

Terms of Reference for Capacity building and Training for Disaster Risk Financing and Insurance

1. Background and Context

- 1.1. Bangladesh is among the world's most climate-vulnerable countries, facing recurring floods, rising sea levels, and intensifying monsoon and cyclone patterns due to climate change. With projections suggesting that a 1-meter sea-level rise could submerge 18% of coastal arable land and displace over 13 million people by 2050, the country is already incurring an average of US\$1.1 billion in flood-related losses annually, and risks losing up to 3% of GDP by 2031 under severe climate scenarios. These recurrent shocks threaten both livelihoods and national development, underscoring the urgent need for **innovative disaster risk financing (DRF)** solutions beyond traditional mechanisms like microcredit and relief.
- 1.2. The Insurance Development and Regulatory Authority (IDRA) under Financial Institutions Division (FID) of Ministry of Finance (MoF) of the Government of Bangladesh (GoB) is implementing Disaster Risk Financing (DRF) Component #3 of the Jamuna River Sustainable Management Project-1 (JRSM-1) with funding from Global Risk Financing Facility (GRiF), the predecessor of the Global Shield Financing Facility.

The **specific objective of DRF Component** is to protect selected communities from the financial impacts of floods through the development of financial protection solutions. The DRF Component is expected to provide financial protection for about 100,000 beneficiary households. The project explicitly targets benefits to vulnerable people and steps taken to support targeting of funds, with a special consideration of gender issues. Alongside the design and development of prearranged financial instruments, the project will support the development of the ecosystem required to ensure the financial instruments have the needed enabling environment to function well (e.g., systems, delivery channels, community flood preparedness efforts).
- 1.3. The Project Implementation Unit (PIU) for DRF Component 3 now seeks to engage a qualified firm/organization to provide for the DRF and insurance capacity building and training services outlined in the following sections of this TOR.

2. Purpose and Objectives of the Consultancy

2.1. Purpose:

The purpose of this consultancy is to design and deliver a comprehensive capacity building and training program to strengthen the institutional, technical, and operational capacities necessary for the effective implementation of DRF instruments, including the macro-level flood insurance (MLFI) product and the community protection fund (CPF). The assignment will provide targeted training and institutional strengthening for key actors and stakeholders in Bangladesh's insurance and disaster management sectors, fostering the skills, knowledge, and coordination required to operate and sustain these instruments.

2.2. Objectives

- Conduct a rapid capacity and training needs assessment (CTNA) to identify gaps, priorities, and opportunities for strengthening the institutions and stakeholders involved in DRF (Component #3) implementation.
- Design and deliver tailored training programs and institutional strengthening support to key actors—including IDRA, FID, Bangladesh Insurance Academy (BIA), insurers, relevant ministries, departments and local agencies—covering MLFI, CPF, and related technical, operational, and governance aspects.
- Enhance the technical skills of sector professionals through targeted workshops, and certification courses in collaboration with the BIA.

- Build a sustainable ecosystem for DRF instruments by developing local expertise, operational mechanisms, and coordination frameworks to ensure effective implementation, adaptation, and scalability beyond the project period.

3. ROLES AND RESPONSIBILITIES OF THE CONSULTANT

The Consultants will support DRF-PIU in strengthening institutional and technical capacities of IDRA, FID, and other stakeholders for the successful implementation of DRF instruments. The specific roles and responsibilities shall include, but not be limited to, the following:

- Conduct a rapid Capacity and Training Needs Assessment (CTNA) across key stakeholders, including IDRA, FID, relevant ministries, insurance companies and professionals.
- Prepare comprehensive training modules—comprising session plans, materials, and presentations—tailored to senior-level officials (Senior Assistant Secretaries, equivalent ranks, and above), covering policy, technical, and operational aspects.
- Collaborate with the BIA to design and institutionalize a DRF certificate course for insurance professionals.
- Organize and deliver structured training workshops (approximately four days) for at least two cohorts of senior-level officials, or as otherwise agreed with BIA.
- Develop training-of-trainers (ToT) materials for BIA instructors and organize and deliver a structured ToT program (approximately three days) for one cohort of BIA instructors/course coordinators, or as agreed with BIA.
- Support BIA in organizing and delivering approximately twenty (20) batches of the DRF certificate course (with an indicative batch size of around 25 participants, and course fees waived) for insurance professionals, subject to final agreement with BIA.
- Design, organize and deliver learning sharing seminar/conferences/workshops at national and districts level with the participation of districts, national and international stakeholders.
- Collect and analyze participant feedback and refine training programs accordingly.
- Develop tools and indicators to monitor the effectiveness of training and capacity-building interventions.
- Submit an inception report, training completion reports, and a final synthesis report in line with government and donor requirements.
- Ensure all deliverables are completed on time, to high standards of quality, and in full compliance with project guidelines.

4. SCOPE OF WORK

The scope of work will include, but not be limited to, the following tasks:

4.1. Inception workshop/consultation

- Develop a detailed and comprehensive implementation plan of the assignment.
- Identify relevant stakeholders and conduct a consultation workshop with the stakeholder to inform them, get their suggestions and advices and validation.

4.2. Capacity and Training Needs Assessment (CTNA)

- Detailed study design/plan include methodology, workplan, analytical framework and study team.
- Conduct a rapid CTNA covering IDRA, FID, BIA, insurance companies and professionals, and relevant ministries. Employ mixed methods including Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), In-depth Interviews (IDIs), and an online survey with relevant stakeholders.
- Map existing DRF and insurance-related training resources and curricula in Bangladesh and abroad.
- Identify institutional, technical, and operational capacity gaps and recommend a structured training and learning pathway.

4.3. Development of Training Frameworks, Modules, and Materials

- Prepare training modules—including session plans, facilitator guides, participant manuals, case studies, and presentations—tailored to senior-level officials and technical professionals (Senior Assistant Secretaries/equivalent and above).



- Ensure training content reflects international best practices in DRF, while being context-specific, gender-sensitive, and operationally relevant for Bangladesh.
- Collaborate with the BIA to design and institutionalize a DRF certificate course for insurance professionals.
- Dry run/pilot sessions of training modules/materials and finalize the training modules, materials based on the suggestions and advises from pilot sessions.

4.4. Training Delivery

- Organize and deliver structured training workshops (approximately four days) for at least two cohorts of senior-level officials (Senior Assistant Secretaries/equivalent and above). This include organizing and coordinating all logistics, travel, accommodation and other related services.
- Invite and arrange relevant subject matter experts' sessions in the training workshop sessions on DRF products, operational procedures, and governance aspects.
- Support BIA to organize and deliver approximately 20 (twenty) batches of the DRF certificate course (at least 25 participants per batch) for insurance professionals, climate change, disaster management, and other related professionals.
- Develop and deliver training-of-trainers (ToT) materials and conduct a ToT (approximately three days) for one or more cohort of BIA instructors/course coordinators to build sustainable training delivery capacity.

4.5. Learning Sharing Seminar/Conference and Workshops

- Design, organize and deliver national level seminar/conferences with the participation of national and international stakeholders.
- Facilitate collaborative partnership opportunities for the national level seminar/conferences.
- Design, organize and deliver national and district level workshops with the participation of national and districts level stakeholders.

4.6. Monitoring, Evaluation, and Feedback

- Develop tools and indicators to monitor the effectiveness of training and capacity-building interventions.
- Collect, analyze, and document (include short Audio-visuals) participant feedback during and after training sessions to refine future programs.
- Track learning outcomes and report on progress against agreed capacity-building objectives.

4.7. Reporting and Documentation

- Prepare and submit the following reports in line with government and donor requirements:
 - i. Inception Report (detailing methodology, CTNA approach, training roadmap, and delivery plan).
 - ii. Training/Seminar/Workshops Completion Reports (for each seminar, workshop, ToT, and certificate course delivered).
 - iii. Final Synthesis Report (summarizing activities, outputs, training outcomes, lessons learned, and recommendations for sustaining DRF capacity building).
- Maintain complete documentation of all training materials, modules, participant lists, and feedback reports to ensure knowledge transfer and institutional memory.

4.8 Workshops, Seminars, and Learning Events (Reimbursable Component)

The Firm shall be responsible for the planning, organization, and delivery of all capacity development activities under this assignment, including but not limited to workshops, seminars, learning-sharing seminars/conferences, training sessions, certificate courses under BIA and other related events as specified in this ToR.

For this purpose:

- Reimbursable Budgets shall be utilized to cover the direct costs associated with organizing such events, including venue rental, training materials and kits, logistics, refreshments, communication materials, reasonable support staff/attendants, Honorarium/allowance for Trainer/Facilitator/Resource Person

Moderator/Rapporteurs, transportation arrangement cost and other incidental expenses necessary for successful implementation.

- All events, regardless of type, size, location, or cost, shall be undertaken only with prior written concurrence of the PIU. The Firm shall submit an event plan and indicative cost estimate for each proposed activity for PIU's review and written approval before implementation.
- The number, size, duration, venue, format, and participant composition of events may vary during the course of the assignment and shall be determined based on project needs, subject to prior written concurrence of the PIU.
- The Firm shall quote arrangement costs on a prorated basis for each type of event, inclusive of reasonable administrative and overhead expenses related to organizing the events, as well as reasonable support staff/attendants, within the approved Reimbursable Budget ceiling.
- All expenditures under the Reimbursable Budget shall be incurred strictly in accordance with:
 - the prevailing Government of Bangladesh financial rules, regulations, and relevant circulars, and/or
 - any approved rates or ceilings communicated by the PIU.
- Reimbursement shall be made based on actual eligible expenditure, supported by verifiable documentation (voucher) and subject to review and approval by the PIU.
- Any changes to approved event plans, cost elements, or implementation arrangements shall also require prior written concurrence of the PIU and must remain within the approved Reimbursable Budget.

5. Deliverables

The Consultant Team/Agency shall provide the following deliverables under this assignment:

5.1. Inception Workshop and Report:

- Detailing the proposed methodology, approach for the Capacity and Training Needs Assessment (CTNA), training roadmap, and delivery plan.

5.2. Capacity and Training Needs Assessment (CTNA) Report

- Rapid assessment of institutional, technical, and operational capacity gaps across IDRA, FID, BIA, SBC, insurers, ministries, and professionals.
- Analysis and documentation of findings from FGDs, KIIs, IDIs, and online surveys.
- Mapping of existing DRF and insurance-related training resources, curricula, and best practices (domestic and international).
- Structured training and learning pathway with actionable recommendations.

5.3. Training Modules and Materials

- Complete set of training frameworks, modules, and course content tailored to different audiences (senior officials, insurance professionals, technical staff).
- Materials to include session plans, facilitator guides, participant manuals, presentations, and case studies.
- DRF certificate course curriculum, and materials developed in collaboration with BIA and ready for institutionalization.

5.4. Training Workshops

- At least two structured workshops (approximately four days each) for senior-level officials (Deputy Secretaries/equivalent and above), including all logistical arrangements.
- Integration of subject matter experts into workshop delivery.

5.5. Training-of-Trainers (ToT) Program

- ToT materials developed for BIA instructors.
- One structured ToT (approximately three days) delivered to one or more cohort of BIA instructors/course coordinators.

5.6. BIA Certificate Course Delivery

- Support BIA in organizing and delivering approximately twenty (20) batches of the DRF certificate course (with an indicative batch size of around 25 participants) for relevant professionals, subject to final agreement with BIA.
- Provide technical oversight and ensure course quality and participant learning outcomes.

5.7. National Level Seminar/Conferences Design and Delivery

- Design, organize and deliver of 1 (one) national level seminar/conferences (preferably two days) with approximately 200 national and international participants.
- Identify and ensure collaborative partners for the national level seminar/conferences.

5.8. National and District Level Workshops Design and Delivery

- Design, organize, and deliver approximately four (4) national-level and approximately six (6) district-level day-long workshops, with an indicative participation of around 40–50 participants from national- and district-level stakeholders, or as otherwise agreed with the Client.

5.9. Monitoring and Evaluation Tools

- Tools, indicators, and templates for monitoring training effectiveness and learning outcomes.
- Documentation of participant feedback (including professional audio-visual materials) to refine training approaches.

5.10. Training/Seminar/Workshops Completion Reports

- Reports for each seminar/workshops/training, ToT, and certificate course delivered.
- Each report includes participant lists, content delivered, feedback analysis, and lessons learned.

5.11. Final Synthesis Report

- Consolidated summary of all activities, outputs, training outcomes, and key lessons.
- Recommendations for sustaining DRF-related capacity building and institutional knowledge in Bangladesh.
- Complete documentation package of all training materials, participant databases, and feedback records for institutional memory.

6. Team Composition and Required Expertise

The consulting team will comprise specialists with diverse but complementary expertise in catastrophic insurance, disaster management, and capacity building to effectively address the multifaceted requirements of this ToR. The team should be led by a highly experienced professional with a proven track record in similar projects. Minimum requirements for the proposed team composition and their required expertise are outlined below.

6.1. KEY EXPERTS:¹

Required Expertise & Experiences	Roles/Responsibilities & Inputs (<i>indicative only</i>)
<p>i. Team Lead and Capacity Building and Training Specialist</p> <ul style="list-style-type: none"> • Minimum 10 years extensive experience in designing and delivering comprehensive training programs, including needs assessments, curriculum development, and institutional capacity strengthening. • Demonstrated proficiency in adult learning methodologies, with experience organizing and facilitating workshops, training, and ToT programs. 	<ul style="list-style-type: none"> • Responsible for leading the technical and coordination team. Planning and ensure timely, quality delivery of all outputs/deliverables. • Provide capacity building and training technical expertise include ensuring methodologies for CTNA and trainings, module development and identifying subject matter specialists/trainers and facilitators.

¹ Qualifications and Experience of Key Persons/Experts can be submitted during the application/shortlisting stage, but shall not be considered for shortlisting



Required Expertise & Experiences	Roles/Responsibilities & Inputs <i>(indicative only)</i>
<ul style="list-style-type: none"> Strong project management skills to ensure the timely and high-quality delivery of all training-related deliverables, from logistics to reporting. Experience in monitoring and evaluating the effectiveness of training interventions and using feedback to refine program content and delivery methods. 	<ul style="list-style-type: none"> Lead all liaison, coordination and reporting with DRF-PIU, and implementation and monitoring of activities, logistics and support services.
<p>ii. Catastrophic and Disaster Risk Finance Specialist</p> <ul style="list-style-type: none"> 3 to 5 years of practical experience and understanding of DRF instruments and community-based schemes including insurance products designing and structuring. Understanding of public finance, and insurance in a developing country context, particularly in climate-vulnerable regions like Bangladesh. Familiarity with DRF Strategies, policies and regulatory frameworks for insurance (e.g., IDRA) and experience in collaborating with government bodies and financial institutions. Proven ability to translate complex DR finance and insurance concepts into practical, understandable training materials for non-specialist audiences, including senior officials and community stakeholders. 	<ul style="list-style-type: none"> Lead the technical and analytical expert input on the area of catastrophic and DRF for all the deliverables and outputs. Facilitate/conduct training sessions. Contextualize/translate DRF and climate risk insurance related global knowledge/training materials. When necessary, supplement/complement team leader in meetings with DRF-PIU, and other senior government officials.
<p>iii. Disaster Management, Risk, and Vulnerability Specialist</p> <ul style="list-style-type: none"> Minimum 10 years of hands-on experience in disaster management and disaster risk reduction (DRR), including flood preparedness, early warning systems, Anticipatory Action and climate finance. Expert knowledge in vulnerability and risk assessment methodologies, with a focus on how to identify and protect vulnerable populations, especially those with gender-specific needs. Knowledge of the institutional landscape for disaster management in Bangladesh, including key ministries, local government bodies, and NGOs. Strong analytical skills to assess the socio-economic impacts of disasters and integrate these findings into the training content to highlight the value proposition of DRF. 	<ul style="list-style-type: none"> Lead the technical and analytical expert input on the disaster management, risk, and vulnerability for all the deliverables and outputs. Facilitate/conduct training sessions. Contextualize/translate disaster management, risk, and vulnerability related global knowledge/training materials. When necessary, supplement/complement team leader in meetings with DRF-PIU, and other senior government officials.

6.2. NON-KEY EXPERTS:

Required Expertise & Experiences	Roles/Responsibilities & Inputs <i>(indicative only)</i>
<p>i. Training Coordinator(s)</p> <ul style="list-style-type: none"> Education: Minimum Master's degree in Disaster Management/ Finance/ Banking & Insurance/ Climate Change/ Development Studies or related fields. Experience: At least 3 years of relevant working experience in training management and coordination. 	<ul style="list-style-type: none"> Assist Team Leader and the Specialist Team members in their work. Communicate with stakeholders, facilitators, training participants. Data collection and consultations.

Required Expertise & Experiences	Roles/Responsibilities & Inputs <i>(indicative only)</i>
<ul style="list-style-type: none"> • Report Writing Experience: Proficiency in written and spoken English and report writing. • Computer Literacy: Proficiency in use of MS Word/ Excel/ PPT. • Excellent written and oral communication skills in both English and Bengali, with the ability to make complex relationships understandable for diverse audiences. 	<ul style="list-style-type: none"> • Ensure implementation level activities, logistics and support services.
<p>ii. Associate(s)</p> <ul style="list-style-type: none"> • Education: Minimum Master's degree in Disaster Management/ Finance/ Banking & Insurance/ Climate Change/ Development Studies or related fields. • Experience: At least 2 years of working experience. • Report Writing Experience: Able to written and spoken English and report writing. • Computer Literacy: Proficiency in use of MS Word/ Excel/ PPT. 	<ul style="list-style-type: none"> • Assist Coordinator(s), Team Leader and the Specialist Team members in their work. • Communicate with stakeholders, facilitators, training participants. • Data collection and consultations. • Ensure implementation level activities, logistics and support services.
<p>iii. Office Assistant cum Messenger (1-Person-Full time engagement)</p> <ul style="list-style-type: none"> • Education: Minimum SSC or equivalent. • Experience: Minimum 01 year of experience. 	<ul style="list-style-type: none"> • Receiving, recording, and dispatching official letters, files, and documents • Photocopying, scanning, printing, and binding documents • Filing, organizing, and retrieving office records (both physical and electronic) • Assisting officers and staff with routine administrative tasks • Delivering and collecting documents, letters, and parcels within and outside the office

7. Eligibility of Consulting Firm/Organization

The Consultant should have the following experience:

- The consultant should have at least eight (8) experience in capacity building, training, advisory, or technical assistance and related Consultancy Services.
- The consultant should have at least five (5) years of experience developing institutional level capacity need assessment, conducting training and workshops for government organizations or government projects, or projects under foreign funds or activities conducted under renowned international NGOs.
- Demonstrated experience working with government agencies, public sector institutions, or development partners.
- Similar experience of capacity development in Disaster Management or Insurance shall be considered an added advantage.

7.1. Shortlisting Criteria

Interested consulting firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The short-listing criteria are:

- A brochure duly submitted indicating the organization's facilities, capacities, and areas of expertise
- Details of similar assignments successfully completed
- Experience in implementing assignments under comparable working environments and conditions
- Availability of appropriately experienced and professionally qualified personnel within the applicant organization, along with adequate resources to carry out the assignment; and

- Financial soundness and managerial capacity. (Turnover, Net worth, Profit, etc.)

Consultants are requested to submit the following supporting documents in support of the above-mentioned criteria:

- Registration documents, including a brief description² of the firm (s);
- JV agreement³ (if applicable).
- Firm's brochure.
- Audited financial reports for the last three years.
- List of relevant experience⁴
 - a) This should be supported by necessary documents, i.e., completion certificate and contract agreement.
 - b) Also encouraged to submit a brief description of the nature of the job, total cost, total input in terms of man month, employer, location of service, description of service, etc.)
- Document related to IT, VAT, Updated Trade license, etc.
- Professional Strength⁵, Staffing & logistics capacity of the firm.
- A cover letter containing comprehensive contact information (such as mailing address, telephone, fax, and email) and the designated contact person for further communication.

7.2. Consultant Selection Method, Contract Type, and Payment Schedule:

The firm will be selected using the Quality and Cost Based Selection [QCBS (National)] method in accordance with the "World Bank Procurement Regulations for IPF Borrowers", dated November 2020. The winning firm will be engaged through a signed contract with PIU, of the project.

This assignment shall be carried out under a lump-sum contract. Payments are planned to be made upon satisfactory completion of the deliveries specified in the Terms of Reference (ToR). The final payment schedule, including payment amounts, percentages, and disbursement intervals, shall be finalized during the contract negotiation meeting and incorporated into the contract. The final payment shall be released upon satisfactory completion and acceptance of all deliverables. Any reimbursable expenses must be pre-approved by the PIU before incurrence and shall be reimbursed only upon submission and verification of valid supporting documents (voucher) and invoices.

Upon successful completion and formal acceptance of each deliverable/output, eighty-five percent (85%) of the corresponding payment (except reimbursable costs) shall be released. The remaining fifteen percent (15%) will be payable upon successful completion and final acceptance of all activities under the contract. Reimbursable costs may be claimed either in installments or in full, as applicable. Full payment of approved reimbursable costs, including the applicable management overhead, shall be payable in accordance with the rates and arrangements finalized during contract negotiations.

7.3. Facilities and services to be provided by the client:

- i. The Insurance Development and Regulatory Authority (IDRA) shall provide necessary guidance and approval of the deliverables mentioned in this ToR.
- ii. Project Implementation Unit (PIU), of JRSMP-DRF component shall:
 - a) Coordinate with the consultation with World bank, IDRA, Bangladesh Insurance Academy (BIA), Delivery Partner and any other relevant stakeholders.
 - b) Shall pay the consultant within twenty-eight (28) days of receipt of the bill and acceptance of the deliverables.

¹ A Brief Description of the firm should be provided in the format attached in **Appendix A**, otherwise, the application will not be considered.

² The value of the non-judicial stamp for the execution of the Joint Venture agreement shall be Tk 300.00

³ Relevant experience lists should be provided as per the format attached in **Appendix B**. Otherwise, the firm's application may not be considered.

⁵ A list of Professional Strengths should be provided in the format attached in **Appendix C**. Otherwise, the firm's application may not be considered.


7.4. Confidentiality and Intellectual Property

All information shared between the Insurance Development and Regulatory Authority (IDRA), Project Implementation Unit (PIU), of JRSMP-DRF component and the consulting firm regarding this assignment will be treated as confidential. Both parties commit to taking appropriate measures to safeguard this confidential information from unauthorized disclosure or use.

The Insurance Development and Regulatory Authority (IDRA) shall hold full copyright ownership of all materials developed for this assignment, including templates and editable files, which will be transferred to IDRA/PIU before completion. IDRA/PIU shall retain the right to reproduce, reuse, or modify these materials for further development without infringing any intellectual property rights.

7.5. Conflict of interest and eligibility

Consultants must declare any actual, potential, or perceived conflict of interest. Consultants or firms involved in the design of the MLFRTP or holding a direct underwriting/reinsurance role in placement are not eligible to maintain independence and transparency.

 04.03 2026

(Kamrul Hoque Maruf)
Project Director (Joint Secretary)
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Annexure A⁶

Name of the firm	Please mention the role of the partner in the case of JV.
Brief Description of Firm, including activities	Please limit the word count to 300.
Year of Registration ⁷	DD/MM/YYYY (—Year—Months—Day)
Annual Turnover (Last 3 Financial Year)	2021-2022 - BDT/USD 2022-2023 - BDT/USD 2023-2024 - BDT/USD 2024-2025 - BDT/USD It should be supported by an Audit Report or Relevant documents.
Status of relevant legal Document	Trade license <input type="checkbox"/> / <input checked="" type="checkbox"/> Tax Identification No. <input type="checkbox"/> / <input checked="" type="checkbox"/> VAT/BIN No. <input type="checkbox"/> / <input checked="" type="checkbox"/> Other

⁶ Should be filled for each JV Partner (if applicable)

⁷ Year, month calculated from date of registration to Date of Publication of EOI



Annexure B

Format for Experience:

General Experience

Sl No	Name and description of Service Provided	Name of Client	Total Contract Value	Start Date	End Date
1.					
2.					
3.					
4.					

Relevant Experience

Sl No	Name and description of <u>relevant services</u> provided similar to our requirement.	Name of Client	Total Contract Value	Start Date	End Date	Ref. Experience Form ^a
1.						Page/ Reference no
2.						Page/ Reference no
3.						Page/ Reference no
4.						Page/ Reference no

^a Should be supported by "Consultant's Experience Form, Annexure-A"



Consultant's Experience Form

Major Works Undertaken that best Illustrates Qualifications

[using the format below, provide information on each relevant assignment for which your firm was legally contracted for carrying out consulting services similar to the ones requested under this assignment]

Assignment Name ⁹ :		Country:
Assignment Location within country:		Duration of assignment (months):
Name of Client:		Professional Staff provided by your organization: No of Staff:
Start Date (Month/Year)	Completion Date (Month/Year)	No of Staff-Months
Name of Joint Venture Consultants, if any:		No of Staff-Months of Professional Staff provided by Joint Venture Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by Company Staff:		
Firm's Name:		
Authorized Signature:		

⁹ Should be Supported by Completion Certificate/Agreement document (if applicable)



Annexure C

List of Professional Strength¹⁰ (Technical & Managerial Personnel)

Sl No	Name of Personnel	Position	Educational Qualification	Total Experience (years)	Similar Experience (years)
1.					
2.					

Support and Logistics Capacity.

Total No. of Supporting Staff	(Mention Numbers)
Total No. of Other Logistics Capability	(Should be mentioned as appropriate)

¹⁰ Relevant with the assignment

