**AUTHORITY TO ENGAGE**

**RESOURCE SPEAKER**

Division/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved ABC:\_\_\_\_\_\_\_\_\_\_\_\_\_

RBA Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title/Name (As indicated in the APP or RBA if there are changes in the title):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| **Background of the Project:** | *State here a short description and the specific objectives of the project for which the engagement of the proposed RS is necessary.* | |
| **Justification** | *State here a brief justification for the engagement of the proposed RS.* | |
| **Name of proposed RS and Recommended Rate** | *Indicate the name of the proposed RS and the recommended rate commensurate to the service required.* | |
|  |  | |
| **Attachments:** | | |
| 1 | Terms of Reference | See Annex “A” |
| 2 | Qualifications | See Annex “B” |
| 3 | Profile of RS (including Curriculum Vitae attested, subscribed and sworn to before a notary public) | See Annex “C” |

Prepared by: Approved by:

*(Head of Office)*

**SIGNATURE OVER PRINTED NAME SIGNATURE OVER PRINTED NAME**

Designation Designation