Please fill the name of your candidate in Cell B3. Please mention in column D whether "yes" or "no" your candidate fullfills the requirements for the profile. Please note that persuant to 14.5 and 2.1.5 of the tender specifications you are requested to present 2 candidates meeting at least the mandatory requirements. Failure to meet these requirements may lead to the rejection of your bid.

Profile	Project Manager		Does the candidate fulfill the requirements for the profile? (yes/no)
Name of candidate			
Language Level English	Fluent	Mandatory	
Education	Relevant degree or relevant professional qualification	Mandatory	
Experience	5 Years of relevant IT professional experience	Mandatory	
	3 projects in Microsoft SharePoint technology	Mandatory	
	2 years .Net programming experience	Desirable	
	2 projects in multicultural environment	Desirable	
	2 projects related to Financial processes and/or follow up of budgets	Desirable	
	Good knowledge of procurement rules for EU Agencies	Desirable	
	Certified Project Management diploma, preferably Prince 2 or SCRUM	Desirable	
General characteristics	Capability of integration in an international/multi-cultural environment,	Desirable	
	Rapid self-starting capability and experience in team working,		
	Understanding the needs, objectives and constraints of those in other disciplines and functions.		
Specific Knowledge	Use of a software for the project planning and follow up (e. g. MS Project); Definition of tasks and deliverables;	Mandatory	
	Review of project deliverables;		
	Quality control		
	Risk assessment and management		
	Status and problem reporting;		
	Follow-up of decisions and activities;		
	Organisation of teams and work;		
	Estimate costs, timescales and resource requirements		
	Manage execution of projects against time, quality and cost criteria;		
	Ability to give presentations;		
	Excellent written and verbal communication skills in English and ability to effectively articulate and gain cross-functional buy-in to a point of view.		
	Excellent time management abilities		
	Planning of Support Strategy, Operational Model, Service Level Agreements, Operational Team, Active Application Monitoring, Re-active Analysis		

	Planning and Leading the Development, Customization and Deployment for Microsoft SharePoint applications and Office Integration	

Appendix 05 - CV template

Profile	Senior Software Developer / Analyst		Does the candidate fulfill the requirements for the profile? (yes/no)
Name of candidate			
Language Level English	Fluent	Mandatory	
Education	Degree or relevant professional qualification in IT field	Mandatory	
Experience	5 years of relevant IT professional experience	Mandatory	
	2 years developing in Microsoft SharePoint technology	Mandatory	
	1 Project in Microsoft SharePoint 2013	Desirable	
	Experience with Design Thinking	Desirable	
	Experience with Agile Development methodology, preferably SCRUM	Desirable	
	2 projects as technical lead in a .Net development project	Mandatory	
	3 years developing using .Net technologies and C# programming language	Mandatory	
	Experience with automated build processes & automated quality control of source code, preferably using MSBuild and Hudson	Desirable	
	1 project in multicultural environment	Desirable	
	2 projects related to Financial processes and/or follow up of budgets	Desirable	
	Experience using SQL Server Reporting Services	Desirable	
	Knowledge of procurement rules for EU Agencies	Desirable	
General characteristics	Good communication skills	Desirable	
	Good time and priority management skills		
	Ability to recognise the need to escalate issues as they become apparent		
Specific Knowledge	Experience in creating user interfaces	Mandatory	
	Collecting and specifying user requirements		
	Designing system architectures and components		
	Prototyping		
	Knowledge of UML		
	Deep knowledge of HTML, CSS, JavaScript and JQuery		
	Writing, maintenance and unit testing of programs which reflect the specifications based on user requirements		
	Optimisation of software		
	Preparation of scripts for database migrations		
	Preparation of a release which allows the application installation		
	Assistance with the testing of such software together with the other software making up the application		

Production of the relevant technical documentation and documentation		
Capacity to assist the support team with training the users of the system		
Assistance with operational support of programs produced		
Excellent written and verbal communication skills in English and ability to effectively articulate and gain buy-in to a point of view.		
Capacity to assist with evaluating and testing products delivered by external system suppliers to ensure that they conform to EMSA requirements.		
Ability to use the development tools and methodologies: Microsoft Office SharePoint Designer, Microsoft Visual Studio and Extensions for WSS, SharePoint Services Solution Framework, Solution File Building, Custom Web Pages and Web Applications in SharePoint, Web Parts, Events and Event Handling, InfoPath Forms Services and Workflows		

Profile	Application Developer		Does the candidate fulfill the requirements for the profile? (yes/no)
Name of candidate			
Language Level English	Fluent	Mandatory	
Education	Degree or relevant professional qualification in IT field	Mandatory	
Experience	2 years of relevant IT professional experience	Mandatory	
	1 year developing in Microsoft SharePoint technology	Mandatory	
	2 years developing using .Net technologies and C# programming language	Mandatory	
	2 projects in the profile role	Mandatory	
	Experience using SQL Server Reporting Services	Desirable	
	Experience with automated build processes & automated quality control of source code, preferably using MSBuild and Hudson	Desirable	
	1 project in multicultural environment	Desirable	
	1 project related to Financial processes and/or follow up of budgets	Desirable	
General characteristics	Good communication skills	Desirable	
	Good time and priority management skills		
	Ability to recognise the need to escalate issues as they become apparent		
Specific Knowledge	Experience in creating user interfaces	Mandatory	
	Good knowledge of HTML, CSS and JavaScript		
	Prototyping;		
	Writing, maintenance and unit testing of programs which reflect the specifications based on user requirements;		
	Optimisation of software;		
	Preparation of scripts for database migrations;		
	Preparation of a release which allows the application installation ;		
	Assistance with the testing of such software together with the other software making up the application;		
	Production of the relevant technical documentation and documentation;		
	Capacity to assist the support team with training the users of the system;		
	Assistance with operational support of programs produced;		
	Capacity to assist with evaluating and testing products delivered by external system suppliers to ensure that they conform to EMSA requirements.		
	Ability to use the development tools and methodologies: Microsoft Office SharePoint Designer, Microsoft Visual Studio and Extensions for WSS, SharePoint Services Solution Framework, Solution File Building, Custom Web Pages and Web Applications in SharePoint, Web Parts, Events and Event Handling, InfoPath Forms Services and Workflows		

Appendix 05 - CV template

Profile	Document Management Specialist		Does the candidate fulfill the requirements for the profile? (yes/no)
Name of candidate			
Language Level English	Fluent	Mandatory	
Education			
Experience	2 years of relevant IT professional experience	Mandatory	
	4 projects in Microsoft SharePoint technology	Mandatory	
	Experience in Design Thinking	Desirable	
	1 project in multicultural environment	Desirable	
	1 project related to Financial processes and/or follow up of budgets	Desirable	
General characteristics	Good communication skills	Desirable	
	Good time and priority management skills		
Specific Knowledge	Conduct needs assessments to identify document management requirements of departments or end users.	Mandatory	
	Consult with end users regarding problems in accessing electronic content.		
	Assist in determining document management policies to facilitate efficient, legal, and secure access to electronic content.		
	Implement electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists.		
	Administer document and system access rights and revision control to ensure security of system and integrity of master documents.		
	Develop or configure SharePoint features, such as user interface, access profiles, and document workflow procedures.		
	Keep abreast of developments in document management technologies and techniques by reviewing current literature, talking with colleagues, participating in educational programs, attending meetings or workshops, or participating in professional organizations or conferences.		

Appendix 05 - CV template

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Profile	User Experience Designer		Does the candidate fulfill the requirements for the profile? (yes/no)
Name of candidate			
Language Level English	Fluent	Mandatory	
Education	Degree or relevant professional qualification in IT field	Mandatory	
Experience	Minimum 3 years of relevant IT professional experience	Mandatory	
	2 projects with Microsoft SharePoint technology	Mandatory	
	2 projects in the profile role	Mandatory	
	2 projects in SQL Server	Mandatory	
	1 project in multicultural environment	Desirable	
	1 project related to Financial processes and/or follow up of budgets	Desirable	
	Knowledge of procurement rules for EU Agencies	Desirable	
Specific Knowledge	Excellent written and verbal communication skills in English and ability to effectively articulate and gain cross-functional buy-in to a point of view.	Mandatory	
	Lead all aspects of user-centered design including information architecture, task analysis, user flows, navigation, content hierarchies, interaction design, and interactive wireframe prototypes.		
	Design, lead, and analyze various user research activities, including but not limited to contextual inquiry and usability testing		
	Demonstrate solid knowledge of user-centered design principles and best practices, attention to detail, and superior workmanship standards.		
	Collaborate with Document Management Specialist, Analysts and Developers to ensure user-centered perspective throughout the entire development cycle.		
	Experience with user-centered design methods, including personas, mental models, information architecture, site maps, task flows, wireframes, rapid prototyping, and usability testing.		
	Understanding of current Internet technologies, browsers, HTML5.		
	Ability to solve complex problems, drive projects from concept to conclusion, and demonstrate a results-oriented working style.		
	Production of end-user support and training material, such as user guides, help texts, release notes etc.		

Appendix 05 - CV template

Profile	Application Tester		Does the candidate fulfill the requirements for the profile? (yes/no)
Name of candidate			
Language Level English	Fluent	Mandatory	
Education	Degree or relevant professional qualification in IT field	Mandatory	
Experience	1 years of relevant IT professional experience	Mandatory	
	1 project in Microsoft SharePoint technology	Mandatory	
	3 projects in the profile role	Mandatory	
	1 project in multicultural environment	Desirable	
	1 project in Human Resources Management	Desirable	
	Knowledge of procurement rules for EU Agencies	Desirable	
General characteristics	Good communication skills	Desirable	
	Good time and priority management skills		
Specific Knowledge	Identification and definition of the required tests;	Mandatory	
	Creation of the test & validation plan;		
	Creation of test scripts;		
	Implementation of tests, using NUnit, Selenium;		
	Execution of tests;		
	Analysis of test failure;		
	Preparation of the test reports;		
	Evaluation of the overall quality experienced as a result of the testing activities;		
	Monitoring of detailed testing progress and results in each test cycle;		
	Definition of the test approach and ensuring its successful implementation;		
	Identification of the appropriate techniques, tools and guidelines to implement the required tests;		
	Provision of guidance on the corresponding resource requirements for the test effort;		
	Automation of tests;		
	Performance Testing methodology		