

**Disaster and Emergency Management Presidency**

*(To RESMAR Project Management Unit)*

I kindly request the acceptance of my application for the consultancy service needed in the *"Making Industrial Organizations Disaster-Resilient by Concept of Business Continuity Management: Marmara Region Implementation (RESMAR)"* project to be carried out by AFAD.

By signing this form, I confirm that I fully understand the announcement text and that the information I provide in this document is authentic.

|  |  |
| --- | --- |
| Date *(dd/mm/yyyy)*: | ……/ ……/ ……/ |
| Name and Family Name: |  |
| Signature: |  |

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# CURRICULUM VITAE *(xxxx@yyyy.com)*

**1. Proposed role in the project** *(fill the square with red)*

**Business Continuity Expert**

|  |  |  |  |
| --- | --- | --- | --- |
| **2.** | Family Name: |  | |
| **3.** | First Name(s): |  | |
| **4.** | Gender – Date of Birth: |  |  |
| **5.** | Nationality: |  | |

## 6. Education

|  |  |
| --- | --- |
| Institution (Date from - Date to) | Degree(s) or Diploma(s) obtained: |
|  |  |
|  |  |

1. **Language skills:** *(Indicate competence on a scale of 1 to 5 (1: excellent – 5:basic))*

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Membership of professional bodies:**

1. **Other skills:** (e.g. Computer literacy, etc.)

1. **Present position:**

1. **Years within the firm:**

1. **Key qualifications:** (Relevant to the project)

**Signature:**

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1. **Specific experience in the region:**

|  |  |
| --- | --- |
| Country | Date from – Date to |
|  |  |
|  |  |
|  |  |

## 14. Declarations

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| I have all the necessary health conditions to continue the services within the scope of the project *(I undertake to document when requested).* | √ | √ |
| I do not have any criminal record *(I undertake to document when requested).* | √ | √ |
| There are no obstacles to my travel to different parts of Türkiye and the world during the delivery of the service. | √ | √ |
| I do not have any compulsory military service obligation for the next two years *(I undertake to document when requested-for males only).* | √ | √ |

## 15. Personal References

**Signature:**  Page 3

## 16. Professional experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from - Date to** | **Location** | **Company& reference person1 (name & contact details)** | **Position** | **Description** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Other relevant information (e.g., Publications)

1 The Contracting Authority reserves the right to contact the reference persons. If you cannot provide a reference, please provide a justification.

**Signature:**

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**17. Letter of Intent** *(Please state your opinions and perspective on the project in this section. You are also expected to explain in detail how you will achieve the outputs specified in the project.)* *(Maximum 2 pages with 11-character font size)*

## 18. Committed Quote

I accept and undertake to carry out the works specified for the relevant service purchase for the price *(including all relevant taxes and insurance costs etc*.) below.

|  |  |
| --- | --- |
| **00,000** | **€** |

**Simple Checklist**

1. Did you sign with a ballpoint pen in the relevant cell on the first page?
2. Did you sign with a ballpoint pen the section in the lower left corner of each page?
3. Did you write your e-mail address just below the CV title?
4. Did you add your picture to your CV form?
5. Did you mark Team Leader role applying for on your CV form *(section 1)*?
6. Did you mark the relevant cells in the Declarations section *(section 14)*?
7. Did you write your quote (section 18)?
8. Did you print out the pages (*except the checklist page),* sign them with a ballpoint pen, scan them in colour and save them as PDF document?
9. Did you send your document to the e-mail address specified in the call text?