

Government of the People's Republic of Bangladesh
Department of Environment
Ecosystem-based Approaches to Adaptation (EbA) in the Drought-Prone Barind Tract and Haor "Wetland" Area Project
(EbA Project)
2nd Floor, Room: 304, Poribesh Bhaban Old Building
E/16 Agargaon Administrative Area, Sher-E-Bangla Nagar, Dhaka-1207

Advertisement for Request for Expression of Interest (EoI) for Selection of Individual Consultant (National)

1.	Ministry/Division	:	Ministry of Environment, Forest and Climate Change	
2.	Agency	:	Department of Environment (DoE)	
3.	Client (Procuring Entity) Name	:	Dr. Md. Sohrab Ali, Project Director, EbA project	
4.	Client (Procuring Entity) Code	:		
5.	Client (Procuring Entity) District	:	Dhaka	
6.	Expression of Interest for selection of	:	Individual Consultant (National)	
7.	EoI Ref No	:	22.02.0000.111.14.012.20-08	
8.	Date	:	12 November 2020	
Funding Information				
9.	Source of Funds	:	LDCF of Global Environment Facility (GEF)	
10.	Development Partners	:	GEF-UNEP	
Particular Information				
11.	Project Code	:	009869	
12.	Project Name	:	Ecosystem-based Approaches to Adaptation (EbA) in the Drought-Prone Barind Tract and Haor "Wetland" Area Project (EbA Project)	
13.	EoI Closing Date and Time	:	30 November 2020, 02:30 pm	
Information for Applicants:				
Package No.	Name of Position	Number of Position	Duration	Educational Qualifications and ToR*
SD-5	Project Manager (PM)	01 (One)	48 mm (4 years) Project duration	Master's degree in Environment, Natural Resources Management, Agriculture, Forestry, Management, or a closely related field
	Regional Manager (RM)– Haor area and Barind Tract	02 (Two)	(48 mm for each) (4 years)	Master's degree in Environment, Natural Resources Management, Agriculture, Forestry, or a closely related field
	Climate Change and Natural Resource Management Expert (CCNRME)– Haor area and Barind Tract	02 (Two)	(48 mm for each) (4 years)	Master's degree in Environment, Natural Resources Management, Agriculture, Forestry, or a closely related field
	Economist (Monitoring and Evaluation)	01 (One)	48 mm (4 years)	PhD/Master's degree in Economics/Agricultural Economics
	Administration and Finance Officer (AFO)– PMU, Haor area and Barind Tract	03 (Three)	(48 mm for each) (4 year)	Master's degree in Commerce background or closely relevant subject
	Administrative Assistant	01 (One)	(48 mm for each) (4 year)	Higher Secondary Certificate (HSC) with at least 2 years of work experience.
	Office Assistant- Haor area and Barind Tract	02 (Two)	(48 mm for each) (4 year)	Higher Secondary Certificate (HSC)
Procuring Entity (Client) Details				
14.	Name of Official Inviting EoI	:	Dr. Md. Sohrab Ali	
15.	Designation of Official Inviting EoI	:	Project Director, EbA Project	
16.	Address of Official Inviting EoI	:	Department of Environment 2 nd Floor, Room: 304, Poribesh Bhaban Old Building E/16 Agargaon Administrative Area Sher-E-Bangla Nagar, Dhaka-1207, Bangladesh	
17.	Contact details of Official Inviting EoI	:	Phone: 8181269, Email: sohrab@doe.gov.bd	
18.	Place of submission of EoI	:	Project Director's office (Director's office of DoE Dhaka Laboratory) EbA project, Department of Environment 2 nd Floor, Room: 304, Poribesh Bhaban Old Building E/16 Agargaon Administrative Area Sher-E-Bangla Nagar, Dhaka-1207, Bangladesh	
19.	The Client (Procuring Entity) reserves the right to accept or reject all EoIs.			

The Department of Environment is implementing EbA Project to increase capacity of government and local communities living in the Barind Tract and the Haor wetland area and to reduce the negative effects of climate change using Ecosystem-based approaches to Adaptation.

Project Director of the EbA Project now invites eligible applicants to express their interest in providing the services. *Terms of References (ToR) including scope of works, responsibilities, educational qualifications and experiences are available in the websites of DoE (www.doe.gov.bd) and CPTU (www.cptu.gov.bd). Applicants are advised to provide information indicating that they are qualified to perform the services in completed Curriculum Vitae (CV). Format of CV is available in the websites of DoE. The copy of ToR and Format of CV may also be obtained from the office mentioned above during office hours on all working days up to 30 November 2020, 01:00 PM.

One original and two copies of Expression of Interest (EoI) must be submitted in the Project Director's office by post on or before 02 pm of 30th November 2020 in sealed envelope and be clearly marked the position for Expression of Interest. Applicants can send the EoI through Email also at sohrab@doe.gov.bd.

Persons who are in service should submit application through proper channel, otherwise applications will be rejected.

Department of Environment

Ecosystem-based Approaches to Adaptation (EbA) in the Drought-Prone Barind Tract and Haor "Wetland" Area Project (EbA Project)

Terms of References (ToR) for Long Term Consultants-National

Serial	Position	Terms of References (ToR)
1.	Project Manager (PM)	<p>Scope of Work</p> <p>The Project Manager (PM) will lead the project team and provide overall operational management for the successful execution and implementation of the project. This includes the daily responsibility to manage, coordinate, and supervise the implementation of the project and the delivery of results following the project document and agreed on work plans. Furthermore, the PM will be responsible for financial management and disbursements, with accountability to the government and UNEP.</p> <p>The PM will report to the Project Director (PD) and will be responsible for the smooth functioning of the project office, preparing all reports and returns. S/he will draft all documents and submit them to the PD for PIC & PSC.</p> <p>Further responsibilities of the PM are to</p> <ol style="list-style-type: none"> (1) S/he will work under the direct supervision of the PD. (2) Report to the PD and assist in the preparation of all documents for the smooth functioning of PSC. (3) Manage and Assist in the implementation of the project throughout the country, monitor work progress, and ensure timely delivery of outputs. (4) Develop and facilitate the implementation of a comprehensive monitoring and reporting system. (5) Ensure timely preparation of detailed Annual Work Plans (AWP) and budgets. (6) Facilitate the PSC, PIC, and all other meetings. (7) Draft ToR for contractual staff. (8) Assist in the identification, selection, and recruitment of staff, experts, and other experts as required. (9) Facilitate supervision and coordinate the work of the project officer, field officers, Economist (M&E), focal points of co-implementing agencies, and national and international experts. (10) Control expenditures and assure adequate management of resources. (11) Provide a quarterly update of the expenses of the previous three months and the expenses expected for the next three months. (12) Establish linkages and networks with the on-going activities of other governments and other related agencies.

Serial	Position	Terms of References (ToR)
		<p>(13) Provide input to management and prepare technical reports and other documents as described in the M&E plan for the overall project. Reports should contain detailed assessments of progress in implementing activities, including reasons for delays, if any, and recommendations on necessary improvements.</p> <p>(14) Participate in training activities, report writing, and facilitation of expert activities that are relevant to his or her area of expertise.</p> <p>(15) Assist to provide on-the-ground information for UNEP progress reports.</p> <p>(16) Make liaise and coordinate meetings of the project coordinators committee.</p> <p>(17) Initiate identification of transferable technologies and other deliverables at end of the project.</p> <p>(18) Assist in Prepare Project completion Report (PCR).</p> <p>(19) Any other work assigned by PD.</p> <p>Qualifications and Experiences</p> <p>(1) Master's degree in Environment, Natural Resources Management, Agriculture, Forestry, Management, or a closely related field.</p> <p>(2) A minimum of 12 years of relevant work experience.</p> <p>(3) Demonstrated sound knowledge of adaptation to climate change, ecological restoration, and sustainable exploitation of natural resources.</p> <p>(4) Human resource management and administering development projects is an asset; especially having at least 2-3 years of working experience on managing and administering development project from the Government side, would be an added advantage</p> <p>(5) Experience in the public participation development process associated with environment and sustainable development.</p> <p>(6) Demonstrated experiences of technology packaging and transfer relevant to EbA & ecosystem services.</p> <p>(7) Should have a proven track record of working on project management of the government as well as development partners and providing training to the grass-root level beneficiaries.</p> <p>(8) Fluent in Bangla and English including writing and communication skills.</p> <p>(9) Adequate computer literacy (e.g., Bangla and English typing composition, report/documentation).</p>
2.	Regional Manager (RM)	<p>Scope of Work</p> <p>The Regional Manager (RM) will lead the regional project team and</p>

Serial	Position	Terms of References (ToR)
	for Haor Wetland	<p>provide overall operational management for the successful execution and implementation of the project at specific sites. This includes the daily responsibility to manage, coordinate, and supervise the implementation of the project and the delivery of results following the project document and agreed on work plans.</p> <p>Further responsibilities of the RM are to</p> <ol style="list-style-type: none"> (1) S/he will work under the direct supervision of PD/Regional Coordinator (RC); (2) Report to the PD & PIC regarding project progress. (3) Develop and facilitate the implementation of a comprehensive monitoring and reporting system. (4) Submit timely report & returns to Project Manager (PM) (5) Ensure timely preparation of detailed AWP and budgets and submit to the project management (6) Control expenditures and assure adequate management of resources. (7) Provide a quarterly update of the expenses of the previous three months and the expenses expected for the next three months. (8) Establish linkages and networks with the on-going activities of the different agencies of the regions. (9) Provide input to management and technical reports and other documents as described in the M&E plan for the overall project. Reports should contain detailed assessments of progress in implementing activities, including reasons for delays, if any, and recommendations on necessary improvements. (10) Participate in training activities, report writing, and facilitation of expert activities that are relevant to his or her area of expertise. (11) Inform the PM, RC immediately, of any issue or risk which might jeopardize the success of the project. (12) Liaise with and coordinate meetings of the Regional Project Coordination Committee (RPCC); (13) Any other task assigned by PD. <p>Qualifications and Experiences</p> <ol style="list-style-type: none"> (1) Master's degree in Environment, Natural Resources Management, Agriculture, Forestry, or a closely related field. (2) A minimum of 12 years of relevant work experience including 3-5 years of fieldwork experiences in Haor wetland resources and management (3) Demonstrated solid knowledge of adaptation to climate change,

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		<p>ecological restoration, and sustainable exploitation of natural resources.</p> <p>(4) Experience in the public participation development process associated with environment and sustainable development is an asset.</p> <p>(5) Fluent in Bangla and English including writing and communication skills;</p> <p>(6) Adequate computer skill, documentation/report composition etc.</p>
3.	Regional Manager (RM) for Barind Tract	<p>Scope of Work</p> <p>Under the guidance of the Project Director, the RM will lead the regional project team and provide overall operational management for the successful execution and implementation of the project at specific sites. This includes the daily responsibility to manage& implement, coordinate, and supervise the implementation of the program.</p> <p>Further responsibilities of the RM are to</p> <ol style="list-style-type: none"> (1) S/he will work under the direct supervision of PD/RC; (2) Report to the PD & PIC regarding project progress. (3) Manage project activities in the region and implement, monitor work progress, and ensure timely delivery of outputs. (4) Develop and facilitate the implementation of a comprehensive monitoring and reporting system. (5) Submit timely report & returns to PM (6) Ensure timely preparation of detailed AWP's and budgets and submit to the project management (7) Control expenditures and assure adequate management of resources. (8) Provide a quarterly update of the expenses of the previous three months and the expenses expected for the next three months. (9) Establish linkages and networks with the on-going activities of the different agencies of the regions. (10) Provide input to management and technical reports and other documents as described in the M&E plan for the overall project. Reports should contain detailed assessments of progress in implementing activities, including reasons for delays, if any, and recommendations on necessary improvements. (11) Participate in training activities, report writing, and facilitation of expert activities that are relevant to his or her area of expertise. (12) Inform the PM, RC immediately, of any issue or risk which might jeopardize the success of the project. (14) Liaise with and coordinate meetings of the Regional Project

Serial	Position	Terms of References (ToR)
		<p>Coordination Committee (RPCC);</p> <p>(13) Any other task assigned by PD.</p> <p>Qualifications and Experiences</p> <p>(1) Master’s degree in Environment, Natural Resources Management, Agriculture, Forestry, or a closely related field.</p> <p>(2) A minimum of 12 years of relevant work experience including 3-5 years of fieldwork experiences in the region particularly on the dry land agriculture and resource management of the Barind Tract.</p> <p>(3) Demonstrated sound knowledge of adaptation to climate change, ecological restoration, and sustainable exploitation of natural resources.</p> <p>(4) Experience in the public participation development process associated with environment and sustainable development is an asset.</p> <p>(5) Fluent in Bangla and English including writing and communication skills;</p> <p>(6) Adequate computer skill, documentation/report composition etc.</p>
4.	Climate Change and Natural Resource Management Expert (CCNRME)– Barind Tract	<p>Scope of work</p> <p>Climate Change and Natural Resource Management Expert will assist the Regional Coordinator, Regional Manager, Project Management Unit (PMU), and support IPs at the regional level and provide overall technical support for the successful execution and implementation of the project at specific sites.</p> <p>This includes the daily responsibility to manage, coordinate, and supervise the implementation of the project and the delivery of results following the project document and agreed on work plans. The position is based in sub-PMU offices. The CCNRME will report to the Regional Coordinator and Project Manager.</p> <p>Specific responsibilities are</p> <p>(1) S/he will collect & compile climate change database of the region to determine risk and potentials</p> <p>(2) S/he will collect and compile data for <i>SDG Target 15.3: By 2030, combat desertification, restore degraded land and soil, including land affected by desertification, drought and floods, and strive to achieve a land degradation-neutral world.</i></p> <p>(3) Develop Climate Change model on the impact of natural resources, biodiversity & agricultural productivity</p> <p>(4) Analyse regional vulnerability & Climate Change risk assessment for the region</p>

Serial	Position	Terms of References (ToR)
		<p>(5) Develop regional capacity on Climate Change resource management and advice, different development practitioners of the region,</p> <p>(6) Prepare adaptation guidelines and assist in implementation in the region.</p> <p>(7) Report: to Project Manager through Regional Manager</p> <p>(8) Also, work with close cooperation with the Regional Manager and Regional Coordinator.</p> <p>Qualifications and Experiences</p> <p>(1) Master's degree in Environment, Natural Resources Management, Agriculture, Forestry, or a closely related field.</p> <p>(2) A minimum of 12 years of relevant work experience including 3-5 years of fieldwork experiences in the region particularly on the dry land agriculture and resource management of the Barind Tract.</p> <p>(3) Fluent in Bangla and English including writing and communication skills;</p> <p>(4) Adequate computer skill, documentation/report composition etc.</p>
5.	Climate Change and Natural Resource Management Expert (CCNRME)– Haor area	<p>Scope of work</p> <p>Climate Change and Natural Resource Management Expert will assist the Regional Coordinator, Regional Manager, Project Management Unit (PMU), and support IPs at the regional level and provide overall technical support for the successful execution and implementation of the project at specific sites.</p> <p>This includes the daily responsibility to manage, coordinate, and supervise the implementation of the project and the delivery of results following the project document and agreed on work plans. The position is based in sub-PMU offices. The CCNRM will report to the Regional Coordinator and Project Manager.</p> <p>Specific responsibilities are</p> <p>(1) S/he will collect & compile climate change database of the region to determine risk and potentials.</p> <p>(2) S/he will collect and compile data for <i>SDG Target 15.3: By 2030, combat desertification, restore degraded land and soil, including land affected by desertification, drought and floods, and strive to achieve a land degradation-neutral world.</i></p> <p>(3) Develop Climate Change model on the impact of natural resources, biodiversity & agricultural productivity.</p> <p>(4) Analyse regional vulnerability & Climate Change risk assessment for the region.</p> <p>(5) Develop regional capacity on Climate Change resource management and advice, different development practitioners of</p>

Serial	Position	Terms of References (ToR)
		<p>the region.</p> <p>(6) Prepare adaptation guidelines and assist in implementation in the region.</p> <p>(7) Report: to Project Manager through Regional Manager.</p> <p>(8) Also, work with close cooperation with the Regional Manager and Regional Coordinator.</p> <p>Qualifications and Experiences</p> <p>(1) Master's degree in Environment, Natural Resources Management, Agriculture, Forestry, or a closely related field.</p> <p>(2) A minimum of 12 years of relevant work experience including 3-5 years of fieldwork experiences in Hoar wetland resources and management</p> <p>(3) Fluent in Bangla and English including writing and communication skills;</p> <p>(4) Adequate computer skill, documentation/report composition etc.</p>
6.	Economist (M&E) Specialist	<p>The economist (monitoring and evaluation specialist) will be based in the PMU at Dhaka.</p> <p>Specific responsibilities are</p> <p>(1) Prepare progress monitoring and evaluation reports based on (IMED) format/ministries/other organization.</p> <p>(2) S/he will collect and compile data for <i>SDG Target 15.3: By 2030, combat desertification, restore degraded land and soil, including land affected by desertification, drought and floods, and strive to achieve a land degradation-neutral world.</i></p> <p>(3) Carry out the task of identification quantification and valuation of major ecosystem services for wetland & Barind related activities for economic cost-benefit analysis.</p> <p>(4) Carry out project documentation in a related field.</p> <p>(5) Submit the report to the PD/PM.</p> <p>Qualifications and experiences</p> <p>(1) PhD/Master's degree in Economics/Agricultural Economics.</p> <p>(2) Minimum of 10 years of work experience in the field of Project Planning, preparation and documentation, Financial and Economic Analysis of public sector investment project in water and environment.</p> <p>(3) Fluent in Bangla and English including writing and communication skills;</p> <p>(4) Adequate computer skill, documentation/report composition etc.</p>

Serial	Position	Terms of References (ToR)
7.	Administration and Finance Officer (AFO) for PMU	<p>The Administration and Finance Officer will report to the PD, PM at PMU</p> <p>Responsibilities</p> <ol style="list-style-type: none"> (1) Standardize the finance and accounting systems of the project while maintaining compatibility with the government and UNEP financial accounting procedures. (2) Prepare and revisions of the budget and assist in the preparation of the AWP. (3) Comply and verify budget and accounting data by researching files, calculating costs, and estimating anticipated expenditures from readily available information sources. (4) Prepare status reports, progress reports, and other financial reports. (5) Process all types of payment requests for settlement purposes including quarterly advances to the partners upon joint review. (6) Prepare periodic accounting records by recording receipts, disbursements (ledgers, cashbooks, vouchers, etc.) and reconciling data for recurring or financial reports and assist in the preparation of annual procurement plans and procurement as well. (7) Undertake project financial closure formalities including submission of terminal reports, transfer, and disposal of equipment, processing of semi-final revisions, and support professional staff in preparing the terminal assessment reports. (8) Assist in the timely issuance of contracts and assurance of other eligible entitlements of the project personnel, experts, and experts by preparing annual recruitment plans (9) Assist in preparation of Project Completion Report (PCR); (10) Any other work assigned by PD/RC. <p>Qualifications and experiences</p> <ol style="list-style-type: none"> (1) Masters in Commerce or relevant subject (2) At least 6 years of relevant experience with 2-3 years of the donor-funded/aided project
8.	Administration and Finance Officer (AFO) for Haor	<p>The Administration and Finance Officer will report to the RC, RM at the regional level.</p> <p>Responsibilities</p> <ol style="list-style-type: none"> (1) Standardize the finance and accounting systems of the project while maintaining compatibility with the government and UNEP financial accounting procedures. (2) Prepare and revisions of the budget and assist in the preparation

Serial	Position	Terms of References (ToR)
		<p>of the AWP.</p> <ol style="list-style-type: none"> (3) Comply and verify budget and accounting data by researching files, calculating costs, and estimating anticipated expenditures from readily available information sources. (4) Prepare status reports, progress reports, and other financial reports. (5) Process all types of payment requests for settlement purposes including quarterly advances to the partners upon joint review. (6) Prepare periodic accounting records by recording receipts, disbursements (ledgers, cashbooks, vouchers, etc.) and reconciling data for recurring or financial reports and assist in the preparation of annual procurement plans and procurement as well. (7) Undertake project financial closure formalities including submission of terminal reports, transfer, and disposal of equipment, processing of semi-final revisions, and support professional staff in preparing the terminal assessment reports. (8) Assist in the timely issuance of contracts and assurance of other eligible entitlements of the project personnel, experts, and experts by preparing annual recruitment plans (9) Assist in preparation of Project Completion Report (PCR); (10) Any other work assigned by PD/RC. <p>Qualifications and experiences</p> <ol style="list-style-type: none"> (1) Masters in Commerce or relevant subject (2) At least 6 years of relevant experience with 2-3 years of the donor (foreign) funded/aided project
9.	Administration and Finance Officer (AFO) for Barind Tract	<p>The Administration and Finance Officer will report to the Regional Coordinator, Regional Manager at the regional level.</p> <p>Responsibilities</p> <ol style="list-style-type: none"> (1) Standardize the finance and accounting systems of the project while maintaining compatibility with the government and UNEP financial accounting procedures. (2) Prepare and revisions of the budget and assist in the preparation of the AWP. (3) Comply and verify budget and accounting data by researching files, calculating costs, and estimating anticipated expenditures from readily available information sources. (4) Prepare status reports, progress reports, and other financial

Serial	Position	Terms of References (ToR)
		<p>reports.</p> <p>(5) Process all types of payment requests for settlement purposes including quarterly advances to the partners upon joint review.</p> <p>(6) Prepare periodic accounting records by recording receipts, disbursements (ledgers, cashbooks, vouchers, etc.) and reconciling data for recurring or financial reports and assist in the preparation of annual procurement plans and procurement as well.</p> <p>(7) Undertake project financial closure formalities including submission of terminal reports, transfer, and disposal of equipment, processing of semi-final revisions, and support professional staff in preparing the terminal assessment reports.</p> <p>(8) Assist in the timely issuance of contracts and assurance of other eligible entitlements of the project personnel, experts, and experts by preparing annual recruitment plans</p> <p>(9) Assist in preparation of Project Completion Report (PCR);</p> <p>(10) Any other work assigned by PD/RC.</p> <p>Qualifications and experiences</p> <p>(1) Masters in Commerce or relevant subject.</p> <p>(2) At least 6 years of relevant experience with 2-3 years of the donor-funded/aided project.</p>
10.	Administrative Assistant (AA)– PMU	<p>Administrative Assistant (AA) will be based in the Project Management Unit (PMU), Dhaka. He will assist to run the office properly. The AA will report to the PD & PM.</p> <p>Responsibilities</p> <p>(1) Assist the Project Management Unit to run the office smoothly</p> <p>(2) Any other work assigned by PD/PM</p> <p>Qualifications and experiences</p> <p>(1) Minimum Higher Secondary Certificate (HSC) with at least 2 years of work experience.</p>
11.	Office Assistant (OA)– Haor area	<p>The Office Assistant (OA) will be in the Sub Project Management Unit (Sub-PMU). He will assist to run the office properly. The AA will report to the RC and RM.</p> <p>Responsibilities</p> <p>(1) Assist Sub Project Management Unit (Sub-PMU) to run the office smoothly</p>

Serial	Position	Terms of References (ToR)
		<p>(2) Any other work assigned by the authority</p> <p>Qualifications and experiences</p> <p>(1) Minimum Higher Secondary Certificate (HSC) with at least 2 years of work experience.</p>
12.	Office Assistant (AA)– Barind area	<p>The Office Assistant (OA) will be in the Sub Project Management Unit (Sub-PMU). He will look after and support to run the office properly. The AA will report to the Regional Coordinator and Regional Manager.</p> <p>Responsibilities</p> <p>(1) Assist Sub Project Management Unit (Sub-PMU) to run the office smoothly</p> <p>(2) Any other work assigned by the authority</p> <p>Qualifications and experiences</p> <p>(1) Minimum Higher Secondary Certificate (HSC) with at least 2 years of work experience.</p>

Curriculum Vitae (CV) of the Applicant

1. Name of Position :
2. Name of Applicant :
3. Current Address :
4. Permanent Address :
5. Contacts (Email, Mobile etc.) :
6. Date of Birth :
7. Nationality : Bangladeshi
8. Educational Qualification (Details) :

Degree	Institution	Result	Passing Year

9. Major Training (Details) :

Name of Training	Institution/Organization	Organizer(s)	Duration

10. Experiences (Details) :

Employment/Engagement 1	Details
Employment/Engagement 2	Details

Employment/Engagement 3	Details
Employment/Engagement 4	Details
Employment/Engagement 5	Details

11. Language and Degree of Proficiency :

Language	Speaking	Reading	Writing

12. Computer Skill :

CERTIFICATION

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature	
Full Name	
Date of Signing (dd/mm/yyyy)	