

Instructions to fill out the Contractor Employee Biographical Data Sheet (EBD) for USAID

The Contractor Employee Biographical Data Sheet (EBD) form is required from every prospective employee or consultant who will be working on a USAID funded project. Each 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. Only those in bold should be completed by the prospective employee or consultant. The remaining fields will be completed by Tetra Tech ARD. Please fill out the form as legibly as possible, or electronically.

1. **Name of Employee or Consultant (Family Name, First Name)**
 2. Contractor's name: *please leave blank, will be filled out by Tetra Tech ARD*
 3. **Employee's/Consultant's Address**
 4. Contract Number: *please leave blank, will be filled out by Tetra Tech ARD*
 5. Position under the Contract: *please leave blank, will be filled out by Tetra Tech ARD*
 6. Proposed Salary: *please leave blank, will be filled out by Tetra Tech ARD*
 7. Duration of Assignment: *please leave blank, will be filled out by Tetra Tech ARD*
 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).
 12. **Education**

<u>Name and Location of Institution</u>	<u>Major/Subjects Studied</u>	<u>Degree</u>	<u>Date</u>
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 13. **Languages** (please see scale on page 2)

<u>Language</u>	<u>Proficiency Speaking</u>	<u>Proficiency Reading</u>
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 14. **Employment History** (Include the last three (3) employment positions you have held. If you have worked only as a consultant, please leave Section 14 blank and continue with Section 15. Include name, address, and main telephone # of employer, point of contact, and dates of employment for each position.
 15. **Specific Consulting Assignments** (Please include ALL your consulting assignments for the last three (3) years. Continue on a separate sheet of paper if necessary)
 16. Rational for Proposed Salary (*please leave blank, will be filled out by Tetra Tech ARD*)
 17. **Certification: To the best of my knowledge, the facts provided in this biographical data sheet are true and correct.**
- SIGNATURE and DATE (this form must include an authentic signature of the employee or consultant).**
18. Contractor's Certification (*please leave blank, will be filled out by Tetra Tech ARD*).
The Contractor (Tetra Tech ARD) certifies that it has verified the information contained in this form. USAID may rely on this information in negotiating salaries for personnel under contract, and the

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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 fulfill very limited working or social requirements.	Sufficient understanding to read simple materials about familiar topics.
3	Speaks with sufficient structure and vocabulary allowing to be an active participant in most formal and informal conversations.	Able to read at a normal speed and understanding almost everything.
4	Fluent and precise use and understanding of language at all levels.	Able to read and understand complex prose and every day language almost like a native speaker.
5	Speaks clearly at the level of a native speaker.	Ability to read easily like a native speaker.