PROPOSED ROLE: EXPERT 1

1. FAMILY NAME: ZNACENI

2. FIRST NAMES: ANA

3. DATE OF BIRTH: 21.10.1987

4. NATIONALITY: REPUBLIC OF MOLDOVA, ROMANIA

5. CONTACT DATA: +37379643281, ANA.ZNACENI@GMAIL.COM

6. EDUCATION:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained
Academy of Economic Studies of Moldova	Master's degree
(September 2017 – June 2019)	Management in Public Administration
Moldova State University (01 September 2006 - 26 June 2009)	Licentiate in Economic Sciences. Principal subjects/occupational skills covered: finance, financial management, banking, public finances, accounting, economic and financial analysis, business administration
	Good governance, social democracy, communication and political rhetoric

7. LANGUAGE SKILLS: Indicate competence on a scale of 1 to 5 (1 – excellent; 5 – basic)

Language	Reading	Speaking	Writing
Romanian	Mother tongue	Mother tongue	Mother tongue
English	1	1	1
Russian	2	3	3
German	3	3	4
Italian	5	5	5

8. MEMBERSHIP OF PROFESSIONAL BODIES:

- Member of Local Trainers Team AIESEC Chisinau (April 2011 present)
- Member of AIESEC Chisinau Alumnus (September 2012 present)
- National Support Team of Projects Department (October 2011 April 2012)
- Board Member of the "Sustainable and Resilient Communities through Women Empowerment" (ResComWomEmp) Project (March 2020 – March 2023)
- **9.** OTHER SKILLS: Excellent working skills with Microsoft Office (Word, Excel, Power Point); Google (docs, sheets, forms). Project Management Tools: WBS, CPM, Gantt Chart, SWOT analysis; Risk Management.
- 10. Core competences: responsibility, training and facilitation skills, data collection and analysis, critical thinking and problem-solving, leadership skills, communication skills, commitment to quality, strategic networking, diplomatic sensitivity, continuous learning and professional development
- 11. **KEY QUALIFICATIONS** (relevant to the assignment):
 - 6 years of professional experience with EU procurement procedures and grants, including project selection criteria & monitoring indicators.
 - Excellent working knowledge of the Project Cycle Management methodology.
 - Excellent working knowledge of PRAG rules related to procurements (versions 2016, 2020, 2021).
 - Excellent knowledge of the aspects of the Joint Operational Programme Romania-Republic of Moldova, Black Sea Basin Programme, and other programs of the EU funding implementation.
 - Good understanding of national procedures rules regarding public procurement.
 - 10 years of general professional experience dealing with civil society organizations and non-state actors
 - 8 years of experience in capacity development (develop experience related to training skills, competences or abilities providing training, coaching, etc.)
 - Project needs assessments, design, planning, management, monitoring & evaluation
 - Qualitative research & analysis; surveying, drafting, reporting.
 - Proven experience in monitoring and developing reports on the transparency of public authorities.
 - public policies assessment, public finance, participatory budgeting, budgetary transparency, anticorruption policies, local public administration, democracy and good governance.

12. SPECIFIC EXPERIENCE IN THE REGION:

Country	Dates
Republic of Moldova	2009 - ongoing
Ukraine	2018 - ongoing
Romania	2020 - ongoing

13. PROFESSIONAL EXPERIENCE:

Date	Location	Institution	Position	Description
01.11.201 1 – ongoing	Chisinau, Republic of Moldova	IDIS "Viitorul" (lacob Hancu 10/1, or. Chisinau, MD- 2005)	Grants Specialist	 Research and identification of available sources of funding (open calls from donors / funding institutions). Drafting the application forms (application form, budget, etc.), and preparing the supporting documents according to the terms of reference. Incorporate feedback and recommendations from the expert team, as appropriate. Drafting the final application documents.

09.2012 – Ongoing	Chisinau, Republic of Moldova	IDIS "Viitorul" (lacob Hancu 10/1, or. Chisinau, MD- 2005)	Project Manager/ Coordinator	 CBC ENI projects: "Develop and pistrict, Ukraine, Galati County, Romania)", BSB 817, (December 2020 – June 2023), <i>financed by the EU through the Joint Operational Programme Black Sea Basin 2014-2020</i> "Rural tourism – a sure step towards boosting the cross-border cooperation between districts of Soroca (Republic of Moldova) and Yampil (Ukraine, Vinnytsya Oblast)" (10 December 2017 – 09 March 2019), <i>financed by EU through EaPTC program.</i> EU projects: "Efficient public lighting in Calarasi city - Firefly in the heart of forests" (January 01, 2018 – November 30, 2021), <i>financed by EU through EU Delegation to Moldova</i> "Autoritati publice transparente pentru cetateni activi si informati", (September 2020 – July 2021), <i>financed by EU through the KAS program.</i> Project "Cutting edge improvements in the public procurement system in Moldova through inclusiveness, creativity and low-abiding practices", <i>financed by EU through EU Delegation to Moldova</i> (March 2017 – September 2019) (project associate) Projects financed within the Good Governance Fund (UK Aid): MD 2001: Project "Support the National Bank in advancing financial literacy and financial inclusion in Moldova", (January 18, 2021 – March 31, 2021), financed by UK (FCDO) within the Good Governance Fund II Technical Assistance Facility Eastern Partnership through Abt Britain MD 2001: Project "Support the National Bank in advancing financial inclusion in Moldova", (January 04, 2021 – March 31, 2021), financed by UK (FCDO) within the Good Governance Fund II Technical Assistance Facility Eastern Partnership through Abt Britain MD2003: Project the National Bank of Moldova in creating internal capacity to train mid-level management, (January 04, 2021 – March 31, 2021), financed by UK (FCDO) within the Good Governance Fund II Technical Assistance Facility Eastern Partnership through Abt Britain MD2003: Support the National Bank of Moldova in creating internal capacity to train mid-level managem
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- Project "Design, organize and deliver a series of training sessions for newly elected councillors at local and district level from 10 target district" (October 2015 – July 2016), financed by UNDP Moldova
- Project "Provision of consultancy services to strengthen target LPAs through Inter-Municipal Cooperation LOT
 2" (July 2013 December 2015), financed by UNDP Moldova
- Project "Capacity building for improving local public finance management and tax collection in local governments from JILDP communities, including in a gender-sensitive and rights-based-manner" (August 15, 2013 – August 14, 2015), financed by UNDP Moldova.
- Project "Comprehensive training program to strengthen the skills and capacity building of women leaders from underrepresented groups" (July 2016 – November 2016), financed by UN Women

Projects financed by the Ministry of Foreign Affairs of Czech Republic:

- Project "Participatory Budgeting in Budesti and Ialoveni effective tool for citizen participation in Moldova" (January 2019 – November 2020), financed by the Transition Programme of the Ministry of External Affairs of the Czech Republic through AGORA C.E.
- Project "Involving young people in public affairs at the local level in Moldova" (January December 2016), financed by the Transition Programme of the Ministry of External Affairs of the Czech Republic through AGORA C.E.

Projects financed by other donors:

- Project "Regional media against local corruption", (March 09, 2020 September 30, 2020) financed by the Development Cooperation and Democracy Promotion Programme of the Ministry of Foreign Affairs of the Republic of Lithuania
- Project "Strengthening the capacity of non-governmental youth organizations in the North, Center and South regions" (June 14, 2019 – December 31, 2019), financed by the Ministry of Education
- Project "Engagement of Civil Society Organizations (CSOs) in the delivery of local public services in South Development Region within the framework of the project Modernization of Local Public Services (MLPS) in the Republic of Moldova" (October 2017 – September 2018), financed by GIZ Moldova
- Project "Status of Local Democracy in Moldova" (January October 2016), financed by SDC Moldova through IDEA International (January – October 2017)
- Project "Assessing the situation of Romanians from the Gagauz Autonomous Territorial Unit (UTAG), Transnistria, Taraclia and Northern region of Moldova and promotion of Romanian values" (May – December 2015), financed by DRP
- Project "European Integration Index for Eastern Partnership Countries, public presentation in Chisinau, November 2012" (10.09.2012-12.12.2012), financed by Soros-Moldova

Responsibilities:

- Strategic coordination of all components/ groups of activities within the projects.
- Monitoring project plans, implementation of activities, project schedules, work time, budgets, and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Determining project changes.
- Developing project strategies.
- Monitoring of the implementation of partner's activities, including narrative reporting (progress, intermediate and final reports) and financial reports, audit reporting.
- Drafting evaluation criteria and grids for the selection of offers submitted within the projects.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Draft progress, intermediate and final reports and submit them to the donors.
- Supervise the organisation of events within the projects (trainings, workshops, study visits, festivals, surveys, etc.)

				 Provide coaching and mentoring to partners for implementing their activities. Drafting the official correspondence, notifications, reporting documents, addenda, public procurement procedure according to the rules of the donor organisation, management risk plan.
28.05.202 0 – 27.04.202 2	Chisinau, Republic of Moldova	Directia Situatii Exceptionale a mun. Chisinau a IGSU a MAI (lacob Hancu 3, or. Chisinau, MD- 2005)	Project Manager	 Project "Improving the reaction time for the prevention and elimination of floods within the cross-border area (Vaslui County, Romania; Chisinau, Hancesti, Criuleni, Dubasari, Anenii Noi, Straseni Districts, Republic of Moldova)", financed by the EU through Joint Operational Programmer Romania-Republic of Moldova (28 May 2020 – 27 April 2022) Responsibilities: Coordinating and monitoring the implementation of all activities according to project application, workplan and project budget. Monitoring project plan, implementation of activities, project schedules, work time, budgets, and expenditures. Organizing, attending and participating in partners meetings and events. Drafting the progress and final reports. Drafting the procurement dossiers for ten tenders according to PRAG 2016 rules. Drafting two addenda. Drafting the management risk plan, cover letters and other official correspondence as required. As the lead beneficiary monitoring of the implementation of the activities of Beneficiary 1, including narrative reporting (progress and final reports) and financial reports, audit reporting.
2017 – ongoing	Chisinau, Republic of Moldova	IDIS "Viitorul" (Iacob Hancu 10/1, or. Chisinau, MD- 2005)/ Directia Situatii Exceptionale a mun. Chisinau a IGSU a MAI (Iacob Hancu 3, or. Chisinau, MD- 2005)	Procurement specialist	Responsible for the procurement procedures and documentations according to PRAG (EU) rules, rules of the donors or rules of the organization within the projects: Project "Improving the reaction time for the prevention and elimination of floods within the cross-border area (Vaslui County, Romania; Chisinau, Hancesti, Criuleni, Dubasari, Anenii Noi, Straseni Districts, Republic of Moldova)", financed by the EU through Joint Operational Programmer Romania-Republic of Moldova (28 May 2020 – 27 April 2022) Project "Develop and promote the green tourism in the Danube sector of the Black Sea Basin (Cahul District, Republic of Moldova; Reni District, Ukraine, Galati County, Romania)", BSB 817 (December 2020 – June 2023) MD 2001: Project "Support the National Bank in advancing financial literacy and financial inclusion in Moldova", financed by Abt Britain (January 18, 2021 – March 31, 2021) Project "Efficient public lighting in Calarasi city - Firefly in the heart of forests" (January 2018 – November 2021), financed by EU through EU Delegation to Moldova Project "Rural tourism – a sure step towards boosting the cross-border cooperation between districts of Soroca (Republic of Moldova) and Yampil (Ukraine, Vinnytsya Oblast)" (December 2017 – February 2019), financed by EU through EaPTC program. Responsibilities: Elaboration of procurement documentation (tender dossiers) Drafting evaluation criteria and grids for the selection of offers submitted within the projects. Launching the procurement process and ensuring publicity. Providing clarifications related to the tenders, if any. Overseeing and organizing the meetings for evaluation. Drafting the evaluation reports. Drafting the contracts with suppliers. Monitoring the implementation of contracts. Organizing procurements from 1000 EUR to 430 000 EUR.

			 Project UNDP Moldova "Designing, Organizing and Conducting Training Programmes for Municipal Leaders and Straw-fired boiler operators" (May 2012)
May 2012 IDIS "Viitorul" Republic of (lacob Hancu 10/1,	Project associate	 Project UNDP Moldova "Market research on opportunities of biomass briquetting in Moldova and consumer acceptance of briquettes as alternative fuel" (May 2012) 	
Moldova	or. Chisinau, MD- 2005)		 Projects GIZ Moldova "Modernisierung kommunaler Dienstleistungen" and "Moldovan-German Forum" (April – September 2013)
			 Project UNICEF "Promotion of inclusive education at local level through changing attitudes towards children with disabilities" (03.10.2012-31.12.2013)
			Delivering training session for local public authorities and NGOs within various projects conducted by IDIS "Viitorul":
			 Project GIZ (2020-2021) "Promoting energy efficiency in Calarasi district (PEE-CALARASI)" (one two-days training for the civil society representatives from Calarasi district, 26-27 November 2020)
			 "Project writing and management with special focus on projects financed by the EU and cross-border projects" (one two-days training for the NGO – Keystone Moldova, March 09-10, 2017)
			 "Design, organize and deliver a series of training sessions for newly elected councillors at local and district level from 10 target district" (10 trainings delivered during November 2015 – March 2016)
		Trainer on "Project Writing"	 "Project writing within the Moldova-Ukraine cross-border programme for the 30 target LPAs" (June 26, 2015; July 06, 2015)
			 Provide support and coaching for target LPAs and NGOs beneficiaries write projects of IDIS project to (March – April 2015) (11 projects developed)
	(lacob Hancu 10/1, or. Chisinau, MD-		"Provision of specialized training and assistance to strengthen capacities of target in accessing funds for regional development project" (2 trainings delivered during July – August 2014). In total 50 participants (of which 19 men and 31 women) from 29 localities (cities, villages) took part in tree-days training which was organized in Chisinau on 5-7.08.2014 and 12-14.08.2014.
		 Consolidation of the local autonomy through increase of the professionalism of the new elected local officials and CSOs in Republic of Moldova-II" (12 trainings conducted with local elected officials from LPAs and CSOs during June – October 2012). Each training was attended by around 32-35 participants. 	
			Responsibilities: Identification of the training needs of the participants at the training. Develop the agenda and support materials for participants; Deliver trainings focusing on the following subjects: developing a funding application: identifying the need, setting goals, objectives and indicators, strategy and activity plan, project logic matrix with indicators, resources involved, risk management, budget, added value and project sustainability. Project implementation and management: Project implementation team development and supervision, contract modifications, project reporting, project management tools and techniques, project monitoring and evaluation, project co-financing, the ratio of lessons learned and project planning in the next project. Identifying funding applications, verifying eligibility, correlating the project idea with the funding guide.
Chisinau, Republic of Moldova	AIESEC Chisinau	Trainer	 Delivering the LFA for participants at the UpGreat Project Deliver training session for the new members of AIESEC Chisinau Delivering training for children of 5-7 class in orphanages from Ungheni and Floresti rayons, EveryChild Project
	Republic of Moldova Chisinau, Republic of	Republic of Moldova Republic of Moldova IDIS "Viitorul" (lacob Hancu 10/1, or. Chisinau, MD-2005) IDIS "Viitorul" (lacob Hancu 10/1, or. Chisinau, MD-2005) Chisinau, Republic of AIESEC Chisinau	Republic of Moldova IDIS "Viitorul" (lacob Hancu 10/1, or. Chisinau, MD-2005) Trainer on "Project Writing"

10.2011 – 04.2012	Chisinau, Republic of Moldova	AIESEC Moldova	Member of National Support Team of Projects Department (NST Projects)	 Research and get informed about the Process Excellence and Process Management concepts Create a workflow for analyzing, identifying process improvements, developing and implementing innovative processes in the LCs Develop methods, tools (Balance Scorecard – Apedog) and detailed documentation (process diagrams & reports templates) to support process management Provide support in the development of Projects Area in AIESEC Balti and AIESEC Cahul 	
05.2011- 06.2011	Republic of Moldova	Centrul Parteneriat pentru Dezvoltare	Interviewer and operator at Centrul Parteneriat pentru Dezvoltare	 Sociological interviews with candidates for mayors from different localities Obtain certain information about candidates from election commissions of cities Monitoring candidate's meetings with voters, filing scorecards 	
27.04.201 1- 28.08.201 1	Chisinau, Republic of Moldova Ternopol, Ukraine	AIESEC Chisinau	Conference coordinator	 "International Train the Trainers" conference coordinator Conference planning Use of different Project Management methods Coordination of activities before and during the conference Monitoring tasks Create the atmosphere during the conference Final evaluation of the project and results 	
04. 2011 - 11.2011	Chisinau, Republic of Moldova	AIESEC Chisinau	Ambassadors' team coordinator	 Manage with all the task before deadlines Collaborate with R&R&M Team for organizing different events: Outgoing: Goodbye party, Goodbye Packages, Outdoor Events with all LC etc. Incoming: Welcome Party, Welcome&Goodbye packages; Goodbye Packages, Outdoor Events with all LC etc. To create WIKI Ambassadors Team of AIESEC Moldova on www.myaiesec.net; To ensure accommodation for EP; To create a Reception Plan for all EPs; To create a schedule for trainers or CEEDers who come to Moldova. Ensure for every guest will have a buddy. Analyse documents on reception used in AIESEC in other countries. Think of new tools to facilitate the adaptation process of our interns. 	
01.10.201 0- 31.03.201 1	Chisinau, Republic of Moldova	AIESEC Chisinau	Assessment Project Team Coordinator	 Creating indicators for projects evaluation Creation of monitoring and control report template Organization of transition events 	
01.08.201 0 - 01.02.201 1	Chisinau, Republic of Moldova	AIESEC Chisinau	Organizing Committee Vice President of the project "Next Step 2010"	 Developing the Gantt chart for the project Implementing different tools of project management Assessment of the project impact Monitoring the achievement of the task based on the Gantt chart 	
08.02.201 0 – 26.02.201 0	Chisinau, Republic of Moldova	MobiasBanca	Payment accountant	 Processing of payment orders in MDL Setting information in the informational system 	
23.03.200 9 – 08.05.200 9	Chisinau, Republic of Moldova	Moldova Agroindbank	Practitioner	Intern in the credit department	

14. TRAININGS:

Location	Date	Institution	Description
	23 December 2021	TESIM	Workshop on procurement procedures for the
of Moldova	20 2000111201 2021		beneficiaries from Republic of Moldova, online
or moraova			sessions
Chisinau, Republic	20-21 July 2021	Regional Office for Cross-	Narrative and financial reporting of EU-projects, online
of Moldova		border Cooperation lasi	sessions
Chisinau, Republic	14 June 2021	Joint Technical Secretariat	INTERIM REPORTING OF ENI CBC Black Sea Basin
of Moldova		Joint Operational Programme	Programme 2014-2020, online sessions
		Black Sea Basin 2014-2020	,
Chisinau, Republic	07 April 2021	Regional Office for Cross-	Narrative and financial reporting of EU-projects, online
of Moldova	·	border Cooperation lasi	sessions
Chisinau, Republic	21 January 2021	Regional Office for Cross-	INTERIM AND FINAL REPORTING within the JOP
of Moldova		border Cooperation lasi	Romania-Republic of Moldova 2014-2020, online sessions
Chisinau, Republic	01-02 February 2018	Eastern Partnership for	Training on Project Management and Implementation
of Moldova	30.01-02.02 February	Territorial Cooperation	for Grant Beneficiaries and Partners TC
	2017	Programme Ukraine - Republic of Moldova	Programme MD-UA
Tbilisi, Georgia	06-07 December	Council of Europe	Partnership for Good Governance Conference
	2017		
Chisinau, Republic of	17-19 August 2016	Konrad Adenauer Stiftung	EUD Workshop project preparation CSO Budget Support
Moldova			
	22-25 May 2016	National Bank of Slovakia	The 5 th Danube Financing Forum
	22-28 February 2016	AGORA CE	Study Visit
Czech Republic			
· ·	5-7 February 2014	State Chancellery	Partnership Forum (Eastern Partnership Territorial
Moldova	A "I 00 10	0000	Cooperation Programme (EaPTC) UKRAINE-MOLDOVA)
· ·	April 2013	ODIMM	Human resources management and labor law, Certificate
Moldova	Tahmiami 2012	ONC Council	In the course for financial quatriaghility, available finalism
Chisinau, Republic of Moldova	February 2013	ONG Council	In the search for financial sustainability: exploring funding mechanisms for CSOs
	November 2011	Centrul CONTACT	Seminar "Evaluation of projects / programs: approaches
Moldova	November 2011	Central CONTACT	and methodology" within the project IPEN/UN Women
	October 2011	National Council for Participation	Workshop "Development cooperation (partnerships) between
Moldova	00.000. 2011	riamonal Council to Francisco	EU Delegation in Moldova and the National Council for
			Participation: Identify common priorities and training in
			accessing EU funding in the current context and in the future"
Chisinau, Republic of	September 2011	IDIS "Viitorul"	Training "EU financing tools for development projects and
Moldova			management of projects in accordance with EU
			requirement for representatives of central and local
			authorities"
	August 2011	UNDP Moldova	ToT for Local NGOs on Building Capacities in Local Social
Moldova			and Economic Development Planning through a prism of
			Human Rights based Approach (HRBA) and Gender
Objete av Danstella (lulu 2044	LINI	Equality
· ·	July 2011	UN	UN Training Workshop on Key Programming Principles
Moldova Republic of Moldova,	August 2011	AIESEC Chisinau and Ternopil	Train the trainer conference
Ukraine	August 2011	ALSEC Chishau and Temoph	
	April 2011	AIESEC Chisinau	Train the trainers in the office
Moldova	•		
Moldova	November 2010	EVENDA	Seminar "How to successfully attract people"
•	April 2010, September 2010, April 2011	AIESEC Chisinau	Local Training Seminar designated for AIESEC members

15. PUBLICATIONS:

- 1. Ghid de "EDUCAŢIE FINANCIARĂ LA FEMININ (SOLUŢII FINANCIARE INTELIGENTE ZI DE ZI)", co-author 2021
- 2. Alternative monitoring report on the implementation of local (rayon) anti-corruption actions of for 2018-2020 (monitoring period 2020) of laloveni http://www.viitorul.org/files/library/Studiu_laloveni%202021.pdf
- 3. Alternative monitoring report on the implementation of local (rayon) anti-corruption actions of for 2018-2020 (monitoring period 2020) of Hincesti http://www.viitorul.org/files/library/Studiu_Hincesti%202021.pdf
- 4. Alternative monitoring report on the implementation of local (rayon) anti-corruption actions of for 2018-2020 (monitoring period 2020) of Straseni http://www.viitorul.org/files/library/Studiu Straseni http://www.viitorul.org/files/lib
- Study on the international practices of organization and activity of the Business Ombudsman (Studiu privind practicile internationale de organizare si activitate a Ombudsmanului pentru afaceri) http://www.viitorul.org/files/library/IDIS Analiza Ombudsman 2021 1.pdf
- 6. Alternative monitoring report on the implementation of local (rayon) anti-corruption actions of for 2018-2020 (monitoring period 2019) of Leova http://viitorul.org/files/library/Raport%20monitorizare%20Leova.pdf
- 7. Alternative monitoring report on the implementation of local (rayon) anti-corruption actions of for 2018-2020 (monitoring period 2019) of Cantemir http://viitorul.org/files/library/Raport%20monitorizare%20Cantemir.pdf
- 8. Alternative monitoring report on the implementation of local (rayon) anti-corruption actions of for 2018-2020 (monitoring period 2019) of Cahul http://viitorul.org/files/library/Raport%20monitorizare%20Cahul.pdf
- 9. State of Local Democracy in Moldova, 2017 (http://www.viitorul.org/files/SoLD%20raport_Engl%20site.pdf)
- 10. Guide for LPAs on writing regional development projects, 2014 (http://calm.md/public/files/ghiduri/elaborare_project_ROM.pdf)
- 11. Report within the project "Promotion of inclusive education at local level through changing attitudes towards children with disabilities": analysis of field data a comparative analysis according to the profile (March 2013)
- 12. Estimating the energy potential of biomass crops in regions and districts (Estimarea potentialului energetic al biomasei din culturile agricole, la nivel de regiuni și raioane), 2012 (http://www.biomasa.aee.md/data/1011/file_169_0.pdf)
- 13. Guide for the potential briquettes' producer (Ghidul potențialului producător de brichete), 2012 (http://biomasa.md/wp-content/uploads/2016/06/file 1577 01.pdf)

References:

Oleg Munteanu Sef-interimar al Directiei Situatii Exceptionale a mun. Chisinau a IGSU al MAI

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Znaceni Ana February 17, 2023