







-  Unit 20-22 Laporte's Plaza, Academy Way  
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## APPLICATION INSTRUCTIONS

To ensure a comprehensive evaluation of candidates, below is a summary of the instructions for submitting applications:

### 1. Resume Submission

- Please prepare and submit a detailed resume outlining your relevant experience, qualifications, and skills.
- Include information on previous survey coordination, project management, or related experience.
- Highlight any experience working in informal settlements or with vulnerable communities.

### 2. Proposed Rate

- Provide a proposed rate for your services, taking into consideration the Scope of Services outlined in the terms of reference.
- Clearly specify the basis of your proposed rate (e.g., hourly, daily, or fixed project fee).
- Include any additional costs or expenses that may be relevant.

### 3. Submission Deadline

- The deadline for submitting your application is **March 15, 2024**.
- Late submissions will not be considered, so please ensure your application reaches us by the specified date.

### 4. Submission Format

- Combine your resume and proposed rate into a single PDF document.
- Clearly label the document with your full name and the position you are applying for.
- Email the PDF to [isu@gov.tc](mailto:isu@gov.tc) with the subject line: "Application for Survey Supervisor - [Your Full Name]."

### 5. Contact Information

- Include your contact information, including a phone number and email address, in your application.
  - If you have any questions or need clarification, feel free to contact Mrs. Tatum Clerveaux, via email: [tfisher@gov.tc](mailto:tfisher@gov.tc) or telephone: 338-5341, before the submission deadline.
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