**ANNEX V to the**

**Call for Expression of interest n° CEI/2017-15/A2**

**Checklist of Documents to be provided in the expression of interest:**

Unless otherwise specified, each box under 'Reference to document ' must be filled in with the n° of the relevant document or the page n° where the document can be found.

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| A. | **Identity of the interested parties** | **Reference to document** |
| A1. | Standard application form completed | See doc. n°  on page(s): |
| A2. | Copy of identity card / passport – for natural persons, or  Copy of the VAT registration document .(if applicable)  Documentary evidence for the unavailability of the expert to be assigned tasks *ad personam*. (if applicable) | See doc. n°  on page(s): |
| A3. | Declaration on honour on exclusion criteria and selection criteriacompleted | See doc. n°  on page(s): |

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| B | **The interested parties must demonstrate convincingly that they have the ability to undertake the tasks requested by providing the following (section 11 of the "Notice of call for expressions of interest"** | **Reference to document** |
| B2. | Criterion 1: Minimum level of education required  Minimum Requirements:  university degree enabling the applicant to undertake post-graduate studies **or**  level of post-secondary education of minimum 2 years in the respective field for the web designer, graphic designer and/or cartoonist profiles  Evidence:  Copy of diplomas or certificates | See doc. n°  on page(s): |
| B1. | Criterion 2: Relevant professional experience in the selected profile  Minimum Requirements: 5 years or more  Evidence:  CV  **and**  copies of contracts or any other documents confirming the length and the level of the professional experience | See doc. n°  on page(s): |
| B2. | Criterion 2: Ability to draft and communicate in English, French or German.  Minimum Requirements: level C1 for English, French or German.  Evidence:  Copy of certificates, studies, reports, publications **or** declaration on honour on language proficiency | See doc. n°  on page(s): |