# 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:



4.

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

# (Plase provide 2 copies of photographs along with CV)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | PROPOSED POSITION FOR (SACP) : | *[From the Terms of Reference, state the position for which the Consultant will be engaged (i.e., name of position)].* | | | | | |
| 2 | NAME OF PERSON  Permanent Address  Mailing Address  **Telephone No.**  Mobile No.  E-mail | *[state full name]* | | | | | |
| 3 | DATE OF BIRTH : | [ dd/mm/yy] | | | | | |
| 4 | NATIONALITY : | Bangladeshi | | | | | |
| 5 | MEMBERSHIP IN PROFESSIONAL  SOCIETIES | *[state rank and name of society and year of attaining that rank].* | | | | | |
| 6. EDUCATIONAL QUALIFICATION   |  |  |  |  | | --- | --- | --- | --- | | **Name of** Degree: | University/Board | Year of passing | Class obtiained | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | |
| 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 | 1. EMPLOYMENT RECORD   *(GOB organizations)*  *[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* *distinguish whether as an “employee” of the firm/project/organization or as a “Consultant” or “Advisor” of the firm].*  *[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)*   1. *Position(s) held in parent organization*   *(name of positions)*   1. *Additional position held in donor*   *funded/development projects*  *(name of positions)*   1. *Assignment performed in*   *relevance to experience and*  *scope of work of proposed*  *position in parent organization*  *(in 5-7 bullet points)*   1. *Assignment performed in relevance to experience and scope of work of proposed position in donor funded/development projects (in 5-7 bullet points)* | From: *[e.g. January 1999]* | | | To: *[e.g. December 2001* | | |
|  | EMPLOYER 2 (etc.)  (*name of employerwith address)*   1. *Position(s) held*   *in parent organization*  *(name of positions)*   1. *Additional position(s) in donor funded/development projects*   *(name of positions)*   1. *Assignment performed in relevance to experience and scope of work of proposed position in parent organization (in 5-7 bullet points)* 2. *Assignment performed in relevance to experience and scope of work of proposed position in donor funded/development projects (in 5-7 bulletpoints)* | From: *[e.g. January 1999]* | | | To: *[e.g. December 2001* | | |
|  | 1. 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)*   1. *Position held*   *(name of positions*   1. *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)*   1. *Position held*   *(name of position)*   1. *Assignment performed in relevance to experience and scope of work of proposed position (in 5-7 bullet points)* | From: *[e.g. January 1999]*  *From:* : *[e.g. January 1999]* | | | To: *[e.g. December 2001*  *To:* : *[e.g. December 2001* | | |
| 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 | Excellent |  | | *MS Word* |  |  |  |  |  | | *Excell* |  |  |  |  |  | | *Power Point* |  |  |  |  |  | | | | | | |
|  | 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 calender days.

1. **Reimbursable**

(As per DPP provision)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Rate per unit** | **Total unit** | **Total Amount (Tk)** |
| 1. Per Diem Allowance |  |  |  |
| 1. Air Travel Costs |  |  |  |
| 1. Other Travel Costs   (state mode of travel) |  |  |  |
| 1. Communication charges |  |  |  |
| 1. Reproduction of Reports |  |  |  |
| 1. Other Expenses (*to be listed)* |  |  |  |
|  |  |  |  |
| Sub-total | | |  |

|  |  |
| --- | --- |
| CONTRACT CEILING (1) + (2) |  |

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