**Appendix 2a**

**Key Personnel**

Framework Agreement for Consultancy Services for the Danish Energy Partnership Programme (DEPP), Phase II with Mexico, China, South Africa and Viet Nam

Contents

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# Description of key PERSONNEL

*(To be prepared by the Tenderer and limited to a maximum of 5 pages per CV and maximum 4000 keystrokes per page. This Schedule shall not include any comments or suggestions to the Terms of Reference.)*

*Please note that recent qualifications and experience will weigh more positively than older ones.*

The Tenderer must provide

* CV for the Project Coordinator
* CVs for eight, international, key technical consultants, who can cover the contract areas, either alone or with support from the resource base as presented in Appendix 3a and 3b.  
  Six CVs must be of senior consultants with at least 10 years of relevant professional experience. Two must be of junior consultants with at least 5 years of relevant professional experience.  
  If these conditions are not met, the Contracting Authority must disregard the Tender.   
  The CV holders indicated here must be available for the project. In the event that a CV holder becomes unavailable, due to circumstances other than force majeure, the replacement must have at least the same qualifications for the task in question as the person to be replaced. This condition must be considered before a CV is submitted and, if requested by the Contracting Authority, it must be explained how the requirement will be met if need be.
* An overview of the information above, to be provided in the “Key technical consultants’ competence” document (Appendix 2b). The filled-in format must be provided as an Excel file ***and*** as a PDF.

The Template below must be used for the CV’s. If this condition is not met, the Contracting Authority will disregard the Tender.

# Brief Curriculum Vitae

*(to be completed for each Key Technical Consultant as well as for the Project Coordinator):*

**PROJECT COORDINATOR:**

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| **This CV-holder would cover the following areas mentioned in Section 9.2 of the Terms of Reference:** | | | |
| **1. PERSONAL DATA** | | | |
| Family name: First Name(s): | | | |
| **2. EMPLOYMENT RECORD**  (State all employments in the career – also those in developed countries, if any. Most recent employment first): | | | |
| Employer's Company  Name: | Period of service and length: | | Position with the  Enterprise: |
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| **3. EDUCATION** | | | |
| Institution (University, etc.), city and country: | Length of education  Date: from (month/year) to (month/year) | | Degree/Diploma obtained: |
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| **4. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT**  (State level of speaking, reading and writing skills (mother tongue, perfect, average, poor))  English:  Spanish:  Chinese:  Vietnamese:  Danish: | | | |
| **5. SPECIAL EXPERIENCE RELEVANT TO THE ASSIGNMENT**  (Indicate the following information for those assignments that best illustrate Personnel capability to handle the tasks of this assignment. Add number of assignments as  applicable) | | | |
| Name of assignment | |  | |
| Period of service and length: Year  - year (total number of months) | |  | |
| Location | |  | |
| Client | |  | |
| Main project features | |  | |
| Position held | |  | |
| Activities performed | |  | |

**SENIOR CONSULTANT #1**

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| **This CV-holder would cover the following areas mentioned in Section 9.2 of the Terms of Reference:** | | | |
| **1. PERSONAL DATA** | | | |
| Family name: First Name(s): | | | |
| **2. EMPLOYMENT RECORD**  (State all employments in the career – also those in developed countries, if any. Most recent employment first) | | | |
| Employer's Company  Name: | Period of service and length: | | Position with the  Enterprise: |
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| **3. EDUCATION** | | | |
| Institution (University, etc.), city and country: | Length of education  Date: from (month/year) to (month/year) | | Degree/Diploma obtained: |
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| **4. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT**  (State level of speaking, reading and writing skills (mother tongue, perfect, average, poor))  English:  Spanish:  Chinese:  Vietnamese:  Danish: | | | |
| **5. SPECIAL EXPERIENCE RELEVANT TO THE ASSIGNMENT**  (Indicate the following information for those assignments that best illustrate Personnel capability to handle the tasks of this assignment. Add number of assignments as  applicable) | | | |
| Name of assignment | |  | |
| Period of service and length: Year  - year (total number of months) | |  | |
| Location | |  | |
| Client | |  | |
| Main project features | |  | |
| Position held | |  | |
| Activities performed | |  | |

**SENIOR CONSULTANT #2:**

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| **This CV-holder would cover the following areas mentioned in Section 9.2 of the Terms of Reference:** | | | |
| **1. PERSONAL DATA** | | | |
| Family name: First Name(s): | | | |
| **2. EMPLOYMENT RECORD**  (State all employments in the career – also those in developed countries, if any. Most recent employment first) | | | |
| Employer's Company  Name: | Period of service and length: | | Position with the  Enterprise: |
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| **3. EDUCATION** | | | |
| Institution (University, etc.), city and country: | Length of education  Date: from (month/year) to (month/year) | | Degree/Diploma obtained: |
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| **4. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT**  (State level of speaking, reading and writing skills (mother tongue, perfect, average, poor))  English:  Spanish:  Chinese:  Vietnamese:  Danish: | | | |
| **5. SPECIAL EXPERIENCE RELEVANT TO THE ASSIGNMENT**  (Indicate the following information for those assignments that best illustrate Personnel capability to handle the tasks of this assignment. Add number of assignments as  applicable) | | | |
| Name of assignment | |  | |
| Period of service and length: Year  - year (total number of months) | |  | |
| Location | |  | |
| Client | |  | |
| Main project features | |  | |
| Position held | |  | |
| Activities performed | |  | |

**SENIOR CONSULTANT #3:**

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| **This CV-holder would cover the following areas mentioned in Section 9.2 of the Terms of Reference:** | | | |
| **1. PERSONAL DATA** | | | |
| Family name: First Name(s): | | | |
| **2. EMPLOYMENT RECORD**  (State all employments in the career – also those in developed countries, if any. Most recent employment first) | | | |
| Employer's Company  Name: | Period of service and length: | | Position with the  Enterprise: |
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| **3. EDUCATION** | | | |
| Institution (University, etc.), city and country: | Length of education  Date: from (month/year) to (month/year) | | Degree/Diploma obtained: |
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| **4. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT**  (State level of speaking, reading and writing skills (mother tongue, perfect, average, poor))  English:  Spanish:  Chinese:  Vietnamese:  Danish: | | | |
| **5. SPECIAL EXPERIENCE RELEVANT TO THE ASSIGNMENT**  (Indicate the following information for those assignments that best illustrate Personnel capability to handle the tasks of this assignment. Add number of assignments as  applicable) | | | |
| Name of assignment | |  | |
| Period of service and length: Year  - year (total number of months) | |  | |
| Location | |  | |
| Client | |  | |
| Main project features | |  | |
| Position held | |  | |
| Activities performed | |  | |

**SENIOR CONSULTANT #4:**

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| **This CV-holder would cover the following areas mentioned in Section 9.2 of the Terms of Reference:** | | | |
| **1. PERSONAL DATA** | | | |
| Family name: First Name(s): | | | |
| **2. EMPLOYMENT RECORD**  (State all employments in the career – also those in developed countries, if any. Most recent employment first) | | | |
| Employer's Company  Name: | Period of service and length: | | Position with the  Enterprise: |
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| **3. EDUCATION** | | | |
| Institution (University, etc.), city and country: | Length of education  Date: from (month/year) to (month/year) | | Degree/Diploma obtained: |
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| **4. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT**  (State level of speaking, reading and writing skills (mother tongue, perfect, average, poor))  English:  Spanish:  Chinese:  Vietnamese:  Danish: | | | |
| **5. SPECIAL EXPERIENCE RELEVANT TO THE ASSIGNMENT**  (Indicate the following information for those assignments that best illustrate Personnel capability to handle the tasks of this assignment. Add number of assignments as  applicable) | | | |
| Name of assignment | |  | |
| Period of service and length: Year  - year (total number of months) | |  | |
| Location | |  | |
| Client | |  | |
| Main project features | |  | |
| Position held | |  | |
| Activities performed | |  | |

**SENIOR CONSULTANT #5:**

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| **This CV-holder would cover the following areas mentioned in Section 9.2 of the Terms of Reference:** | | | |
| **1. PERSONAL DATA** | | | |
| Family name: First Name(s): | | | |
| **2. EMPLOYMENT RECORD**  (State all employments in the career – also those in developed countries, if any. Most recent employment first) | | | |
| Employer's Company  Name: | Period of service and length: | | Position with the  Enterprise: |
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| **3. EDUCATION** | | | |
| Institution (University, etc.), city and country: | Length of education  Date: from (month/year) to (month/year) | | Degree/Diploma obtained: |
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| **4. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT**  (State level of speaking, reading and writing skills (mother tongue, perfect, average, poor))  English:  Spanish:  Chinese:  Vietnamese:  Danish: | | | |
| **5. SPECIAL EXPERIENCE RELEVANT TO THE ASSIGNMENT**  (Indicate the following information for those assignments that best illustrate Personnel capability to handle the tasks of this assignment. Add number of assignments as  applicable) | | | |
| Name of assignment | |  | |
| Period of service and length: Year  - year (total number of months) | |  | |
| Location | |  | |
| Client | |  | |
| Main project features | |  | |
| Position held | |  | |
| Activities performed | |  | |

**SENIOR CONSULTANT #6:**

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| **This CV-holder would cover the following areas mentioned in Section 9.2 of the Terms of Reference:** | | | |
| **1. PERSONAL DATA** | | | |
| Family name: First Name(s): | | | |
| **2. EMPLOYMENT RECORD**  (State all employments in the career – also those in developed countries, if any. Most recent employment first) | | | |
| Employer's Company  Name: | Period of service and length: | | Position with the  Enterprise: |
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| **3. EDUCATION** | | | |
| Institution (University, etc.), city and country: | Length of education  Date: from (month/year) to (month/year) | | Degree/Diploma obtained: |
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| **4. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT**  (State level of speaking, reading and writing skills (mother tongue, perfect, average, poor))  English:  Spanish:  Chinese:  Vietnamese:  Danish: | | | |
| **5. SPECIAL EXPERIENCE RELEVANT TO THE ASSIGNMENT**  (Indicate the following information for those assignments that best illustrate Personnel capability to handle the tasks of this assignment. Add number of assignments as  applicable) | | | |
| Name of assignment | |  | |
| Period of service and length: Year  - year (total number of months) | |  | |
| Location | |  | |
| Client | |  | |
| Main project features | |  | |
| Position held | |  | |
| Activities performed | |  | |

**JUNIOR CONSULTANT #1:**

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| **This CV-holder would cover the following areas mentioned in Section 9.2 of the Terms of Reference:** | | | |
| **1. PERSONAL DATA** | | | |
| Family name: First Name(s): | | | |
| **2. EMPLOYMENT RECORD**  (State all employments in the career – also those in developed countries, if any. Most recent employment first) | | | |
| Employer's Company  Name: | Period of service and length: | | Position with the  Enterprise: |
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| **3. EDUCATION** | | | |
| Institution (University, etc.), city and country: | Length of education  Date: from (month/year) to (month/year) | | Degree/Diploma obtained: |
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| **4. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT**  (State level of speaking, reading and writing skills (mother tongue, perfect, average, poor))  English:  Spanish:  Chinese:  Vietnamese:  Danish: | | | |
| **5. SPECIAL EXPERIENCE RELEVANT TO THE ASSIGNMENT**  (Indicate the following information for those assignments that best illustrate Personnel capability to handle the tasks of this assignment. Add number of assignments as  applicable) | | | |
| Name of assignment | |  | |
| Period of service and length: Year  - year (total number of months) | |  | |
| Location | |  | |
| Client | |  | |
| Main project features | |  | |
| Position held | |  | |
| Activities performed | |  | |

**JUNIOR CONSULTANT #2:**

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| **This CV-holder would cover the following areas mentioned in Section 9.2 of the Terms of Reference:** | | | |
| **1. PERSONAL DATA** | | | |
| Family name: First Name(s): | | | |
| **2. EMPLOYMENT RECORD**  (State all employments in the career – also those in developed countries, if any. Most recent employment first) | | | |
| Employer's Company  Name: | Period of service and length: | | Position with the  Enterprise: |
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| **3. EDUCATION** | | | |
| Institution (University, etc.), city and country: | Length of education  Date: from (month/year) to (month/year) | | Degree/Diploma obtained: |
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| **4. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT**  (State level of speaking, reading and writing skills (mother tongue, perfect, average, poor))  English:  Spanish:  Chinese:  Vietnamese:  Danish: | | | |
| **5. SPECIAL EXPERIENCE RELEVANT TO THE ASSIGNMENT**  (Indicate the following information for those assignments that best illustrate Personnel capability to handle the tasks of this assignment. Add number of assignments as  applicable) | | | |
| Name of assignment | |  | |
| Period of service and length: Year  - year (total number of months) | |  | |
| Location | |  | |
| Client | |  | |
| Main project features | |  | |
| Position held | |  | |
| Activities performed | |  | |