**Please read the instructions below carefully**

INSTRUCTIONS

1. You may not in any other way than as instructed below add information to this document, or otherwise alter or modify this document.
2. Fill only out the fields indicated in blue.
3. Please note that this is an administrative form. All information referred to in this declaration by you must be found in the technical proposal submitted as part of your tender.

The Expert must meet the following criteria:

|  |  |
| --- | --- |
| **Minimum criteria M.I.** | Master’s degree in public or business/private administration or Human resource or a relevant, directly related discipline or equivalent relevant 10 years of professional experience. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.II.** | At least 10 years of working experience as a project manager/head of mission in the fields of human resources management and/or reform/restructuring/reorganization of public and/or private structures. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.III.** | At least one practical and operational experience in the development of human resource management systems within public administration. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.IV.** | At least one experience in a public administration in a Central Africa country in supporting human resource management. |
| ***Description of fulfilment of this criteria*** |  |
| **Minimum criteria M.V.** | Basic knowledge of resource management software type Enterprise Resource Planning (ERP). |
|  |  |
| **Minimum criteria M.VI.** | Understanding, speaking, and writing French as demanded with respect to all tasks covered by the Terms of Reference in this Tender. |
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**Signature**

Representative authorized to sign on behalf of the Tenderer/Consortium leader, as stated in the identification form