

CALL FOR the Procurement of Individual Consultancy Services on Gender Mainstreaming

The Global Water Partnership Mediterranean is seeking to hire an Individual Consultant in the framework of the project Water, Climate and Development Programme «WACDEP» in synergy with 'Making Water Cooperation Happen in the Mediterranean' Project, in relation to the "Gender Mainstreaming Strategy" in the NWSAS basin and "Training on gender mainstreaming in development planning" .

The background of the Project and details about the duties are provided in the Terms of Reference in Annex I.

Type of Contract:	Service Contract: the successful candidate will be contracted by GWP-Med's Host Institute, MIO-ECSDE a civil non-profit society based in Greece
Duty Station:	Tunis, Tunisia
Period of assignment/services:	Three (3) months
Occupation:	Part time engagement
Application deadline:	<u>9 October 2017</u>

The Global Water Partnership (GWP) is a global action network of partner organisations supporting countries and regions in their vision for a water secure world. GWP's mission is to advance governance and management of water resources for sustainable and equitable development. Since 1996 when it was launched, GWP has grown into a network of over 3,000 Partner organisations, 13 Regional Water Partnerships and 87 Country Water Partnerships worldwide. Since 2000, GWP holds inter-governmental status (Global Water Partnership Organisation). For more information: www.gwp.org

The Global Water Partnership – Mediterranean (GWP-Med) is responsible for the Mediterranean region, covering countries of the Near East, North Africa, Southeastern Europe and the European Union. GWP-Med is legally represented by the Mediterranean Information Office for Environment, Culture and Sustainable Development (MIO-ECSDE), holding non-governmental organization (NGO) status, based on a Host Institute Agreement between GWPO and MIO-ECSDE. GWP-Med is serviced by the GWP-Med Secretariat. For more information: www.gwpmed.org

1. Application procedure

Applicants are requested to study carefully the Terms of Reference provided in Annex I.

Interested candidates can apply by sending **not later than 9 October 2017** an e-mail to the attention of **Mr. Ali Karnib (ali.karnib@gwpmed.org)** with the indication "**Individual Consultancy Services on Gender Mainstreaming Strategy & training**" in the subject, attaching the following documents:

- **A Cover letter** explaining why they are a suitable candidate for the advertised position, describing their experience, qualifications and competencies responding to the position's needs. Contents should focus on the background and experience relative to the position's requirements. The cover letter should be 1 page max.

- **Their detailed CV**, using the model CV form provided in Annex II, including past experience in similar projects and contact details of referees.
- **Their Financial Offer specifying a total lump sum amount (Annex III). The maximum available budget for this contract is 7800 Euro, including all taxes.**

Incomplete applications will not be considered. Please make sure you have provided all requested information.

2. Evaluation Procedure

Applications will be examined by an evaluation committee as follows:

- A) The Committee will examine the applications and accompanying CVs and motivation letter received in relation to the qualifications listed in the TORs. Applications which do not meet the required qualifications will be excluded from further evaluation. The remaining applications will be further evaluated by the Evaluation Committee, concluding with a short list.
- B) The Evaluation Committee may decide to hold personal interviews with the short-listed applicants. Applicants called to an interview may be requested to submit in printed format prior to their interview all documentation supporting their declared qualifications.
- C) The final evaluation will be based on the evaluation of the technical and financial offer. The candidate to be selected will be the one evaluated and determined as:
 - Responsive to the procedure described herein;
 - Compliant to the ToR of the post;
 - Having received the highest score out of a pre-determined set of weighted criteria (see below)

Technical Criteria - max. 100 points:

- Criteria A – Academic Qualifications/Education as indicated under the ToR section entitled “Qualifications” (max points: 20)
- Criteria B – Required Experience as indicated under the ToR section entitled “Qualifications”, and evaluation of the motivation letter (max points: 30).
- Criteria C – Number of similar projects as indicated under the ToR section entitled “Qualifications” (max points: 50)

For the overall score (OS) which will determine the ranking of offers, technical evaluation will be weighted with 70%, financial offer with 30%.

The final listing of the most advantageous offers will be made on the basis of the following formula:

$$OS_i = 0,7 * (TN_i / TN_{max}) + 0,3 * (FO_{min} / FO_i).$$

With TN: Technical Note

And FO: Financial Offer

For further information or clarification, please contact: secretariat@gwpmmed.org

Athens 28 September 2017

The Chairman of GWP-Med

Prof. Michael Scoullou

Annexe 1

Terms of reference: *Gender Mainstreaming Strategy* & *Gender Mainstreaming Training*

In the framework of:

Water, Climate and Development Programme

And in synergy with

'Making Water Cooperation Happen in the Mediterranean' Project

September 2017

Disclaimer: *The use of characterizations, names, maps or other geographical statements in this document in no way implies any political view or positions of the Parties which are executing and implementing the Project.*

For more information, please contact



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Gender Mainstreaming Strategy

Introduction - Background

The North-Western Sahara Aquifer System (NWSAS) covers a total area of one million km². It is shared between Algeria (700 000 km²), Libya (250 000 km²) and Tunisia (80 000 km²). It has an estimated water potential of 60 000 billion m³ but most of this reserve is non-renewable water. The recharge is estimated to only 1 billion m³/year.

Water withdrawals from the NWSAS increased from 1 billion m³ in 1980 to around 2.8 billion m³ in 2012; leading to a considerable decrease of the water table and an increase of the water salinity.

Aiming to improve scientific knowledge about the aquifer and inform the decision making towards a sustainable use of the shared water resources, a NWSAS Consultation Mechanism (NWSAS CM) was established in 2002 serviced by the Sahara and Sahel Observatory (OSS) for its secretariat, while a Coordination Unit is directed by a coordinator designated by the countries in a rotation of 2 years.

Since 2012, the Water, Climate and Development Programme (WACDEP) is assisting the NWSAS countries to enhance water cooperation in the basin while taking into consideration the new climate change challenges. Achieved results include mainly:

- An evaluation of climate change impacts in the NWSAS water resources,
- An evaluation of the current legal and institutional framework of the consultation mechanism.

Building on these results and aiming for synergies and co-financing, a new project “Making Water Cooperation happen in the Mediterranean” was developed and is funded by the Swedish International Development Cooperation Agency (SIDA). This project aims at making tangible advancements on priority issues of sustainable water resources management, at regional and transboundary levels in the Mediterranean with a focus on the MENA region, as means for enhanced regional cooperation among countries and towards meeting sustainable development objectives and strengthening regional stability and peace.

The Project is structured around two Components:

- Component 1: Enhance Transboundary Water Cooperation
- Component 2: Assist Regional Climate Change Policy

The NWSAS related activities are included under Component 1, more specifically, these activities will :

- a. Facilitate the enhancement of coordinated and integrated management of shared waters in the region and catalyse action at the level of basins/aquifers towards their sustainable management. It will do so by introducing the Water, Energy, Food and Ecosystems Nexus approach, analysing the institutional and legal framework and facilitating the establishment of a new institutional arrangement that will enable the long-term sustainable management of the NWSAS at transboundary level and facilitate dialogue, knowledge exchange and cross-fertilisation among stakeholders.
- b. Facilitate the sustainable management of the North-West Sahara Aquifer System (NWSAS). It will do so by strengthening the knowledge base with solid technical work and by enhancing the policy process and developing of a long term (20 years) Strategic Shared Vision (SSV) for the management of the NWSAS reflecting the needs and aspirations of stakeholders of different sectors.

The **Global Water Partnership-Mediterranean (GWP-Med)** is responsible for the overall coordination and management of the Project. For the NWSAS sub-component, the Project will be implemented in cooperation with the Sahara and Sahel Observatory (OSS), the United Nations Economic Commission for Europe (UNECE), and the Royal Institute of Technology (KTH, Stockholm).

The **Steering Committee for the specific NWSAS sub-component (SC)** is composed of the: focal points, designated representatives of the 3 countries sharing the NWSAS (Algeria, Tunisia, Libya); members of the Permanent Technical Committee of the NWSAS Consultation Mechanism; and representatives of the project partners (GWP-Med, UNECE, OSS, KTH).

Algeria, Libya and Tunisia are the beneficiary countries of the NWSAS related sub-component.

This assignment will focus on gender mainstreaming in the implementation of the NWSAS related sub-component, and will serve as guidance for WACDEP future activities to be gender sensitive.

The NWSAS related sub-component is designated hereinafter by the “Project”.

Gender Mainstreaming

On gender issues the project will adopt a two-pronged approach involving the following:

- 1) *Mainstreaming gender in project implementation* - Balanced gender participation in project implementation activities will be sought, including in working groups etc. The project will also work to ensure a balanced participation among men and women in the overall stakeholder involvement strategy and in consultation workshops, and will support both women’s and men’s contributions individually, rather than assuming that both groups will benefit equally from gender-neutral development interventions. Data regarding the participation of men and women in the meetings will be recorded and used as an indicator. Adaptive management responses in the case of unbalanced participation will include, among others, incentives for the participation of the sex less represented e.g. participation financially supported by the Project etc.
- 2) *Integration of the gender perspective into the Project outputs* - The development and harmonization of supportive framework and capacity building aimed at ensuring that the gender perspective is successfully incorporated into the Project outputs and activities will be sought. This will be promoted by:
 - (a) Identifying various entry points for mainstreaming the project outputs and activities.
 - (b) Assessing potential differentiated roles, benefits, impacts and risks for women and men.
 - (c) Promoting women’s participation in awareness raising and training activities.
 - (d) Promoting women’s access to decision-making in water management, e.g. by (list not exhaustive): considering who speaks at conferences, what the topics are, who are invited, making use of methodologies that increases full engagement and participation of women alongside men.
 - (e) Inform as appropriate the Strategic Shared Vision (SSV) with the outcomes of analysis under (b) aiming to sustain or revive traditional practices promoting sustainability of natural resources management and reinforce as appropriate and feasible the women’s role in the management of shared basins.
 - (f) Involving women’s organizations: while the responsibility for implementing a gender approach does not rest solely with women’s organizations, they are natural vehicles for promoting gender equality at the local as well as the national level. The project will identify women’s organizations through the Stakeholders Analysis and work to involve them in the project activities.

Objective of assignment

The objective of this assignment is to provide the basis for the mainstreaming as described above. The assignment is expected to provide support to gender mainstreaming of the project implementation in all aspects, including the results approach.

A gender analysis should precede the mainstreaming suggestions.

A gender action plan must be developed to achieve the mainstreaming. The gender action plan should have clear actions and an impact analysis of the actions proposed. In its totality the work will be referred to as the gender mainstreaming strategy (GM Strategy).

Approach and Scope of work

The preparation of the GM Strategy shall align with the GWP Action Piece for Gender Equality and Inclusion in Water Resources Management (<http://www.gwp.org/globalassets/global/about-gwp/publications/gender/gender-action-piece.pdf>).

Its development will comprise: (i) collection of information and data; (ii) preparation of the draft GM Strategy; (iii) presentation of the draft GM Strategy to the Steering Committee of the project (SC) and; (iv) integration of the SC feedback in the final document.

The GM Strategy shall encompass:

(i) A short gender contextual analysis of the Project beneficiary countries of each maximum 5 pages that will elaborate on the following items:

- Supranational obligations, national legal framework for women's rights related to the project specifics (access to, control over and benefit of resources, access to decision-making, equal opportunities in work market);
- Short description of gender in relevant national policies related to water and/or environment;
- Educational status of women and men, boys and girls;
- Women and men's current access to decision-making;
- Status of women and men current position in labour market;

(ii) A project specific gender analysis

- Identify any potential gender-based project risks, and consideration of how the project's outputs and activities may impact women and men differently.
- Potentially different opportunities for women and men to participate as stakeholders and decision-makers in the project implementation, with consideration of barriers (physical, attitudinal, informational and communicational) for women to contribute to the project and make related decisions, where relevant other parameters are taken into account such as age, ethnicity, educational level and others.

A compilation of relevant sex-disaggregated baseline data should be carried out to complete the above described analysis. The data collection will include:

- Desk study;
- Questionnaire to authorities in the three countries included in the analysis (to collect information such as women and men in: Water Resources Councils (WRC), in Water Resources Agencies (WRA), in key ministries; Authorities with their 'own' gender policy/strategy, as opposed to country policy/strategy; Relevant authorities that have practical guidelines for gender mainstreaming of their projects; Relevant authorities that gender disaggregate their statistics). To ease the compilation, preferably questions are formulated as 'closed' questions with multiple choices.

(iii) A Gender Responsive Results Framework; the GM Strategy will provide suggestions on gender considerations into the Logical Framework i.e. the project's outcomes, outputs and activities. Both integration of gender, as well as proposed actions to achieve gender equality via targeted activities

(iv) A Gender Action Plan (GAP) presenting concrete actions that the project team will put in place in order to achieve what will be described in the Gender Responsive Results Framework (GRRF), hence implement the work on gender. The GAP will also describe the respective outputs as well as the approach to monitor the gender related work.

Considering the transboundary nature of the project, the development of the GM Strategy should be based on an analysis of the gender-related context and conditions in all countries that are direct beneficiaries of the project.

The Consultant shall indicate the data that are necessary for the preparation of the GM Strategy and possibly their sources.

All data and information collected and reports produced will be submitted to the GWP-Med and will be in ownership of the Project.

The GM Strategy shall be subject to proofreading and a summary will be prepared by the Consultant.

The GM Strategy will be subject to approval by the Steering Committee of the project.

Description of tasks:

Task 1) Preparation of Table of Contents and elaboration of the methodology

The Consultant will prepare a draft Table of Contents of the GM Strategy that will be agreed with GWP-Med.

In parallel, the Consultant will develop a brief (2 pages max) methodology/approach that will lead to the successful completion of all tasks. The methodology shall be agreed with GWP-Med.

Output / Deliverable:

- Table of Contents
- Methodology

Task 2) Preparation of Gender Analysis

The Consultant will:

- Identify and collect readily available data and information.
- Assess data gaps.
- Work with the SC for the identification of the available information and data sources. For this reason, the Consultant will prepare a questionnaire for key ministries with an aim to compile a list of institutions and organizations that gather, generate and/or manage related information and data.
- Gather additional information and data to fill in the identified gaps.
- Prepare the Gender Analysis report that will elaborate on the several items as per section “Approach and Scope of work”.

Output / Deliverable:

- Gender Analysis report (that will form a chapter of the GM Strategy) including sex-disaggregated baseline data report.
- List of institutions and organizations in the NWSAS Basin that gather, generate and/or manage related information and data (to be compiled via questionnaire to key ministries).

Task 3) Preparation of the draft GM Strategy

Under this task, the Consultant will describe how gender considerations identified through the Gender Analysis shall be integrated, as applicable, into the Project outputs and activities. The **Gender Responsive Results Framework (GRRF)** will include gender related outcomes, indicators and targets that will be directly linked with and complement the Project Outcomes, Indicators, and Action of the Project (see Project Document) with the aim to render the Project gender responsive.

The GRRF indicators should measure, among others, the following:

- Differences in participation, benefits, outcomes, and impacts for women, men, boys, and girls;
- Changes in gender relations and power structures (positive or negative)—that is, changes toward equality, or changes toward inequality between men and women, and between girls and boys;

A Gender Action Plan (GAP) will be prepared and include concrete actions for each of the Project outputs and activities so as to realise the GRRF. The GAP will describe the respective outputs as well as the approach to monitor the gender related work. In this regard the Consultant should propose a Gender Monitoring Plan that will be used throughout the project implementation period.

The GAP should show what actions will imply a cost, what activities can be achieved by changing how things are done. A draft GAP should be prepared by the consultant and discussed and agreed with the Project Management Team prior its finalization.

Output / Deliverable:

- Draft GM Strategy comprising of the:
 - Draft gender analysis (country and project specific)
 - Draft Gender Responsive Results Framework
 - Draft Gender Action Plan
 - Draft Gender Monitoring Plan

Task 4) Preparation of the GM Strategy

The Consultant will:

- Present the draft GRRF, GAP and Gender Monitoring Plan to SC and use the input that will collect/be provided to prepare the final versions of the GRRF, GAP and Gender Monitoring Plan.
- Provide advice for the implementation of the GM Strategy throughout assignment duration in separate skype/telephone conference meetings assisting the Project management team on how to implement the GAP and use the Gender Monitoring Plan, rendering the Project management team capable to continue doing so throughout the project implementation period.

Output / Deliverable:

- Final GM Strategy
- Advice to the NWSAS CM

SCHEDULE OF ACTIVITIES AND MILESTONES

Task	Deliverables	Estimated labour necessary for the Tasks	Deadline
Task 1) Preparation of Table of Contents and elaboration of the methodology	<ul style="list-style-type: none"> • Table of Contents • Methodology, including questionnaire 	2 days	Start Day + 2 days
Task 2) Preparation of Gender Analysis report	<ul style="list-style-type: none"> • Gender Analysis report • List of institutions and organizations in the NWSAS Basin that gather, 	10 days	Start Day + 25 days

	generate and/or manage related information and data.		
Task 3) Preparation of the draft GM Strategy	<ul style="list-style-type: none"> • Draft GM Strategy comprising of the following: <ul style="list-style-type: none"> ○ Draft Gender Responsive Results Framework (attached) ○ Draft Gender Action Plan ○ Draft Gender Monitoring Plan 	8 days	Start Day + 45 days
Task 4) Preparation of the GM Strategy	<ul style="list-style-type: none"> • GM Strategy • Advice to the Project management team for the implementation of the GM Strategy 	5 Days	Start Day + 75 days

Gender Mainstreaming Training

Introduction - Background

Mauritania is located in a desertic area. The average annual rainfall is 99 mm, but this varies from less than 20 mm in the north to more than 500 mm in the south-east (Sélibaby). The rainy season lasts only 3 months. Average minimum and maximum temperature vary from 16°C in January (Bir Mougrein) to 36°C in June (Kiffa). The total (actual) renewable surface water resources are estimated at 11.1 km³/year and the internal renewable surface water resources at 0.1 km³/year.

Water withdrawals are shared as follows: 88% for agriculture and livestock, 9% for domestic and 3% for the industry. Episodes of recurrent droughts have contributed to a massive rural exodus to urban centres and an increase in the number of rural communities. This movement has generated strong pressure on the existing infrastructure of drinking water and sanitation.

The institutional reform of the rural water supply subsector, notably marked by the implementation of a delegated management system for water supply networks, has led to improvements in both service quality and access—at a pace which remains only slightly below that required to meet the Millennium Development Goal (MDG) targets. In urban areas (40 percent of the population), access rates have increased more slowly. Sanitation, which has only recently appeared on Mauritania's institutional landscape, is more problematic, especially in rural areas where the access rate has remained very low over the past 20 years.

Monitoring and evaluation of the water sector and sanitation face many challenges at national and regional levels in Mauritania. Accordingly, it is necessary to develop the institutional, human and financial capacity of relevant institutions to address the challenges of data collection and report preparation of the analysis, monitoring and evaluation of Hydraulic Sector and Sanitation.

As part of supporting the Mauritanian Government to build water security and climate resilience, WACDEP includes training cycle targeting key stakeholders. One of the workshop is dedicated to gender mainstreaming in water resources management and development in development planning.

Objective of assignment

The objective of this assignment is to contribute to the implementation of the three days training workshop on gender mainstreaming in water resources management and development planning in Mauritania.

Specific tasks

As part of this training, the consultant must contribute to the elaboration of the training agenda, prepare the training material and provide interactive training sessions among the agreed training agenda main focus will include among others :

Gender

- Why it is important to consider gender? For what benefits?
- How to evaluate gender mainstreaming in water related policies, examples of indicators, etc.
- Assist participants to identify gaps of gender mainstreaming in the policies/strategies/practices of their respective institutions

Participatory planning

- Present the cycle of a project and the importance of planning in this process.
- Introduce the various planning tools (WBS, OBS, ...)
- Introduce the principles of the participatory approach and the stakeholders mapping tool (who are these stakeholders, why they are involved ...)
- Develop an exercise for the participants to identify and characterize the steps/procedures of the public planning system / process in Mauritania; identify entry points for climate change and gender mainstreaming in the process,
- Coach the participants to identify with the participants possible concrete actions to mainstream gender climate change in their day to day missions and provide useful advice

Monitoring and evaluation of cooperation / development projects

- Present the concepts of monitoring & evaluation systems (the logical framework of a project, why, when and how to monitor and evaluate, importance of the M & E system, etc.)
- Introduce the different principles of monitoring a project: monitoring progress, how to define a monitoring indicator? different types of indicators, observation and analysis of gaps, creation and customization of reports, replanning, calculation and cost management, allocation of resources, etc. ;
- Present effective methods and techniques for monitoring and evaluating development projects / programs focusing on water security and climate resilience.
- Present the necessary steps for the implementation of an M & E system
- Develop exercise to allow participants to practice the knowledge transferred during the training (i.e. design a result-based M & E system, a water related project-specific monitoring and evaluation system, etc.)

SCHEDULE OF ACTIVITIES AND MILESTONES

Task	Deliverables	Estimated labour necessary for the Tasks	Deadline
Task 1) Contribution to the finalisation of the agenda & preparation of the training material	<ul style="list-style-type: none">• Final Agenda• Training material	4 days	Early-December
Task 2) implementation of the training sessions	<ul style="list-style-type: none">• Training session	3 days	Mid-December

Contract Price

The maximum available budget for this contract is 7800 Euro, including VAT.

This amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service.

However, if the Consultant will be asked to participate in any meeting or event for the purpose of consolidating the information gathered, the costs related to travel and subsistence (accommodation / food) will be paid extra by the project. This also includes his/her participation to the Stakeholder’s conference and the meeting with the NWSAS CM during which the draft GM strategy GAP will be presented and discussed.

Duration of the Contract

The overall duration of the contract will be maximum 3 months.

Schedule of Payment

Payments shall be upon reception and acceptance/verification of the deliverables, as laid out in the table below.

Deliverable	Verification	Payment	Scheduled
Gender Mainstreaming Strategy			
<ul style="list-style-type: none"> • Methodology • Table of Contents • Gender Analysis report • List of institutions and organizations in the 3 countries and the NWSAS Basin that gather, generate and/or manage related information and data • Draft GM Strategy comprising of the following: <ul style="list-style-type: none"> ○ Draft Gender Responsive Results Framework ○ Draft Gender Action Plan ○ Draft Gender Monitoring Plan 	Accepted by Project Manager	Tranche 1 : 2900 €	Start Day + 50 days
<ul style="list-style-type: none"> • GM Strategy 	Accepted by Project Manager	Tranche 2 (2900 € + reimbursement for additional costs for travelling, hotel and per diem)	Start Day + 85 days
Gender Mainstreaming Training			
<ul style="list-style-type: none"> • Training Material + training implementation 	Accepted by WACDEP Team Leader	Tranche 3 : 2000 € + reimbursement for additional costs for travelling, hotel and per diem)	Completion of the training

Qualification Requirements

The successful Consultant shall meet the following minimum requirements:

- A university degree, preferably in development studies, public relations or other related field or a higher diploma with a relevant combination of professional training and work experience
- A minimum of 5 years of progressively responsible experience in gender related development, public or international relations
- Demonstrated experience in working on gender related assignments.
- Demonstrated experience in designing and implementing trainings on gender and development planning
- Excellent English or French language skills. Knowledge of Arabic is desirable.
- Strong communication and writing skills, including ability to write reports that include evaluation and analysis of collected data.
- Availability and readiness to travel for the potential above mentioned missions.

National and local expertise is welcome.

Terms and Conditions

- *Language*

The language of the deliverables/outputs is French. The Consultant will make sure that all deliverables will be edited.

- *Legal requirements*

The content of the requested documents shall conform to the pertaining relevant legislation in the country and international best practices and models.

- *Sources of data*

All necessary data will be collected by the Consultant.

- *Review and quality assurance*

A review of the main deliverables may be carried out by an independent external expert or expert team. Relevant comments and suggestions made by the reviewer(s) will have to be integrated in the final versions of the deliverables.

- *Submission of data, reports and other material produced*

All primary data, reports, and other documentation produced during this assignment shall be made available to Project in electronic format in a USB storage device. All data acquired and products developed in the course of the assignment will be in the ownership of Project and cannot be used by the Consultant and its team without prior written permission.

- *Cooperation requirements*

The Consultant is expected to work closely with the NWSAS CM and GWP-Med.

- *Public consultations / meetings (as applicable)*

The Consultant shall be responsible for: preparation of working material, presentation, preparation of minutes related to the presentation of the draft GM Strategy GAP during the SC and any specific event planned for this purpose.

Annex II.

<p align="center">INSTRUCTIONS</p> <p>Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.</p>	<p>GLOBAL WATER PARTNERSHIP MEDIERRANEAN</p> <p>CV TEMPATE</p>	<p>PLEASE ATTACH A RECENT PHOTO</p>
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1. Family Name	First	Middle name
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2. Date of Birth	Da	Mo	Yr	3. Place of Birth	4. Nationality (ies) at birth	5. Present nationality (ies)	6. Sex
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7. Marital status	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Widow <input type="checkbox"/>	Divorced <input type="checkbox"/>
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8. Permanent address	9. Present Address (if different)	10. Office Telephone No.
Telephone No. Fax No.	Telephone No. Fax No.	Office Fax No. Office E-mail No.

11. KNOWLEDGE OF LANGUAGES. (* Fluent: The capacity to achieve most communicative goals and express oneself on a familiar range of topics. • Confident - The ability to communicate in a limited way in familiar situations and to deal in a general way with nonroutine information. • Basic - The ability to deal with simple, straightforward information)

What is your mother tongue?

OTHER LANGUAGES (add rows if necessary)	READ			WRITE			SPEAK			UNDERSTAND		
	Fluent	Confident	Basic	Fluent	Confident	Basic	Fluent	Confident	Basic	Fluent	Confident	Basic

12. EDUCATIONAL. Give full details - N.B. Please give exact titles or degree directly translated from the original language. Add rows if necessary.

A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees.				
NAME, PLACE AND COUNTRY	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Mo./Year	Mo./Year		

13. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS (add rows if necessary)

14. PLEASE LIST ALL SIGNIFICANT AND RELEVANT PUBLISHED BOOKS, ARTICLES, JOURNALS AND REPORTS THAT YOU HAVE WRITTEN (Do not attach. Add rows if necessary)

15. EMPLOYMENT RECORD: Starting with your present function, list in reverse order your major employments till today. Use a separate block for each FUNCTION. Duly complete all fields and indicate every employment including internships. In cases where you worked with one employer but held several positions, you must indicate every job title of each position held separately. If you need more space, add fields in section B below of the same size and content as under section A below.

A. PRESENT FUNCTION (LAST FUNCTION, IF NOT PRESENTLY IN EMPLOYMENT)

FROM	TO	EXACT TITLE OF YOUR FUNCTION (functional title at this employer):	DUTY STATION
MONTH/YEAR	MONTH/YEAR		

NAME OF EMPLOYER:	TYPE OF BUSINESS (such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services etc.):
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ADDRESS OF EMPLOYER:	NAME OF SUPERVISOR:	
	<table border="1"> <tr> <td>NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:</td> <td>REASON FOR LEAVING:</td> </tr> </table>	NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:
NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:	

DESCRIPTION OF YOUR DUTIES (max 2500 characters)

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DESCRIPTION OF YOUR ACHIEVEMENTS (max 3500 characters)

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B. PREVIOUS FUNCTION (IN REVERSE ORDER)

FROM	TO	EXACT TITLE OF YOUR FUNCTION (functional title at this employer):	DUTY STATION	
MONTH/YEAR	MONTH/YEAR			
NAME OF EMPLOYER:		TYPE OF BUSINESS (such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services etc.):		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		
		NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES (max 2500 characters)				
DESCRIPTION OF YOUR ACHIEVEMENTS (max 3500 characters)				
FROM	TO	EXACT TITLE OF YOUR FUNCTION (functional title at this employer):	DUTY STATION	
MONTH/YEAR	MONTH/YEAR			
NAME OF EMPLOYER:		TYPE OF BUSINESS (such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services etc.):		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		
		NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:	

DESCRIPTION OF YOUR DUTIES (max 2500 characters)			
DESCRIPTION OF YOUR ACHIEVEMENTS (max 3500 characters)			
FROM	TO	EXACT TITLE OF YOUR FUNCTION (functional title at this employer):	DUTY STATION
MONTH/YEAR	MONTH/YEAR		
NAME OF EMPLOYER:		TYPE OF BUSINESS (such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services etc.):	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES (max 2500 characters)			
DESCRIPTION OF YOUR ACHIEVEMENTS (max 3500 characters)			

FROM	TO	EXACT TITLE OF YOUR FUNCTION (functional title at this employer):	DUTY STATION	
MONTH/YEAR	MONTH/YEAR			
NAME OF EMPLOYER:		TYPE OF BUSINESS (such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services etc.):		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		
		NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:	
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FROM	TO	EXACT TITLE OF YOUR FUNCTION (functional title at this employer):	DUTY STATION	
MONTH/YEAR	MONTH/YEAR			
NAME OF EMPLOYER:		TYPE OF BUSINESS (such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services etc.):		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		
		NO AND KIND (professionals administrative staff etc.) OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:	

Financial Offer

Price Table

	Total lump sum in € (Taxes included)
Expert Remuneration	