

OFFEROR INFORMATION FOR CCNPSC INSTRUCTIONS

Solicitation Number: Insert the solicitation number you are making your offer, should be 720687xxR1xxxx

Source of Solicitation: Check where you have found the solicitation

If you need more space while filling in the form, create additional pages, and attach them to this form. Make sure that each section to which they are referring to is clearly indicated.

Section 1: PERSONAL INFORMATION

Last Name: Your family name

First Name and Middle Names: Other than your family name

Home Address: Current physical address, including apartment number, building number, and mailing code

Email: Complete with your email address. (REQUIRED: most correspondence will be via email.)

Phone Numbers: Cellphones, mobiles and/or landlines

Citizenship: Check which applies, and specify your country of origin if you are not a Malagasy citizen

For other Citizenship: Check which applies

Reason for Residency: Provide the justification. Eligibility section in the solicitation may help you

Section 2: EDUCATION

Enter all that apply. Provide a copy of your diploma, degrees, and certifications.

Ex:

Trade/Technical/Post-secondary (Institution Name, City) __IST Antananarivo__	Dates attended (mm-yyyy) From __09-2008__ To __06-2010__	Did you graduate? X <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate/Diploma _Diplome de Technicien Supérieur (DTS)_	Major Subject _Gestion de Transports et Logistique_
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Section 3: LANGUAGES

List your language proficiency and identify the level for Speaking, Reading, and Writing.

Ex: French: Speaking 3 - Reading 4 - Writing 4

Note that your language proficiency may be tested.

Section 4: RELEVANT WORK EXPERIENCE

Describe your paid and unpaid work experience related to this offer. Start with current experience and go back 10 years or longer **if relevant to this position**. Complete all required information to the best of your knowledge. You must provide the month and year of your employments. Do not attach your current and past position descriptions. Base salary definition: basic compensation for services rendered, excluding bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments,.

Ex:

1b. Job Title: __Office Assistant__			
2b. From (mm/yyyy) __05/2010__	3b. To (mm/yyyy) __10/2015__	4b. Base Salary Ar. __1,500,000__ per __month__	5b. Hours per week __40__
6b. Employer's Name and Address __Conseil Juridique de Madagascar__ __21 bis rue Ramarokoto, Antananarivo__		7b. Supervisor's Name: __Maryse Bezara__ Supervisor's Phone: __038 88 000 33__ Supervisor's email: __MBezara@CJM.com__	
8b. May we contact your current supervisor? X <input type="checkbox"/> Yes <input type="checkbox"/> No If we need to contact your current supervisor before making an offer, we will contact you first.			
9b. Describe your major duties, accomplishments and related skills (If you need more space, please attach additional pages) <i>Typed legal documents and answered the telephone for two lawyers. Collected and distributed the mail. Made appointments for the two lawyers and welcomed guests to the office. Was in charge of petty cash and the small purchase monthly reports. Coordinated with the three messenger drivers on their tasks and itineraries. Planned and coordinated meetings and events, took minutes and made reports. Filed current cases and maintained archived files. Participated in the annual inventories.</i>			
10b. Reason for leaving: _____ I was offered a job with another employer _____			

Section 5: EVALUATION CRITERIA

There is no standard way to complete this section. Please carefully read the evaluation criteria in the solicitation and express how your qualifications meet each of them. Include pertinent information related to the criteria such as special accomplishments, job-related training courses (title and year), job-related skills, job-related certificates and licenses (current only), job-related honors, publications, memberships in professional or honor societies, leadership, activities, and public speaking, etc.

Section 6: REFERENCES

Provide five (5) references who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about your past performance and abilities. We will let you know before we contact your references. We may check references that you have not specifically identified and may do so before or after a candidate is interviewed. Ensure that the email addresses and telephone numbers of your current, former supervisors, and your references are up to date.

Section 7: DECLARATION

You must read the declaration, add your name, sign, and date, which notes your agreement to proceed with your offer.



**OFFEROR INFORMATION
FOR CCNPSC**

(Cooperating Country National Personal Service Contractor)

Purpose: The information collected on this form will be used to establish your eligibility and qualifications for a specific job vacancy at USAID/Madagascar. Please complete this form in full with black ink or type. Additional pages can be added if the space provided is not sufficient.

POSITION

Solicitation Number: _____	<u>Source of Solicitation</u>	
Position Title: _____	Newspapers	Embassy FB
	USAID FB	Embassy Website
	USAID Website	Other _____

Section 1 - PERSONAL INFORMATION

Last Name: _____

First and Middle Names: _____

Home Address: _____

Email Address: _____ Telephone Numbers: _____

Citizenship: Malagasy Other Specify: _____
 For other citizenship: are you able to legally work in Madagascar? Yes No
Required Attachment: Madagascar work permit or proof of residency

Reason for Residency for non Malagasy: _____

Section 2 - EDUCATION

Please include in your application package copies of certificates, diploma or degree earned. Mark highest level completed:

	High School	Associate	Bachelor	Master	Doctoral
Secondary Education/High School (School Name, City)	Dates attended (mm-yyyy) From _____ To _____		Did you graduate? Yes No	Certificate/Diploma:	
Trade/Technical/Post-secondary (Institution Name, City)	Dates attended (mm-yyyy) From _____ To _____		Did you graduate? Yes No	Certificate/Diploma	Major Subject

Bachelor's Degree (Institution Name, City) _____	Dates attended (mm-yyyy) From _____ To _____	Did you graduate? Yes No	Certificate/Diploma	Major Subject
Master's Degree (Institution Name, City) _____	Dates attended (mm-yyyy) From _____ To _____	Did you graduate? Yes No	Certificate/Diploma	Major Subject
Other Education completed (Institution Name, City) _____	Dates attended (mm-yyyy) From _____ To _____	Did you graduate? Yes No	Certificate/Diploma	Major Subject
Other License and Certifications				
Other Qualifications				

Section 3 – LANGUAGES

LEVEL:

- 1 Basic** - Examples: Basic greetings, phrases, numbers and signs.
- 2 Limited** - Examples: Directions, simple questions
- 3 Good working knowledge** - Examples: Conversations about familiar topics, complex documents
- 4 Fluent** - Examples: Infer nuanced meaning from complex documents
- 5 Professional Translator** - Examples: Certified professional translator in this language

Language	Speaking level	Reading level	Writing level

Section 4 – RELEVANT WORK EXPERIENCE

Start with current experience and go back 10 years or longer if relevant to this position.

1a. Job Title: _____			
2a. From (mm/yyyy) _____	3a. To (mm/yyyy) _____	4a. Base Salary Ar. _____ per _____	5a. Hours per week _____
6a. Employer's Name and Address		7a. Supervisor's Name: _____ Supervisor's Email: _____ Supervisor's Phone: _____	
8a. May we contact your current supervisor? Yes No If we need to contact your current supervisor before making an offer, we will contact you first.			
9a. Describe your major duties, accomplishments and related skills (if you need more space, please attach additional pages)			
10a. Reason for leaving:			

1b. Job Title: _____			
2b. From (mm/yyyy) _____	3b. To (mm/yyyy) _____	4b. Base Salary Ar. _____ per _____	5b. Hours per week _____
6b. Employer's Name and Address		7b. Supervisor's Name: _____ Supervisor's Email: _____ Supervisor's Phone: _____	
8b. May we contact your current supervisor? Yes No If we need to contact your current supervisor before making an offer, we will contact you first.			
9b. Describe your major duties, accomplishments and related skills (If you need more space, please attach additional pages)			
10b. Reason for leaving:			
1c. Job Title: _____			
2c. From (mm/yyyy) _____	3c. To (mm/yyyy) _____	4c. Base Salary Ar. _____ per _____	5c. Hours per week _____
6c. Employer's Name and Address		7c. Supervisor's Name: _____ Supervisor's Email: _____ Supervisor's Phone: _____	
8c. May we contact your current supervisor? Yes No If we need to contact your current supervisor before making an offer, we will contact you first.			
9c. Describe your major duties, accomplishments and related skills (If you need more space, please attach additional pages)			
10c. Reason for leaving:			
1d. Job Title: _____			
2d. From (mm/yyyy) _____	3d. To (mm/yyyy) _____	4d. Base Salary Ar. _____ per _____	5d. Hours per week _____
6d. Employer's Name and Address		7d. Supervisor's Name: _____ Supervisor's Email: _____ Supervisor's Phone: _____	
8d. May we contact your current supervisor? Yes No If we need to contact your current supervisor before making an offer, we will contact you first.			
9d. Describe your major duties, accomplishments and related skills (If you need more space, please attach additional pages)			
10d. Reason for leaving:			

Section 5 – EVALUATION CRITERIA

Criteria 1:

Criteria 2:

Criteria 3:

Criteria 4:

Criteria 5:

Section 6 – REFERENCES

1	Name: _____ Title: _____ Professional Relationship: _____	Email address: _____ Telephone number: _____
2	Name: _____ Title: _____ Professional Relationship: _____	Email address: _____ Telephone number: _____
3	Name: _____ Title: _____ Professional Relationship: _____	Email address: _____ Telephone number: _____
4	Name: _____ Title: _____ Professional Relationship: _____	Email address: _____ Telephone number: _____
5	Name: _____ Title: _____ Professional Relationship: _____	Email address: _____ Telephone number: _____

Section 7 - DECLARATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this offer is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this offer may be grounds for not awarding me the contract or for early contract termination after award. I understand that any information I give may be investigated.

1a. Name:

1b. Signature

Date: