

# Application Forms

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration and Reimbursable

# Form 3A. Application Submission

[Date: dd/mm/yy]

To:  
The Project Director  
Smallholder Agricultural Competitiveness Project (SACP)  
Sech Bhaban (5th Floor), 22 Manik Mia Avenue,  
Sher-e-Bangla Nagar, Dhaka-1207

Dear Sir:

I am hereby submitting my Application to provide the consulting services for [Insert title of assignment] in strict accordance with your Request for Expression of Interest (EOI) dated [dd/mm/yy].

I declare that I was not associated, not have been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and others documents in accordance with conflict of interest (Clause 5 of SRFA).

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with clause 4 of SRFA.

I undertake, if I am selected, to commence the consulting Services for the assignment [Insert title of assignment] not later than 15 days (indicated in Clause 12.1) after negotiation of contract.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Name :

Address :

e-mail :

Mobile :

Attachment:

- 1.
- 2.
- 3.
- 4.
- .....

## Form 3B. Curriculum Vitae (CV) of the Applicant

(Please provide 2 copies of photographs along with CV)

- |   |                                   |   |   |
|---|-----------------------------------|---|---|
| 1 | PROPOSED POSITION FOR (SACP)<br>: |   | <i>[From the Terms of Reference, state the position for which the Consultant will be engaged (i.e., name of position)].</i> |
| 2 | NAME OF PERSON                    |   | <i>[state full name]</i>  |
|   | Permanent Address                 |   |   |
|   | Mailing Address                   |   |   |
|   | <b>Telephone No.</b>              |   |   |
|   | Mobile No.                        |   |   |
|   | E-mail                            |   |   |
| 3 | DATE OF BIRTH                     | : | <i>[ dd/mm/yy]</i>  |
| 4 | NATIONALITY                       | : | Bangladeshi   |

- |   |                                      |  |  |
|---|--------------------------------------|--|--|
| 5 | MEMBERSHIP IN PROFESSIONAL SOCIETIES |  | <i>[state rank and name of society and year of attaining that rank].</i> |
|---|--------------------------------------|--|--|

6. EDUCATIONAL QUALIFICATION

Name of Degree:	University/Board	Year of passing	Class obtained

7 TRAINING  
(Relevant to proposed position)

[Indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].

Name of Training	Duration of training	Institute where training was held	Country	From	To	Total months /days

8 LANGUAGES & DEGREE OF PROFICIENCY

(Indicate poor/good/very good/excellent)      Language      Speaking      Reading      Writing  
e.g. English      Fluent      Excellent      Excellent

9 COUNTRIES OF WORK EXPERIENCE

10 A. EMPLOYMENT RECORD  
(GOB organizations)

[The Applicant should clearly distinguish whether as an "employee" of the firm/project/organization or as a "Consultant" or "Advisor" of the firm].

[starting with latest position list in reverse order [every employment held and state the start and end dates of each employment]

[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].

EMPLOYER 1  
(name of employer with address)

From: [e.g. January 1999] To: [e.g. December 2001]

(i) Position(s) held in parent organization

(name of positions)

(ii) Additional position held in donor funded/development projects

(name of positions)

(iii) Assignment performed in relevance to experience and scope of work of proposed position in parent organization (in 5-7 bullet points)

(iv) Assignment performed in relevance to experience and scope of work of proposed position in donor funded/development projects (in 5-7 bullet points)

EMPLOYER 2 (etc.)  
(name of employer with address)

(i) Position(s) held in parent organization

(name of positions)

(ii) Additional position(s) in donor funded/development projects

(name of positions)

From: [e.g. January 1999] To: [e.g. December 2001]

(iii) Assignment performed in relevance to experience and scope of work of proposed position in parent organization (in 5-7 bullet points)

(iv) Assignment performed in relevance to experience and scope of work of proposed position in donor funded/development projects (in 5-7 bullet points)

B. EMPLOYMENT RECORD  
(Donor funded/development projects)  
**(Full time employment)**

EMPLOYER 1  
 (Donor funded/development project)  
**(Full time employment)**

Name of project:

Donor agency:

Name of parent organization with address)

(i) Position held

(name of positions

From: [e.g. January 1999] To: [e.g. December 2001

(ii) Assignment performed in  
 relevance to experience and  
 scope of work of proposed  
 position (in 5-7 bullet points)

EMPLOYER 2 (etc.)  
 Donor funded/development project)  
**(Full time employment)**

Name of project:

Donor agency:

Name of parent organization with address)

(iii) Position held

(name of position)

From : : [e.g. January 1999] To : : [e.g. December 2001

(iv) Assignment performed in  
 relevance to experience and  
 scope of work of proposed  
 position (in 5-7 bullet points)

11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT

[give in a separate sheet a description of activities you performed and training you participated most pertinent to tasks on this assignment, Use about one A4 page ]

12 COMPUTER LITERACY AND SKILL  
 (Put tick marks)

Poor

Good

Very  
 Good

Excell  
 ent

	<i>MS Word</i>					
	<i>Excell</i>					
	<i>Power Point</i>					
13 LIST OF PUBLICATIONS						
14. REFERENCES						

**CERTIFICATION**

*[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) 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.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			

## Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held .

**(1) Remuneration**

Rate* (per month)	Staff Time (No. month)	Total (Tk)

Note: A month consists of 30 calendar days.

**(2) Reimbursable  
(As per DPP provision)**

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses ( <i>to be listed</i> )			
Sub-total			

CONTRACT CEILING (1) + (2)	
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