



FINANCIAL/TECHNICAL SPECIFICATION – PER ACTION

1. Identification Data

Reference Number	
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2. Description of the Assignment

Specific Objectives	
Action Description , including suggested methodology (Seminar, Training, Workshop and/or coaching)	
Required Outputs	

3. Experts Profile/Qualification*

Qualifications	
Working Language	

**= As far as the Action is provided not by an individual Expert but by a BDS-Provider the above mentioned Expert Profile criteria are content of the contract between CSFU and the BDS Provider*

The above description reflects in detail my/our requirements.

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Signature of the Applicant

EXPLANATORY NOTES OF TECHNICAL SPECIFICATION – PER ACTION

Experts / Trainers

The following categories of Experts / Trainers are defined:

Category I

Qualifications and skills

Education at least up to Masters Degree / Academic level or equivalent professional experience (the Latter to be clearly defined in the Specific ToRs as the number of years above the General professional experience fixed below).

General professional experience

At least 15 years experience in the area relevant to the assignment

Specific professional experience

The technical skills required shall be specified in the Specific ToRs.

Language skills

The language skills required for each assignment will be specified in the Specific ToRs.

Category II

Qualifications and skills

Education at least up to Masters Degree / Academic level or equivalent professional experience (the Latter to be clearly defined in the Specific ToRs as the number of years above the General professional experience fixed below).

General professional experience

At least 10 years experience in the area relevant to the assignment

Specific professional experience

The technical skills required shall be specified in the Specific ToRs.

Language skills

The language skills required for each assignment will be specified in the Specific ToRs.

Category III

Qualifications and skills

Education or type of experience will be specified in the Specific ToRs.

General professional experience

At least 5 years experience in the area relevant to the assignment

Specific professional experience

The technical skills required shall be specified in the Specific ToRs.

Language skills

The language skills required for each assignment will be specified in the Specific ToRs.

All Experts / Trainers will have excellent writing and editing skills.

In case the Expert / Trainer is unable to meet the level of quality required for preparing the report, the BDS Provider will provide, at no additional cost to the Contracting Authority, immediate additional support for the report to meet the appropriate standards.

For each assignment, each Expert / Trainer shall have to declare (see Confidentiality Agreement) that:

He or she does not have commercial associations which may affect his/her neutrality during the duration of that assignment

He or she undertakes not to divulge any information obtained during the currency of the assignment to any outsiders, unless given express clearance by the ADB

He or she will not exploit, or seek to exploit any information obtained during the currency of the assignment, unless given express clearance by the ADB

The Specific ToRs may indicate either the Experts / Trainers required and the profile per Expert / Trainer or they may identify the expertise required, in which case the BDS Provider is responsible for proposing a team covering all the expertise required. The category / (ies) of Experts / Trainers and related input per category must be fixed in both cases. Unless indicated otherwise in the Specific ToRs, the BDS Provider will identify the Expert / Trainer who will be the Team Leader for the given assignment.

The Specific ToRs must define all the Experts / Trainers or expertise required to carry out the assignment. All Experts / Trainers requested must be proposed by the BDS Provider, evaluated and contracted (identified in the Breakdown of prices). The Specific ToRs may not foresee “key” and “non-key” experts. The Specific ToRs shall not discriminate the Experts / Trainers on the ground of their former or present nationality.

CSFU should favourably consider calling on the expertise available on the local market, whenever possible. The BDS Provider is expected to reflect the local market fees in the fees he proposes in his offer.

As each Expert / Trainer proposed will have submitted a Statement of exclusivity and availability, he is therefore obliged to remain available to start the assignment as foreseen.

The BDS Provider also has to take appropriate measures to ensure the availability of the Expert / Trainer all throughout the assignment. In the case of sickness or *Force majeure*, the BDS Provider will have to submit the CV of one or more alternative Experts / Trainer. In all other cases, the Contracting Authority may decide to cancel the Specific Contract.)