EBD INSTRUCTION SHEET

(DO NOT fill this sheet out. It is a guide for filling out the blank form.)

Instructions to fill out the “Contractor Employee Biographical Data Sheet” (Biodata) for USAID

This form is required from every employee or consultant who will be working on a USAID funded project. The proposed employee or consultant is invited to fill out the form using the following instructions. The numbers used below refer to the numbers in the form, and the ones in parenthesis should be left blank, as they will be filled out by the consulting firm, Tetra Tech. Please fill out the form as legibly as possible, or using a typewriter.

1. **Name of Employee or Consultant (Family Name, First Name)**
2. (Contractors name: *please leave blank, will be filled out by Tetra Tech)*
3. **Employee’s/Consultant’s Address**
4. (Contract Number: *please leave blank, will be filled out by Tetra Tech*)
5. (Proposed Position under the Contract: *please leave blank, will be filled out by Tetra Tech*)
6. (Proposed Salary: *please leave blank, will be filled out by Tetra Tech*)
7. (Duration of Assignment: *please leave blank, will be filled out by Tetra Tech*)
8. **Telephone Number**
9. **Place of Birth**
10. **Citizenship**
11. **Names, Ages and Relationship of Dependents to Accompany Individual to Country of Assignment**

(To be filled out only if your assignment with us will take place in another country under a long-term contract

1. **Education**

Name and Location of Institution Major/Subjects Studied Degree Date

1. **Languages** (please see scale on page 2)

Language Proficiency Speaking Proficiency Reading

1. **Employment History** (Full-time employment. If you have worked only as a consultant, please leave no. 14 in blank and continue with no. 15). .

Include the **last three years**. Please list salaries separately by year. Continue on a separate sheet of paper if additional space is required to include any position that you have held and that is related or similar to the one for which you are now being proposed.

Position Title Name and Address Dates of Employment Annual Salary

 of Employer; Point of From \_\_\_ to \_\_\_ in U.S. $ **\***

 Contact and Telephone Number (month/day/year)

Definition of “salary” - basic periodic payment for services rendered. *Does not include bonuses, profit sharing, commissions, consulting fees, extra hours, overseas differentials, cost of living or educational allowances.*

**15. Specific Consulting Assignments (please include ALL your consulting assignments for the LAST THREE YEARS only)**

ServicesName and Address Dates of Employment Number of DAILY

Rendered of Employer; Point of From \_\_\_ TO \_\_\_ days rate

 Contact and Telephone no. (month/day/year) in US$ **\***

Please note that the number of days has to be the exact number of days actually worked, NOT the duration of the contract.

\* If you do not include the amount in US$, please include the exchange rate.

1. **Certification: To the best of my knowledge, the facts provided in this biographical data sheet are true and correct.**

**SIGNATURE and DATE** **(this form is useless without the authentic signature of the employee or consultant).**

1. Contractor’s Certification (*please leave blank, will be filled out by Tetra Tech).*

The Contractor (Tetra Tech) certifies that it has verified the information contained in this form. USAID may relay on this information in negotiating salaries for personnel under contract, and the Contractor is accountable for any information that has not been verified. Non verified information may be a reason for payments to be recalled.

# Instructions for the Language Section

Please indicate your language proficiency in section no. 13, according to the following levels, as established by the United States Foreign Service Institute. Below you will find a definition of these levels, ranging from 2 to 5. .

2 = limited proficiency 3 = level of basic proficiency 4 = advanced level proficiency

5 = proficiency level of native speaker.

 **Proficiency / Speaking** **Proficiency / Reading**

**2** Is able to fulfillvery limited working or Sufficient understanding to read

socialrequirements simple materials about familiar topics.

**3** Speaks with sufficient structure and Able to read at a normal speed and understanding

 vocabulary allowing to be an active almost everything.

 participant in most formal and informal.conversations

**4** Fluent and precise use and understanding Able to read and understand complex prose

of language at all levels.every day language almost like a native speaker.

**5** Speaks clearly at the level of a native . Ability to read easily like a native speaker.

 speaker