**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* Yes No | **Certificate/Diploma**  \_*Diplome de Technicien Supérieur (DTS)*\_ | **Major Subject**  \_*Gestion de Transports et Logistique*\_ |

# 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 Madagasca*r  *21 bis rue Ramarokoto, Antananarivo* \_ | | **7b. Supervisor's Name:** *Maryse Bezara* **Supervisor's Phone:** *038 88 000 33* **Supervisor’s email:**  [*MBezara@CJM.com*](mailto:___MBezara@CJM.com) | |
| 8b. May we contact your current supervisor? *X* 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)**  *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.* | | | |
| **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: | | Source of Solicitation  Newspapers Embassy FB  USAID FB Embassy Website  USAID Website Other |
| Position Title: | |
|  | | |
| **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 |

Page 1

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

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| --- | --- | --- | --- |
| **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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
| **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: | | | | | |

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| --- |
| **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: |

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