



Food and Agriculture
Organization of the
United Nations

**REQUEST FOR EXPRESSION OF INTEREST (CALL FOR CVs) –
SHORT TERM INDIVIDUAL CONSULTANCY SELECTION– TO REVIEW A
DRAFT AND FINALISE THE AQUACULTURE INVESTMENT GUIDE**

Reference Number: LVFO/C-SRVCS/FAO/2023-2024/002

FEBRUARY 2024

1. LVFO invites Individual Consultants to submit their Curriculum Vitae (CV) for the services above. The Terms of Reference defining the minimum technical requirements for these services are attached hereto as **Annex I**.
2. **Only Individual Consultants are eligible for this assignment provided that they fulfil the following eligibility criteria: -**
 - a) *They are not being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of EAC Partner States;*
 - b) *They have not been convicted of offences concerning their professional conduct by a judgment which have the force of res judicata; (i.e. against which no appeal is possible);*
 - c) *They have not been declared guilty of grave professional misconduct proven by any means which EAC-LVFO can justify;*
 - d) *They have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*
 - e) *They have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the EAC-LVFO's financial interests; or*
 - f) *They are not being currently subjected to a penalty resulting from an Administrative Review.*
3. The Expression of Interest must be presented in English as per Standard Expression of Interest Forms attached as **Annex II** to this REOI in English language and be accompanied by copies of all the indicated supporting documents.
4. **The application MUST contain:** Filled & signed application/cover letter; the Curriculum Vitae (CV); copies of academic and professional certificates & testimonials; copies of Contracts/Orders/Appointment letters and the Official Referee letters and/or Completion Certificates. **Interested candidates may submit their bids as follows: -**
 - **Preferably** through the dedicated e-mail: procurement@sec.lvfo.org and **NOT to any other**. The application should have a PASSWORD to safeguard its integrity and prevent access until the opening date and time: **Wednesday, 14th February 2024 at 5:00 PM local time**, when the Consultant shall IMMEDIATELY send the said password to the same email (procurement@sec.lvfo.org) to officially open their application.
 - **Alternatively**, submit via registered mail, courier service or hand delivered in a plain SEALED envelope with consultancy's subject and reference provided above and addressed to: -

The Secretary, Procurement Committee,
Lake Victoria Fisheries Organization (LVFO)
Busoga Square Plot No. 7B/E Bell Avenue
P. O. Box 1625, Jinja – Uganda.
Email: procurement@sec.lvfo.org
Website: www.lvfo.org

Opening of the applications shall follow immediately after the deadline date and time, **Wednesday, 14th February 2024 at 5:00 PM local time** and late submissions shall be rejected.

The LVFO is an equal opportunity employer. Female candidates are strongly encouraged to apply

INSTRUCTIONS TO INDIVIDUAL CONSULTANTS

Your proposal should be submitted as per the following instructions;

5.0 SELECTION CRITERIA

5.1 Preliminary/mandatory evaluation criteria: -

- 5.1.1. Signed and dated application letter with the consultancy's subject and reference Number provided above, addressed to the Executive Secretary, LVFO.
- 5.1.2. Submission of a C.V. **only using the format provided as Annex II.B on page 13 below**, containing only the RELEVANT and DETAILED information as required in the TOR.
- 5.1.3. Copies of RELEVANT academic and professional certificates and testimonials.
- 5.1.4. Attach copies of Contracts or Orders or Official Appointment letters for similar assignments and magnitude done by the Consultant during the last ten (10) years. Accompanied by their corresponding Official Referee letter OR Completion letter/certificate as evidence of having SUCCESSFULLY carried out the SIMILAR assignments.
- 5.1.5. Applications lacking any of the above documents shall not be considered further.

5.2. Technical evaluation criteria:

- 5.2.1 A postgraduate degree qualification from a recognized university in Fisheries and/or aquaculture economics, natural resource management, applied development studies, or related discipline, plus relevant professional certifications and training (15%)-. A possession of a PhD degree in the above will be an added advantage (5%)- **20 marks**
- 5.2.2 At least 12 years of general experience in Fisheries and/or aquaculture management, governance, planning, economics, investment and/or partnerships aspects- **10 marks**
- 5.2.3 Demonstrated experience with at least one similar, professional assignment (long or short-term) for an international, or regional organization, plus knowledge and exposure to International and Regional Economic Communities (e.g EU, EAC, COMESA, SADC, IGAD) regional cooperation initiatives; specifically in the fisheries sector. - **40 marks**
- 5.2.4 Track record of peer reviewed publications (at least three) in fisheries and aquaculture economics and specifically aquaculture investment - **20 marks**
- 5.2.5 Extent and relevance of knowledge and understanding of the work of international organizations, regional entities, and national governments- **5 marks**
- 5.2.6 Working knowledge of English and French- **5 marks**

To facilitate the evaluation process, all evidence of having SATISFACTORILY deployed any of the skills and Core Competencies alluded under Clause 5 of the ToRs below in performance of those assignments **MUST be evidenced** in: Copies of Academic documents, Copies of Contracts or Orders, Official Appointment letters, Letters from Official referees, Completion certificates for similar assignments and magnitude/value done by the Consultant during the last 10 years, indicating clearly the place of execution, dates, type of audience (class/seminar/workshop) etc.

Total possible marks = **100 marks**.

The Minimum qualifying score shall be **75 marks** out of the **100 marks**.

5.2 Negotiation and Awarding Criteria

A negotiation shall be held with the Highest Technical Scoring Consultant. During that session, the Consultant MAY be interviewed to demonstrate possession of the

skills stated under Clause 6.3 below. Upon successful negotiation and in consideration of the available budget for this assignment, the Consultant shall be recommended for award of the contract.

6. Contract Duration, Location and Remuneration:

The assignment will be carried OUT in **20 working days** spread over a **maximum of six months**, and is expected to commence on **20th February 2024.**

Besides the remuneration to be quoted for the **20 man-days** above, the cost must include ALL the costs related to any counterpart staff, reimbursable costs and applicable taxes in your jurisdiction and must be quoted in United States Dollars (USD).

Under reimbursable costs, LVFO shall facilitate air ticket(s), accommodation, meals and other related services when the Consultant is required to travel to the meetings.

7. Validity of the Expression of Interest:

Your Expression of Interest (by submission of a CV) should be valid for a period of **Ninety (90) days** from the date of the deadline for submission indicated in Paragraph 4 above.

- 8. Additional request for information and clarifications** can be done, not later than five (05) working days prior to the deadline indicated, from the office and contacts indicated in paragraph 4 above. Any addendum or clarification from LVFO concerning this bid shall be posted into the LVFO's website, i.e. <https://lvfo.org/content/rfps> under opportunities portal. Applicants are therefore advised to be on constant look-out for any such additional information before the deadline date.

Sincerely,

Name: Dr. Anthony Taabu Munyaho
Position of Authorized Official: Ag. Executive Secretary,
Lake Victoria Fisheries Organization (LVFO)
Busoga Square Plot No. 7B/E Bell Avenue
P. O. Box 1625, Jinja – Uganda.
Email: procurement@sec.lvfo.org
Website: www.lvfo.org

Annex I: TERMS OF REFERENCE

Procurement Ref.	LVFO/C-SRVCS/FAO/2023-2024/002
Deadline for submission of CV:	Wednesday, 14th February 2024 at 5:00 PM local time
Expected Starting date of this assignment:	20th February 2024

1. Client

The client for this assignment is the Lake Victoria Fisheries Organization (LVFO), Bell Avenue, Plot 7E/B, Busoga Square, Jinja, Uganda.

1.1 Background

In recent decades, most nations around the world turned to aquaculture in the quest for more fish to fill the gap between demand and supply of fish from the wild and other benefits associated with the sector development.

Quickly, aquaculture showed its capacity to grow and play this role. Since the 1970s, aquaculture has experienced rapid expansion and major developments as the fastest-growing food production industry, fueled by scientific progress, technological advancement and novel innovations, and investment, amid a consistently and significantly increasing global demand for aquatic food.

Expansion and intensification of the aquaculture sector has been a major factor in the doubling of global per capita fish consumption since 1960 making increasing contributions to the provision of food and livelihoods for a growing population. FAO and other institutions such as Organization for Economic Co-operation and Development (OECD) project further increase in production, consumption and trade of aquatic food products, accelerated mainly by a sustained growth in aquaculture.

One of the major factors that will enable this growth is a sustained responsible investment in the sector. Without suitable investment, adequate and sustainable development is hardly possible. Aware of this, FAO initiated a robust programme to produce a document to guide investments in aquaculture. In this regard, a zero draft of the document has been produced that still lacks a few inputs to validate and complete it.

The FAO has therefore entered in a collaborative agreement with the Lake Victoria Fisheries Organization (LVFO) to coordinate activities to complete the Aquaculture investment guide. Through this collaboration, the parties will engage a consultant to undertake devoted activities to complete the guide.

1. Objective of the Consultancy

2.1 Overall Objectives

The general objective of the assignment is to review the zero draft investment guide in aquaculture initiated by FAO and produce an advanced Investment Guide in Aquaculture

2.2 Specific Objectives

The specific objectives are as follows: -

1. Carry out a desk review of relevant literature and revise the draft investment Guide in Aquaculture
2. Present the improved version of the draft of the Investment Guide in Aquaculture to the consultative workshop for comments
3. Submit the First Draft to LVFO for review and production of further comments for consideration.
4. Revise the 1st Draft taking account of comments received from LVFO and her Partners to produce 2nd Draft.
5. Present the 2nd Draft at a consultative workshop convened by LVFO in collaboration with FAO
6. Revise the 2nd Draft based on the comments of the consultative workshop and produce a final draft of the Investment guide (“Final Draft”)
7. Present the Final Draft in a Validation Workshop convened by LVFO in collaboration with FAO

2. Expected Output of the Consultancy (deliverables)

The expected outputs are: -

1. Inception report following contract signing
2. 1st Draft of the Investment Guide in Aquaculture is produced and submitted to LVFO
3. 1st Draft of the Investment Guide is presented in a Consultation Workshop
4. 2nd Draft of the Investment Guide is produced and submitted to LVFO
5. 2nd Draft of the Investment Guide is presented in a Validation Workshop
6. Final publishable Investment Guide produced (both in English and French) and submitted to LVFO
7. Final Consultancy Report.

All reports shall be submitted in two hard copies and a soft copy version in MS Word. The Consultant shall submit originals or electronic copies of all reports developed during this assignment to LVFO Secretariat.

3. Scope of the Consultancy

3.1 Target groups

The consultancy shall cover Five (05) African Regional Economic Communities (RECs) i.e East African Community (EAC)- Lake Victoria Fisheries Organization, Economic Community of West African States (ECOWAS), Southern African Development Community (SADC), Economic Community of Central African States (ECCAS), Inter Governmental Authority on Development ((IGAD). The Consultancy must cover all aspects as outlined within the TORs. The scope of work will include desktop review, stakeholder consultation and engagement.

3.2 Specific work

The consultant will undertake a desk review of relevant literature to identify gaps and revise the draft investment Guide in Aquaculture which will be presented to a consultative workshop for comments and leading to submission of a first Draft to LVFO for further review and production of further comments.

The consultant will further revise the 1st draft by incorporating comments from LVFO and her Partners and produce 2nd Draft that will be presented at 2nd consultative workshop convened by LVFO in collaboration with FAO. Based on stakeholders’ comments, another draft will be

produced and presented to a validation workshop convened by LVFO in collaboration with FAO.

4. Required qualifications, experience and competences for the Consultant

An individual consultant who meets the minimum requirements below presented in a Curriculum Vitae with three referees;

4.1 Qualifications

At least a Master's degree qualification from a recognized university in Fisheries and/or aquaculture economics, natural resource management, applied development studies, or related discipline.

Relevant professional certifications and training in a field related to this assignment

4.2 General and Specific Professional Experience

General professional experience

- At least 12 years of professional experience in the field of Fisheries and/or aquaculture governance, planning, economics, investment and/or partnerships aspects in related areas of undertakings.
- Fluency in written and spoken English and Kiswahili. Fluency in French will be an added advantage.

Specific professional experience

- Extent and relevance of experience in aquaculture policy, planning, governance, economics, and investments
- Demonstrated practical experience in the development of guidelines, manuals and SoPs in fisheries management, administrative and legislation aspects of the fisheries sector and specifically on investment
- Established communication and writing skills as proven by publications in aquaculture economics and investment (atleast three peer reviewed publications).
- Demonstrated experience with atleast one similar assignment for a regional or an international organization, plus knowledge and exposure to Regional Economic Communities (e.g EAC, COMESA, SADC, IGAD) regional cooperation initiatives specifically in the fisheries sector
- Experience in working in multidisciplinary and multicultural teams.

4.3 Other competences

- i) Fluency in written and spoken English, French and Kiswahili with excellent oral communication of research findings.
- ii) Proficiency in MS Office and data analysis software
- iii) Evidence of excellent scientific collaboration with well-established National, Regional and International institutions
- iv) Willingness to travel within the EAC region;
- v) Conversant with virtual communication (e.g., Zoom, MS Teams)
- vi) Ability to work under pressure and deliver high quality results on time

N.B. Civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the recruitment proposal and shall include information on the added value the expert will bring as well as

proof that the expert is seconded or on personal non paid leave.

The consultant must be independent and free from conflicts of interest in the responsibilities they take on.

5. Reports, Reporting Arrangements and Expected Duration of the Consultancy

5.1 Reports

In addition to the expected output/deliverables in Section 3 above, the Consultant will also submit the following reports:

- a) **Inception Report** of maximum Ten (10) pages to be produced one week after signing the contract. In the report the contractor shall present a clearly articulated work plan and elucidating the methodology to be employed, including an analytical framework to be used. The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report.
- b) **Validation/ workshop report:** within Five (05) working days after receiving inputs from the stakeholders during the Validation Workshop. The report should have a maximum of ten pages (main text, excluding annexes) in the format given in **Annex II**.

5.2 Reporting Arrangements

All reports shall be submitted in two hard copies and a soft copy version in MS Word. The Consultant shall submit originals or electronic copies of all reports and all materials developed during this assignment to LVFO Secretariat.

5.3 Expected Duration of the Consultancy

The total duration for the assignment shall be a maximum of 20 man-days from the date the contract is signed and will be executed for a maximum of six months.

The deliverables schedule mapped to this timeline are as shown in the table below: -

Table: Deliverables Schedule

<i>Expected Deliverables</i>	<i>Completion date</i>	<i>Days</i>
Inception report following contract signing	27 th February 2024	1
1 st Draft of the Investment Guide in Aquaculture is produced and submitted to LVFO	15th March 2024	8
1 st Draft of the Investment Guide is presented in a Consultation Workshop	30th April 2024	3
2 nd Draft of the Investment Guide is produced and submitted to LVFO	31st May 2024	2
2 nd Draft of the Investment Guide is presented in a Validation Workshop	30th June 2024	4
Final publishable Investment Guide produced and submitted to LVFO (in both English and French versions)	20th July 2024	2
Total number of days		20

**To be agreed during negotiation of contract*

6. Disbursement Schedule

LVFO intends to disburse the funds in the following schedule:

S/N	Description	Payable
1.	30% of the total Professional fee	Upon Submission and approval/acceptance of an Inception report, along with an Invoice
2.	40% of the total Professional fee	Upon Submission and approval/acceptance of Advanced Draft of the Investment Guide in Aquaculture to be presented to the consultative meeting
3.	30% of the total Professional fee	Upon submission and approval/acceptance of a Final aquaculture Investment Guide
TOTAL		The total compensation under this agreement shall not exceed Eleven thousand Dollars (USD 11,000)

**To be agreed upon during negotiation of contract*

7. Financial obligations by LVFO and the Consultant

- (a) LVFO will pay for reimbursable costs which include per diems, and other expenses which will be incurred directly in relation to the assignment (stationery and printing) air tickets at the economy rate, such expenses have to be agreed upon in advance.
- (b) Any funds provided under this agreement in USD which are to be exchanged to local currency must be exchanged at the best available rate through the channels authorized by applicable laws and regulations. Transactions must be capable of verification by LVFO through bank receipts or other documents or publications sufficient to demonstrate the legality of such transactions.
- (c) LVFO shall not be liable for any other fees or expenses, including local taxes in the Consultant's country and bank charges.
- (d) In this contract, per diem rates are calculated based on UN rates per country and city.
- (e) Full and final payment will only be made upon:
 - Completion of the final report/deliverables and its acceptance by the Executive Secretary
 - Submission and approval of an invoice within ten (10) days following completion of the Assignment, detailing services rendered, and
 - Submission and approval of receipts for all expenses incurred
 - The invoice must contain the following information: name and address of the consultant, invoice date, unique invoice number, service rendered, deliverable, period in which service was provided, bank details, and, for consultants, VAT number. The invoice must be addressed to the Executive Secretary, LVFO. Payments will be made to a bank account provided by the consultant.

8. Responsibilities of the Client

The client will: -

- a) Provide available relevant reference documents to support the implementation of the Consultancy;
- b) Organize and fund attendance of participants to Regional validation workshops to review consultancy reports;

9. Responsibilities of the Consultant

The Consultant will: -

- Review the draft Investment guide investment in Aquaculture
- Present and address comments from validation/ consultative workshops
- Produce the final publishable Investment Guide in Aquaculture

10. Application procedure

Applications shall include: -

- a) Curriculum Vitae of the consultant;
- b) Cover letter including a brief explanation of what the consultant believe will make him/her the most suitable candidate in this consultancy

11. Supervision, submission and Approval of Reports

The reports referred to above must be submitted to the LVFO Executive Secretary through the Contract Manager identified in the contract. The Contract Manager is responsible for ensuring that the reports are reviewed by stakeholders and approved.

ANNEX II: Expression of Interest Forms

- A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT**
- B. CURRICULUM VITAE**

A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

[insert name and reference number]

[Location, Date]

To: The Executive Secretary, Lake Victoria Fisheries Organization (LVFO)

Dear Sir:

I, the undersigned, offer to provide the consulting services for *[insert title of assignment]* in accordance with your Request for Expression of Interests number *[insert the number]*, dated *[insert date]* and my Financial Proposal for the sum of *[Insert amount(s) in words and figures¹¹]*. This amount inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements, and include any of the following taxes in Procuring Entity's country: value added tax and social charges or/and income taxes on fees and benefits.

I hereby declare that all the information and statements made in CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

I take note that under the provisions of the EAC Procurement Policy applicable to this Request of Expression of Interest, a contract cannot be awarded to applicants who are in any of the following situations:

- a) *They are being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of the EAC member states;*
- b) *They have been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e., against which no appeal is possible);*
- c) *They have been declared guilty of grave professional misconduct proven by any means which LVFO can justify;*
- d) *They have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*
- e) *They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the LVFO financial interests; or*
- f) *They are being currently subject to an administrative penalty.*

I confirm that I am not in any of the situations described above, and I hereby declare that at any point in time, at the LVFO's request, I will provide certified copies of documents to prove that I do not follow in any of the situation described above. I am aware that the penalties set out in the EAC Procurement Policy 2016 may be applied in the case of a false declaration, should the contract be awarded to me. My proposal is binding upon me for the period indicated in the Paragraph 9(iii) of the Request for Expression of Interest. I undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the Request for Expression of Interest, and to be available for the entire duration the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours Sincerely,

Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

¹ Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

B. CURRICULUM VITAE

[insert the full name]

1. **Family name:** *[insert the name]*
2. **First names:** *[insert the names in full]*
3. **Date of birth:** *[insert the date]*
4. **Nationality:** *[insert the country or countries of citizenship]*
5. **Civil status:** *[insert: married/ divorced/single/ widower]*
6. **Purchase Order details:**
Address: [insert the physical address]
Phone: [insert the phone and mobile no.]
E-mail: [insert the email]
8. **Education:**

Institution: [Date from – Date to]	Degree(s) obtained:
<i>[indicate the month and the year]</i>	<i>[insert the name of the degree and the specialty/major]</i>
<i>[indicate the month and the year]</i>	<i>[insert the name of the degree and the specialty/major]</i>

7. **Membership of professional bodies:** *[indicate the name of the professional body]*
8. **Other skills:** *[insert the skills]*
9. **Present position:** *[insert the name]*
10. **Years of experience:** *[insert the no]*
11. **Key qualifications:** (Relevant to this assignment)
[insert the key qualifications]

12. Specific relevant experience in the Region:

Country	Date from - Date to
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
.....
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>

13. Professional experience RELEVANT TO THIS ASSIGNMENT:

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<i>Name of the Firm/Institution: Address of the company: Phone: Email: Name and title of the reference person from the company:</i>	<i>[indicate the exact name and title and if it was a short term or a long- term position]</i>	<i>Name of the Purchase Order/Contract/Assignment: Beneficiary of the Purchase Order/Contract: Brief description of the Purchase Order/Contract/Assignment: Responsibilities</i>
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<i>Name of the Firm/Institution: Address of the company: Phone: Email: Name and title of the reference person from the company:</i>	<i>[indicate the exact name and title and if it was a short term or a long- term position]</i>	<i>Name of the Purchase Order/Contract/Assignment: Beneficiary of the Purchase Order/Contract: Brief description of the Purchase Order/Contract/Assignment: Responsibilities</i>
<i>[indicate the month and the year]</i>	<i>[indicate the country and the city]</i>	<i>Name of the Firm/Institution: Address of the company: Phone: Email: Name and title of the reference person from the company:</i>	<i>[indicate the exact name and title and if it was a short term or a long- term position]</i>	<i>Name of the Purchase Order/Contract/Assignment: Beneficiary of the Purchase Order/Contract: Brief description of the Purchase Order/Contract/Assignment: Responsibilities</i>

14. Scientific Publications:

[insert the details]

Include a full list of publications and reports produced which are related to the assignment

15. Statement:-

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the LVFO request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience and indicated at points 8 and 14 above¹, documents which are attached to this CV as photocopies.

By signing this statement, I also authorized LVFO to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

_____ Date: _____

ATTACHMENTS:

- 1) *Proof of qualifications indicated at No. 6 (Academic & professional certificates & testimonials).*
- 2) *Proof of working experience (Documentary evidence i.e. Project name/Number/Relevant Copies of Contracts/Orders/Appointment letters/Completion certificates/Referee letters for specific assignments) including dates, place of execution, type of audience targeted (class, seminar, workshop) - MUST COMPLY.*
- 3) *At least three (03) referees*