoring/evaluation as Environmental Specialist from any Government/registered Non-Government Organization (NGOs) or like entities with good reputation. He / She will be conversant with local, National and International Laws. The expertise of development projects financed by ADB, World Bank or other will be an advantage.	4
3	Junior Environmentalist	2	Qualification: 16 Years of Education BS or MS in Environmental Engineering / Environmental Sciences. Experience: Minimum Three (03) years post graduate experience in preparation of IEE/EIA.	3



Sr. No.	Designation	Quantity	Requirements	Marks
4	Senior Sociologist	1	Qualification: BS or MS in Humanities/ Social Sciences, or similar Experience: Ten years' experience of data collection, surveying and public consultations with general public / project affectees and other stakeholders. He / She will be conversant with local, National and International Laws. The expertise of development projects financed by ADB, World Bank or other will be an advantage.	4
5	Senior Ecologist	1	Qualification: BS or MS in Forestry. Experience: Ten years' experience of data collection, selection of species, surveying related to ecological studies of various projects. He / She will be conversant with local, National and International Laws. The expertise of development projects financed by ADB, World Bank or other will be an advantage.	4
6	GIS Analyst	1	Qualification: BS (4 Years) / M.Sc in Space Sciences / GIS / Remote Sensing / Geomatics Experience: A minimum of five (5) years of experience in GIS operations..	3
Total				30

4.2.2. Firm Profile



Sr. No.	Position / Designation	Max Marks	Remarks
1.	Organizational Chart of the firm showing management structure	5	Zero mark if standard organizational chart is not provided.
2.	List of permanent staff	3	Zero mark for permanent staff less than five (05). Full marks for permanent staff more than 10 nos.
3.	Quality Management System • ISO 9001 • ISO 14001 • ISO 45001	2	Attach valid ISO certificates. Non-provision of valid ISO certificates shall secure zero marks.
Total Marks		10	



CHECKLIST OF DOCUMENTS MUST BE PROVIDED

1. Letter of Pre-Qualification application as per Appendix A.
2. Firm details as per Appendix B.
3. Firm organizational chart (*In case of JV, applicable to all members*)
4. Certificate of Quality Management System from ISO (*In case of JV, applicable to any one member*)
5. Certificate of registration of the firm as a legal entity (*In case of JV, applicable to all members*)
6. Certificate of registration with PEC valid till Pre-Qualification application submission date (*In case of JV, applicable to all members*)
7. Copy of registration with Securities and Exchange Commission of Pakistan (SECP) or Registrar of firm
8. Copy of registration with Income Tax Department and Punjab Revenue Authority
9. Memorandum of Understanding (MOU) on stamp paper in case of JV only
10. Income tax returns for the last three years (*In case of JV, applicable to any one member*)
11. Affidavit for non-blacklisting of firm on Stamp Paper (*In case of JV, applicable to all members*)
12. Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last 10 years based on information from all settled disputes or legislation.
13. Firm's financial details as per Appendix C-1.
14. List of Costs of Assignments by Consultant as per Appendix C-2.
15. Details of firm's technical experience of similar assignments as per Appendix D.
16. List of Key Personnel as per Appendix E-1.
17. CVs of core members of Project Team as per Appendix E-2.
18. Firm's audited financial statements for the last three (03) years
19. Power of Attorney



APPENDIX A

FORMAT FOR LETTER OF PRE-QUALIFICATION APPLICATION
[On the Letter Head of the Bidder (in case of Single or Lead Member (in case of JV))]

Dated:

To,

Executive Director Engineering,
Ravi Urban Development Authority

Subject: PRE-QUALIFICATION APPLICATION TO RAVI URBAN DEVELOPMENT AUTHORITY FOR ENVIRONMENTAL STUDIES OF RIVER TRAINING WORKS AND INFRASTRUCTURE DEVELOPMENT PROJECRS UNDER RRUDP

Being duly authorized to represent and act on behalf of (M/s _____) and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for subject consultancy services. We are enclosing our Application of Pre-Qualification in the prescribed manner with the details as per the requirements of the PQD for your evaluation. We, the undersigned, certify to the best of our knowledge and belief that:

- a. We have read the PQD including the terms of reference (TOR), for this assignment.
- b. Neither the consulting firm nor its JV Member or any of its experts prepared the TOR for this activity.
- c. We confirm that the project references submitted as part of this application accurately reflect the experience of the specified firm/JV (or a member of JV).
- d. The firm/JV Member(s) are NOT currently blacklisted/debarred by any Govt./Semi-Govt. Organizations etc. Neither the consulting firm nor the JV Members have ever been convicted of an integrity-related offense or crime related to corrupt and fraudulent practice.
- e. We understand that it is our obligation to notify RUDA should the Firm or any Member of the JV become ineligible to work with RUDA or be convicted of corrupt and fraudulent practice.



- f. JV Member including all proposed experts named in this PQD, confirmed/authorized us in writing to represent them in expressing interest in this activity.
- g. We understand that any misrepresentation that knowingly or recklessly mislead or attempt to mislead may lead to the automatic rejection of the application, proposal of cancellation of the contract, if awarded, and may result in further remedial action, in accordance with available Mechanism and Manner for Blacklisting of Suppliers, Consultants & Contractors.
- h. All pages of the PQD have been signed by the Authorized Person and stamped.

The undersigned hereby also declares that the statements made, and the information provided in the Pre-Qualification Application are complete, true and correct in every detail.

Yours faithfully,
(Signature of the Authorized Signatory)
(Name, Title, and Address of the Bidder)
Bidder seal & stamp

**APPENDIX B**

Name _____

Designation _____

CNIC No. _____

Contact No. _____

Official Email Address _____

Consulting Firm Information (In case of Single Entity)

Consultant Full Name (Firm):	Acronym (of Firm):
Date of Incorporation:	Country of Incorporation:
PQ Application Submission Authorized by: (Name of Person)	Position: (of Person in Firm)
Postal Address:	E-mail Address:

In case of Joint Venture (fill it for all the JV Members)

Sr. No.	Consultant	Acronym	Date of Incorporation	Country of Incorporation	PQ Application Submission Authorized By	Position
Postal Address of Lead Firm:				E-mail Address of Lead Firm:		



Present the rationale for and benefits of working in JV with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm (up to 200 words).

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**APPENDIX C-1: FINANCIAL POSITION OF COMPANY**

Financial Information	Provide the required information for the previous three years		
	Year 2022-23	Year 2021-22	Year 2020-21
Information from Balance Sheet:			
(1) Total Assets (TA)			
(2) Current Assets (CA)			
(3) Total Liabilities (TL)			
(4) Current Liabilities (CL)			
Information from Income Statement:			
(5) Total Revenue (TR)			
(6) Profits before Taxes (PBT)			
Net Worth (1) – (3)			
Current Ratio (2) / (4)			

**APPENDIX C-2: COST OF RELEVANT ASSIGNMENT**

Sr. No.	Name of Project	Location (Country/Province/ Division)	Client	Project Description	Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
1							
2							
3							
4							
5							
6							
7							
8							

- Provide cost of eight (08) assignments as mentioned under Appendix D.

**APPENDIX D: FIRM EXPERIENCE**

Sr. No.	Name of Project	Location (Country/Province/ Division)	Client	Project Description	Implementation of Project		Total Cost of Project	Period of services provided by the Consultant		Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
					Start Date	Completion Date		Start Date	Completion Date		
1											
2											
3											
4											
5											
6											
7											
8											

- Maximum eight (08) No. of projects to be submitted.
- Assignments provided beyond the limit of eight (08) will be given no weightage.
- Assignment provided must be supported with the completion certificate and letter of award.
- Non-provision of required certificates shall secure zero marks.



APPENDIX E-1: LIST OF KEY PERSONNEL

Sr. No.	Name	Qualification	Total Experience in Years	Position Proposed	Current Responsibilities
1					
2					
3					
4					
5					
6					

**APPENDIX E-2: CV OF KEY PERSONNEL**

1. **Name of Personnel:**
2. **Current Position in Firm:**
3. **Date of Birth:**
4. **Nationality:**
5. **CNIC No.:**
6. **Mobile No.:**
7. **Email Address:**
8. **Home Address:**
9. **Education:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

10. **Membership of Professional Association:**
11. **Registration No. with Relevant Professional Body:**
12. **Other Trainings** [*indicate significant training since degrees under 6 – Education were obtained*]
13. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]
14. **Employment Record** [*Starting with the position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below)]:*

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

15. Details of Work Undertaken:

Name of the assignment or project: _____
Client: _____ Main project features: _____
Position held: _____
Activities performed: _____

Actual time spent on the project: _____ in
months.

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

[Signature of the proposed staff] Date: _____
Day/Month/Year

[Counter Signature of authorized signatory] Date: _____
Day/Month/Year

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