**INSTITUTIONAL PORTFOLIO**

Using the format below, please provide information on relevant projects previously carried out by your institution (either individually or as a part of a joint venture, consortium or association). Please provide a **maximum of three** experiences, each reflecting the relevance of past projects to the proposed project.

|  |
| --- |
| **Institution Overview** |
| *Provide an overview of your institution, including its goals and focus areas.* |

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| **Project 1** | | |
| Project Name: | | |
| Project Location/ Country: | Number of Professional Staff Provided: | |
| Duration of Assignments (# of months): | Start Date (D/M/Y): | Completion Date (D/M/Y): |
| Total Budget (in Current US$): | Name of Senior Staff Involved: | |
| **Project Description** | | |
| Project Overview  *Please provide an overview of the project, including its objectives and outcomes.* | | |
| Project Activity  *Explain the steps/ activities taken to accomplish the objectives and outcomes of the project, as well as the deliverables accomplished at the end of the project.* | | |

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| **Project 2** | | |
| Project Name: | | |
| Project Location/ Country: | Number of Professional Staff Provided: | |
| Duration of Assignments (# of months): | Start Date (D/M/Y): | Completion Date (D/M/Y): |
| Total Budget (in Current US$): | Name of Senior Staff Involved: | |
| **Project Description** | | |
| Project Overview  *Please provide an overview of the project, including its objectives and outcomes.* | | |
| Project Activity  *Explain the steps/ activities taken to accomplish the objectives and outcomes of the project, as well as the deliverables accomplished at the end of the project.* | | |

**TERMS OF REFERENCE(S) FOR HUMAN RESOURCES**

Please provide detailed information on the key human resource positions essential for the successful execution of the proposed project. For each position, complete the sections below, detailing responsibilities and qualifications. Duplicate the table as needed to match the number of roles in your team.

|  |  |
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| **1. *[Insert Position Title]*** | |
| **Overview** | |
| *Affiliation* |  |
| *Number of Person(s)* |  |
| *Duty Station* |  |
| *Duration* |  |
| *Engagement Type*  *Full-time / Part-time* |  |
| **Key Responsibilities** | |
| *Describe the responsibilities associated with the position and the scope of work.* | |
| **Qualifications** | |
| *Specify the necessary qualifications for the position directly relevant to the proposed BKCF project. This may include prior experiences, relevant skills, qualifications, and other assets.* | |

|  |  |
| --- | --- |
| **2. *[Insert Position Title]*** | |
| **Overview** | |
| *Affiliation* |  |
| *Number of Person(s)* |  |
| *Duty Station* |  |
| *Duration* |  |
| *Engagement Type*  *Full-time / Part-time* |  |
| **Key Responsibilities** | |
| *Describe the responsibilities associated with the position and the scope of work.* | |
| **Qualifications** | |
| *Specify the necessary qualifications for the position directly relevant to the proposed BKCF project. This may include prior experiences, relevant skills, qualifications, and other assets.* | |

***Project Organizational Chart***

Create an organizational chart, outlining key human resource positions for the proposed BKCF project.

*You can either use the provided template or create one using any software you're comfortable with.*