

10.3 FORM TECH-3

CURRICULUM VITAE (CV) FOR PROPOSED CORE STAFF (constituents of Core Team)

1. Name of Staff:

[Insert full name]

2. Name of Firm:

3. Current Position in the firm:

4. Date of Birth:

5. Nationality:

6. Qualification:

a. Academic

b. Technical/Professional:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

10. Experience

a. Total Experience since completion of Education:

Give Employment Record:

[Starting with present position, list in reverse order employment held by staff member in the organization, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

From [Year]: to [Year]:	Employer:	Positions Held:	Nature of work

b. Years of Experience in system implementation in Risk Management Area:

Give Employment Record which are counted for experience in system implementation in Risk Management Area:

From [Year]: to [Year]:	Employer:	Positions Held:	Nature of work

11. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned during last 7 years to be reckoned from the date of RFP

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 11.]

Name of Assignment/job or project	Year: Location:	Employer	Main project features	Positions held	Activities performed

Whether the assignments mentioned above is like item mentioned in our scope of work. If Yes, kindly map the assignment to the item mentioned in the scope of work as below: -

Name of Assignment/job or project	Mapped to the item in Scope of work/ Approach

E.g. If the professional has worked in system implementation for Incident/Operational loss management, he can map the assignment to the Reference no. A-06 of functional requirements.

13. Certification:

a) Certification (from CORE staff concerned):

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that this CV is one of the basis of evaluation of the firm for Appointment of vendor for Setting up of systems for Enterprise Risk Management (ERM) processes across LIC.

(Signature of the CORE staff)

b) Certification (from Bidder firm):

I, the undersigned, on behalf of the [Name of the bidder firm], certify that to the best of my knowledge and belief, this CV correctly describes the staff proposed to be deployed in the assignment of LIC, his qualifications and his experience. I understand that any willful misstatement described herein may lead to our disqualification or dismissal if engaged.

Signature of Authorized signatory (in full and initials)

Name and Title of Signatory:

Name of the Firm:

Address and Contact Details

Address:

E-mail ID:

Contact

Number:

Notes

- i. Only those completed assignment shall be considered for evaluation purpose for which date of completion falls during the period of seven years counted backwards from the date of RFP
- ii. Those ongoing assignments shall also be considered for evaluation purpose for which date of contract falls between six months prior to the date of RFP and seven years counted backwards from the date of RFP.
- iii. For evaluation purpose only, those assignment shall be considered as Enterprise Risk Management assignments for which documentary evidence submitted as proof of such assignments:
 - a) Either specifically uses the words Enterprise Risk Management to describe the assignments undertaken. The documentary evidence using any other set of words such as Integrated Risk Management, Holistic Risk Management etc. will not be treated as projects under ERM.
 - b) Or specify to the satisfaction of EC that the scope of work or terms of reference of the assignment undertaken involve implementation/setting of IT systems for Enterprise Risk Management (which may include Corporate/Risk Governance, Risk Identification, Risk Prioritization & Documentation of Mitigation Plans, Risk Monitoring & Reporting) and the assignment is done for the organization and not for a part/department of it.
- iv. For members of the proposed team (including engagement manager) experience will be counted only if the member has gained experience in past seven years to be reckoned from the date of RFP. Only those consulting assignments shall be counted which are done for a third party other than the then employer of the members of the proposed team (including engagement manager).

Summary view of TECH-3

Summary of all the CVs submitted as part of TECH-3 should be submitted in the below format:

Sr. No.	Name of the Member (s)	Qualification (Academic and Technical/professional)	Name of ERM Project(s) involved	Number of years of experience in handling/implementing ERM projects	Proposed project Role for LIC project (Engagement Manager/ Key Personnel/Support staff)	Proposed Staffing schedule for LIC project (Number of hours/days)