

Appendix 3C – Services

Tender for Senior Good Governance Consultant for EUACI’s support to Integrity Cities in Ukraine

## The Consultant’s performance of the Services

As set out in Appendix 2, the evaluation of the sub-criteria set out in the Criteria and Method of Evaluation will be based on an assessment of the Consultant’s description stated in Appendix 3C (this document) in relation to the fulfilment of the Client’s requirements and wishes.

Therefore, the Consultant is strongly encouraged to make it as clear as possible:

* How the Consultant fulfils the requirements set out in Appendix 2
* To which extent the Consultant fulfils the wishes set out in Appendix 2

The Consultant must perform the Services in accordance with the Client’s requirements (as set out in Appendix 2) and the Consultant’s descriptions stated in Appendix 3C (this document).

In case of conflict between the Client’s requirements and the Consultant’s descriptions, the Client’s requirements shall prevail.

### Methodology

The Consultant’s description must as a maximum be 10 pages.

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| [To be completed by Tenderer] |

### Qualifications and Competence of Staff

The Consultant is encouraged to complete and submit a Curriculum Vitae (CV) for each staff stated in the breakdown of fees (Appendix 3B).

The CV must be based on the format below and each completed CV must as a maximum be 4 pages.

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| **PROPOSED POSITION:** [To be completed by Tenderer] |
| **1. PERSONAL DATA** |
| Family name: [To be completed by Tenderer] | First Name(s): [To be completed by Tenderer] |
| **2. EDUCATION AND TRAINING**(Most recent completed education and or training first) |
| Institution (University, etc.), city and country: | Length of educationDate: from (month/year) to (month/year) | Degree/Diploma obtained: |
| [To be completed by Tenderer] | [To be completed by Tenderer] | [To be completed by Tenderer] |
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| **3. EXPERIENCE IN THE SPECIFIC FIELD DIRECTLY RELEVANT TO THE ASSIGNMENT AND THE PROPOSED POSITION**(Indicate the following information for those assignments that best illustrate the experience in the specific field relevant to the assignment and the proposed position, including the obtained results)(Add number of assignments as applicable) |
| Name of assignment | [To be completed by Tenderer] |
| Period of service and length: from (month/year) to (month/year) | [To be completed by Tenderer] |
| Location  | [To be completed by Tenderer] |
| Client  | [To be completed by Tenderer] |
| Main project features | [To be completed by Tenderer] |
| Position held | [To be completed by Tenderer] |
| Activities performed | [To be completed by Tenderer] |
| Obtained results | [To be completed by Tenderer] |
| **4. EXPERIENCE IN THE REGION** (State the years of experience and number of assignments in the country of assignment or in countries with similar cultures, administrative systems, and government organisations) |
| [To be completed by Tenderer] |
| **5. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT** (State knowledge of the language in the country of assignment and of the contract (according to the Common European Framework of Reference for Language scale)) |
| Language: | Formal Education: | Reading level: | Spoken level: | Writing level: |
| [To be completed by Tenderer] | [To be completed by Tenderer] | [To be completed by Tenderer] | [To be completed by Tenderer] | [To be completed by Tenderer] |
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|  |  |  |  |  |

## Signature

I, the undersigned, hereby declare that:

* I am empowered to represent the Consultant with mandate to establish a legal obligation on behalf of the company in relation to the Client.
* I have familiarised myself with the information available to date concerning this tender procedure.
* The remuneration for the Services comprises fees and reimbursable expenses as detailed in Appendix 3B and that the Contract Price forms the total budget for payment of fees and reimbursable expenses under the Agreement.
* The submitted tender is fully compliant with all requirements and that all statements, descriptions, etc. provided by the Consultant in this Appendix 3C are accurately and correct.
* The statements in this Appendix 3C, including attached descriptions (if any), take precedence over the Consultant’s other statements and/ or indications in the tender, if any.
* The submitted tender will be deemed to be the property of the Client.

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| **Name** | [insert name of the undersigned] |
| **Position** | [insert position of the undersigned] |
| **Company** | [insert name of company] |
| **Date** | [insert date] |
| **Signature** |  |