**Team Experience Matrix Template**

Content Development Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Editorial Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Document Format Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe your team’s experience in the table below.

Add rows where necessary.

| **#** | **Name of Team Member** | **Role in Project** | **List Key Capability Area** (as per the ToR) | **Reference Experience in Key Capability Areas** (reference specific projects team members have worked on) | **Duration of Experience for each Project** (in months) | **Reference**(list name, organisation, and contact details) |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  E.g.: Thandi Smith |  E.g.: Content Development Lead | 1. E.g. Content Development
 | e.g.1. Worked as Senior Content Developer at Social Impact Services International. Core responsibilities included:
	1. The development of Learning Papers for distribution to key stakeholders (private sector partners and government departments)
	2. The development of social media content for Social Impact Services International’s website, Facebook page and Twitter.
 | 36 months | Zamile Ndlovu, CEO of Social Impact Services International, (c) 089 456 7812, (e) zamile.ndlovu@siservices.org |
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| 1. E.g. Communications Strategy
 | E.g.1. Communications Manager at YWP Fund (a development finance service provider focused on…. ). Core responsibilities included:
	1. The development of Internal Communications Strategies for the YWP Fund and the implementation thereof.
	2. The development of External Communications Strategies for the YWP Fund and the implementation thereof (social media, targeted events, targeting publications).
 | 24 months | Theresa Naidoo, Programme Director YWP Fund, 097 123 4567, tnaidoo@ywp.co.za |
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