

## LETTER OF REFERENCE

March 2021

Dear Sir/Madam,

This Letter of Reference is issued to Mrs. Cornelia URSU who was contracted by CPM Consulting International OU as local coordinator for the EU-funded project “Support to the Public Administration Reform Process in Moldova” (PAR) between October 2018 and March 2021 (full time assignment), when she worked under my direct supervision.

Cornelia has a strong professional background, with around five years of experience in providing assistance in projects funded by development partners and more than 10 years of experience in translation and interpretation in various fields both as full-time position and free-lancer.

In the PAR Project Cornelia was in charge of organizing the project implementation stages, including, among others, the organization of the project’s Steering Committee meetings, training activities, workshops and meetings with the Beneficiary, and of the financial management and monthly financial reporting, making necessary procurements for the project needs, and it should be noted that she did it in the most cost-efficient way. Moreover, I could always rely on her inputs in drafting ToRs for experts or preparing the packages for approval of new experts or expenditures for project activities. She was also responsible for the project launch and closing arrangements, which involved opening and closing bank accounts, obtaining necessary work permits for the foreign project experts, establishing contacts with suppliers.

Besides her direct duties, Cornelia involved in activities related to the analysis and evaluation of the institutional system of public administration of Moldova and of the government communication and interaction with the civil society. She contributed to the drafting of the Government Institutional Communication Strategy and its supporting documents. Her inputs to the substantive issues were insightful and I found them very helpful



in finalizing our activities and policy advice to the main beneficiary of the project – the State Chancellery of the Republic of Moldova. I would strongly recommend her to extend her professional status to expert in the field of public administration or government communication.

Cornelia is an organized, motivated person open to learning and development. Her problem-solving and constructive approach was very helpful in dealing with challenging situations related to project implementation, let alone her good communication skills that she fully demonstrated in relation to the project's backstopping team, the Beneficiary and the project implementation team, which was a blend of different nationalities, being always responsive to the experts' and the Beneficiary's needs and willing to give a hand whenever necessary. During the challenging times when the project team had to work remotely because of Covid19 pandemic, she successfully took control of the project processes locally.

I strongly believe that Cornelia can provide significant added-value to any organization or team and, therefore, I recommend her as a professional person.

Please feel free to contact me should you need any clarifications about Cornelia's performance.

Sincerely,



**Baiba Petersone,**  
Team Leader,  
EU Project "Support to the Public Administration Reform Process in Moldova"

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