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## RMS Default Menus and Email Texts

Our default data menus and email responses to applicants can be found here. Please edit them however you wish on this document and return it to us (rms@cambridgedata.com) for your set up. We have turned on 'Track Changes' to allow us to easily see your changes; please leave that on while doing your edits. For the email texts, you can either edit the texts below, or simply delete them and write your own texts at the bottom.

### Data Menus

#### **Menu - agencies**

- \* CIDA
- \* DFID
- \* EU Agencies
- \* Other bilateral donors, e.g. JICA, GTZ, AusAID
- \* Regional Development Banks, e.g. ADB, IDB
- \* UN Agencies
- \* USAID
- \* World Bank Group

#### **Menu - education**

- \* Graduate
- \* Law
- \* Medical
- \* Ph.D.
- \* Undergraduate

#### **Menu - terms**

- \* Long term (Over six months)
- \* Mid term (Up to six months)
- \* Short term (Up to two months)

#### **Menu – daily rate**

- \* Under \$200/day
- \* \$200 to \$300/day
- \* \$300 to \$400/day
- \* Over \$400/day
- \* Negotiable

#### **Menu - skills**

**Do you want a limit to the number of skills applicants can select? \_\_\_\_\_**

**If so, what limit do you want? \_\_\_\_\_**

#### *Agriculture*

- \* Agribusiness
- \* Agricultural Credit
- \* Agricultural Education/Training
- \* Agricultural Extension
- \* Agricultural Policy/Planning
- \* Agricultural Processing
- \* Agricultural Production
- \* Agriculture - General
- \* Agronomy/Research
- \* Farm Management
- \* Fisheries/Aquaculture
- \* Forestry
- \* Irrigation
- \* Livestock
- \* Marketing/Distribution
- \* Post-harvest Handling
- \* Range Management
- \* Rural Development

#### *Business Management & Industry*

- \* Business Environment Improvement
- \* Ecotourism
- \* Human Resources Management
- \* Industrial Development
- \* Industrial Park Development

- \* Industrial Planning
- \* Industry - Privatization/Restructuring
- \* Management of Banks/Financial Institutions
- \* Management of Manufacturers
- \* Management of Service Enterprises
- \* Management Training/Education
- \* Manpower Planning
- \* Marketing/Market Research
- \* Small/Medium Business Development
- \* Strategic Planning
- \* Tourism Management/Development
- \* Trade/Export Promotion

#### *Economics*

- \* Agricultural Economics
- \* Development Economics
- \* Economic Policy
- \* Economic/Regional Planning

#### *Education*

- \* Curriculum Development
- \* Distance Education
- \* Education - General
- \* Education Administration
- \* Education Policy and Planning
- \* Instructional Technology
- \* Materials Development
- \* Non-formal Education
- \* Primary Education
- \* School Design
- \* Secondary Education
- \* Training
- \* Vocational Education

#### *Energy*

- \* Electric
- \* Energy Planning/Economics
- \* Energy Project Management
- \* Utility Management

#### *Engineering*

- \* Civil Engineering
- \* Engineering - Regional Planning
- \* Engineering Project Management
- \* Environmental Engineering
- \* Industrial Engineering
- \* Rural/Agricultural Engineering
- \* Sanitation
- \* Transportation Engineering
- \* Water Supply

#### *Environment*

- \* Environment - Coastal Zones/Marine
- \* Environment - Policy/Planning
- \* Environment - Waste Disposal

- \* Environmental Impact Assessments
- \* Environmental Protection
- \* Natural Resources
- \* Urban Environmental Protection

#### *Finance*

- \* Accounting
- \* Banking/Bank Training
- \* Capital Markets
- \* Central Banking
- \* Credit
- \* Development Banking
- \* Investment Analysis/Feasibility Studies
- \* Investment Promotion
- \* Loan Guarantee Funds
- \* Loan Packaging
- \* Micro-finance
- \* Public Finance
- \* Rural Credit
- \* Small-scale Credit

#### *ICT (Information and Communication Technology)*

- \* ICT - All Areas

#### *Law*

- \* Alternative Dispute Resolution
- \* Anti-corruption
- \* Legal Education
- \* Legal Reform
- \* Mediation and Arbitration
- \* Professional Legal Association Building
- \* Regulatory Law

#### *MIS*

- \* MIS - Data Systems
- \* MIS - Internet Related
- \* MIS - Software Development
- \* MIS - Training

#### *Project Management*

- \* Chief of Party/Team Leader
- \* Country Director
- \* Deputy Team Leader
- \* Participatory Planning
- \* Project Design
- \* Project Evaluation
- \* Project Financial Management
- \* Project Implementation
- \* Project Procurement/Contracting

#### *Public Administration*

- \* Decentralization
- \* Democracy
- \* Housing
- \* Institutional Development
- \* Justice/Human Rights

- \* Legislative Systems
- \* Municipal Administration
- \* Public Administration
- \* Public Policy
- \* Tax Administration
- Women in Development*
- \* WID - Project Design
- \* WID - Woman-owned Enterprises

## **Menu - regions**

### *Africa*

- \* Algeria
- \* Angola
- \* Benin
- \* Botswana
- \* Burkina Faso
- \* Burundi
- \* Cameroon
- \* Cape Verde
- \* Central African Republic
- \* Chad
- \* Comoros
- \* Congo, Democratic Republic of the
- \* Congo, Republic of the
- \* Djibouti
- \* Egypt Arab Republic
- \* Equatorial Guinea
- \* Eritrea
- \* Ethiopia
- \* Gabon
- \* Gambia
- \* Ghana
- \* Guinea
- \* Guinea-Bissau
- \* Ivory Coast
- \* Kenya
- \* Lesotho
- \* Liberia
- \* Libya
- \* Madagascar
- \* Malawi
- \* Mali
- \* Mauritania
- \* Mauritius
- \* Morocco
- \* Mozambique
- \* Namibia
- \* Niger
- \* Nigeria
- \* Rwanda
- \* Sao Tome and Principe

- \* Senegal
- \* Seychelles
- \* Sierra Leone
- \* Somalia
- \* South Africa
- \* Sudan
- \* Swaziland
- \* Tanzania
- \* Togo
- \* Tunisia
- \* Uganda
- \* Zambia
- \* Zimbabwe

### *Asia*

- \* Afghanistan
- \* Bangladesh
- \* Bhutan
- \* Brunei Darussalam
- \* Cambodia
- \* China
- \* East Timor
- \* India
- \* Indonesia
- \* Japan
- \* Kazakhstan
- \* Korea, North
- \* Korea, South
- \* Kyrgyz Republic
- \* Lao People's Democratic Republic
- \* Malaysia
- \* Maldives
- \* Mongolia
- \* Myanmar
- \* Nepal
- \* Pakistan
- \* Philippines
- \* Singapore
- \* Sri Lanka
- \* Taiwan
- \* Tajikistan
- \* Thailand
- \* Turkmenistan
- \* Uzbekistan
- \* Vietnam

### *Central America & Caribbean*

- \* Antigua and Barbuda
- \* Bahamas (The)
- \* Barbados
- \* Belize
- \* Costa Rica
- \* Cuba

- \* Dominica
- \* Dominican Republic
- \* El Salvador
- \* Grenada
- \* Guatemala
- \* Haiti
- \* Honduras
- \* Jamaica
- \* Nicaragua
- \* Panama
- \* Saint Kitts and Nevis
- \* Saint Lucia
- \* Saint Vincent and the Grenadines
- \* Trinidad and Tobago

*Europe*

- \* Albania
- \* Andorra
- \* Armenia
- \* Austria
- \* Azerbaijan
- \* Belarus
- \* Belgium
- \* Bosnia and Herzegovina
- \* Bulgaria
- \* Croatia
- \* Cyprus
- \* Czech Republic
- \* Denmark
- \* Estonia
- \* Finland
- \* France
- \* Georgia
- \* Germany
- \* Greece
- \* Hungary
- \* Iceland
- \* Ireland
- \* Italy
- \* Kosovo
- \* Latvia
- \* Liechtenstein
- \* Lithuania
- \* Luxembourg
- \* Macedonia, Former Yugoslav Republic of (FYROM)
- \* Malta
- \* Moldova, Republic of
- \* Monaco
- \* Montenegro
- \* Netherlands
- \* Norway

- \* Poland
- \* Portugal
- \* Romania
- \* Russian Federation
- \* San Marino
- \* Serbia
- \* Slovakia
- \* Slovenia
- \* Spain
- \* Sweden
- \* Switzerland
- \* Ukraine
- \* United Kingdom

*Middle East*

- \* Bahrain
- \* Iran Islamic Republic
- \* Iraq
- \* Israel
- \* Jordan
- \* Kuwait
- \* Lebanon
- \* Oman
- \* Qatar
- \* Saudi Arabia
- \* Syrian Arab Republic
- \* Turkey
- \* United Arab Emirates (UAE)
- \* West Bank and Gaza
- \* Yemen, Republic of

*North America*

- \* Canada
- \* Mexico
- \* United States of America

*Oceania*

- \* Australia
- \* Cook Islands
- \* Fiji
- \* Kiribati
- \* Marshall Islands
- \* Micronesia, Federated States of
- \* Nauru
- \* New Zealand
- \* Palau
- \* Papua New Guinea
- \* Samoa
- \* Solomon Islands
- \* Tonga
- \* Tuvalu
- \* Vanuatu

*South America*

- \* Argentina

- \* Bolivia
- \* Brazil
- \* Chile
- \* Colombia
- \* Ecuador
- \* Guyana
- \* Paraguay
- \* Peru
- \* Suriname
- \* Uruguay
- \* Venezuela

### **Menu - languages**

- \* Abkhazian
- \* Afan (Oromo)
- \* Afar
- \* Afrikaans
- \* Albanian
- \* Amharic
- \* Arabic
- \* Armenian
- \* Assamese
- \* Aymara
- \* Azerbaijani
- \* Bashkir
- \* Bengali
- \* Bhutani
- \* Bihari
- \* Bislama
- \* Bulgarian
- \* Burmese
- \* Byelorussian
- \* Cambodian
- \* Catalan
- \* Chinese
- \* Corsican
- \* Croatian
- \* Czech
- \* Danish
- \* Dutch
- \* English
- \* Fiji
- \* Finnish
- \* French
- \* Georgian
- \* German
- \* Greek
- \* Guarani
- \* Gujarati
- \* Hausa
- \* Hebrew

- \* Hindi
- \* Hungarian
- \* Icelandic
- \* Indonesian
- \* Inuktitut
- \* Inupiak
- \* Irish
- \* Italian
- \* Japanese
- \* Javanese
- \* Kannada
- \* Kashmiri
- \* Kazakh
- \* Kinyarwanda
- \* Kirghiz
- \* Korean
- \* Kurdish
- \* Kurundi
- \* Lao
- \* Latvian; Lettis
- \* Lingala
- \* Lithuanian
- \* Macedonian
- \* Malagasy
- \* Malay
- \* Malayalam
- \* Maltese
- \* Maori
- \* Marathi
- \* Moldavian
- \* Mongolian
- \* Nauru
- \* Nepali
- \* Norwegian
- \* Oriya
- \* Pashto; Pushto
- \* Persian (Farsi)
- \* Polish
- \* Portuguese
- \* Punjabi
- \* Quechua
- \* Romanian
- \* Russian
- \* Samoan
- \* Sangho
- \* Serbian
- \* Sesotho
- \* Setswana
- \* Shona
- \* Sindhi
- \* Singhalese

- \* Siswati
- \* Slovak
- \* Slovenian
- \* Somali
- \* Spanish
- \* Sundanese/Nubian
- \* Swahili
- \* Swedish
- \* Tagalog
- \* Tajik
- \* Tamil
- \* Telugu
- \* Thai
- \* Tibetan
- \* Tigrinya
- \* Tonga

- \* Tsonga
- \* Turkish
- \* Turkmen
- \* Twi
- \* Uigur
- \* Ukrainian
- \* Urdu
- \* Uzbek
- \* Vietnamese
- \* Welsh
- \* Wolof
- \* Xhosa
- \* Yoruba
- \* Zhuang
- \* Zulu

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**Email Messages:**

**Default email confirmation sent to applicants applying from outside:**

To: <\$fname> <\$lname>,<br>

Thank you for registering in our consultant database. If you applied for a particular position, we will contact you if you are a finalist for this position. We will also review your qualifications for any other appropriate positions which arise - we actively use our database to staff our projects and hope to be in touch soon.

To apply for future positions or to update your information at any time, please visit:

<<\$website-url>/login>

and login using your email address and the password:

"<\$password>"

Should you forget your password, you can request a new one through the update page and we will email it to you immediately.

Thank you for your interest in our firm.

Regards,

<\$company-name>

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**Default email confirmation sent to people entered into the RMS by your staff:**

To: <\$fname> <\$lname>,<br>

Thank you for submitting your resume to us. We have reviewed your qualifications and would like to include you in our internal database of experts. Although we do not have a specific opening now, we do use our database to fill new opportunities that arise.

We would appreciate it if you could review your profile in our system and make any necessary changes. To visit your profile on-line, please visit:

<<\$website-url>/login>

and login using your email address and the password:

<\$password>

Should you forget your password, you can request a new one through the update page and we will email it to you immediately.

Thank you for your interest in our firm.

Regards,

<\$company-name>