

**ANNEX II, APPENDIX 4
TO REQUEST FOR PROPOSALS (RFP) N° PTD/09/080**

**Template - Profile of Staff Proposed
To Be Used in Delivery of Learning and Training Activities for this Tender**

Program Coordination Staff and Trainers

Program Coordination Staff of the External Firm are people who will be closely associated with this proposal throughout the contract duration. Program Coordination staff is likely to be involved at various levels of the planning and design, production and delivery stage of workshops and supporting material. External Trainers/facilitators are the staff who will actually conduct the learning, training activities such as workshops etc. Some staff might act under both roles.

The intention of this template is to provide the Evaluation Team with information to assess the qualifications and experience of input into the design, delivery and assessment, across the programme, of the learning, training activities proposed.

(Please attach a one page CV for each staff member proposed)

PERSONAL DETAILS (*Attach: 1 page CV*):

Name:	
Title:	
Role/Contribution:	

QUALIFICATIONS AND SUMMARY OF RELEVANT EXPERIENCE:

Qualifications (including language skills):

Professional association memberships and other related activities (inc. years of membership):

Experience (no more than 5 relevant examples)	
Position and brief description of activities	Organisation for which your carried out the activities including a client reference/contact point

ADDITIONALLY - FOR TRAINERS ONLY:

List of any training or workshops the trainer is accredited to deliver and/or has already delivered (no more than 5 workshops) which are relevant for this proposal

Title/Subject	Brief Description