

Explanation Notes on the CV in GFE Format

When preparing a Curriculum Vitae (CV) please put yourself in the position of the potential reader. This will be a member of an appraisal commission deciding on whether to award a contract to us on the basis of the invitation to tender. Your aptitude for the proposed position is a crucial quality component in the overall offer. Be explicit in your wording, we won't find any information which is not there.

A decision-maker at the EC, World Bank, GTZ or a representative of the country concerned will have to form a picture of your aptitude for a particular position to be staffed solely on the basis of this Curriculum Vitae (i.e. without the addition of any references, work specimens, publications etc.). However, the European Commission requires copies of all diplomas mentioned in the CV as well as employers certificates.

The Curriculum Vitae must be drawn up in English.

Before you send the CV file, save it with your name as a Word-file only, eg. SMITH_John.doc

1.-3.: Family Name, First Name(s), Gender, Date of Birth: Please provide full details and also indicate your gender.

4. Nationality: It is important for some clients to know if you are citizen of an EU member state.

5. Marital Status: This information shows if spouse or dependent children are travelling with you. (Please give information on the age of your children)

6. Education: Please add as many boxes as appropriate. Please translate diplomas and degrees into English. When listing schooling and vocational training courses please only state the qualifications obtained on successful completion of such courses. You should state the titles of extensive scientific papers (such as theses for a Diploma or Doctorate). List fields of intensified or specialised studies whenever a connection with the position applied for is evident. We will ask you to send copies of this documents, as required by the European Commission since January 2000.

7. Language Skills: 5 = fluent (need not be native speaker); 1 = basic knowledge.

8. Membership of Professional Bodies: This point may be left out if nothing specific is to be nominated. However leave the title in this case too and keep to the numbering system in the specimen.

9. Other Skills: State areas of specialisation or special tasks you have performed which are not mentioned under section 14. Particular mention may be made of computer skills, as well as part-time or honorary activities which emphasise your professional status or enhance your reputation especially with regard to your activity in the project, for example holding a temporary lectureship for Non-profit Marketing at a College of Higher Education.

10. Present Position: State your present position and the name and address of your employer here, even if this appears again in more detail under section 14.

11. Years of Experience: State your years of experience relevant to the project.

12. Key Qualifications: This is a very important section to which you should pay particular attention. In many cases there is not sufficient time to review the complete CV when evaluating offers, so that the appraiser frequently focuses on this “Summary”.

Under this point you should present your key qualifications with reference to the position in the project forming the subject of the offer. Consequently it is important to emphasise why you particularly have the appropriate profile for the proposed position. You must therefore leave out any experience which is of only secondary relevance to the planned project.

If you are assuming functions such as project manager (team leader) or inter-sectoral functions such as monitoring and evaluation tasks in addition to your function as expert or specialist for certain components, do not forget to set out your experience in this sector too even if you have only previously assumed such functions on a short-term basis within the scope of project activities, foreign assignments or reorganisation measures.

13. Country experience: Please state all periods spent in the field including the date.

14. Professional Experience: Please add as many boxes as appropriate. Start with present position. Please state the various stations of your career in chronological sequence (starting with the present and working backwards). Describe the principal fields of activity and the scope of your area of responsibility. Highlight new key tasks and areas of responsibility, even with the same employer. Demonstrate clearly that you satisfy all aspects of the requirement profile. The periods stated under sections 6. and 14. must assure a complete overview.

15. Other: You can list publications and scientific papers here (translate the titles into English)

16. References: Please provide complete data of at least two reference contacts. Please add as many boxes as appropriate.

17. Self-description: Please state your qualification and experience. Please write out in full a short description about yourself in third-person narrative (+/- 100 words). This description will become part of tender. Please put yourself in the position of the potential reader, i.e. a member of an appraisal commission, deciding on your aptitude as a candidate.

18. Contact Details: This information will not be given to clients. It is crucially important for us to reach you quickly. Please provide all phone, fax, mobile phone and e-mail contacts (both private and office) as well as permanent address of someone who knows where you are during missions.