**Application Format for**

**Policy Coordinator**

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| --- | --- | --- | --- |
| 1. | Name of the Candidate | : |  |
| 2. | Address ( including email and contact number) | : |   |
| 3. | Educational Qualifications | : |  |
| 4. | Experience relevant to the assignment / job responsibilities (not more than half page)  | : |  |
| 5. | Summary methodology and action plan to carry out this assignment (not more than half page)  | : |  |
| 6. | Availability / Proposed start and end date for this assignment  | : | Please confirm the availability on full-time basis for next 5 months from October 2019 to February 2020  |
| 7. | Expected Monthly fee (in GBP)  | : |  |
| 8. | Any other comments | : |  |

 Date:

*[Signature of the Candidate* *Day/Month/Year*

***Note: Please attach detailed CV of the Candidate.***