

CURRICULUM VITAE

Proposed role: **Expert 2**

Family name: **Lazarev**

First names: **Aliona**

Date of birth: **25.09.1984**

Nationality: **Republic of Moldova**

Civil status: **Married**

Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
Moldova State University (September, 2001- June, 2006)	Bachelor's degree in Finance and Firm's Accounting

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	2	2
Russian	1	1	1

Membership of professional bodies:

- Member of Association of Accountants in Moldova;

Other skills: Microsoft Office (Word, Excel, PowerPoint); Excellent communication skills; Good team working skills; Leadership, Persistent, Competent, Bold, Punctual, Honest, Responsible; excellent ability to learn new things.

Present position: **Financial Manager**

Years within the firm: **16 years**

Key qualifications:

- 16 years of general professional experience in different projects (reporting, procurements, audit).
- Knowledge of tax legislation and the national accounting standard.
- **9 years of professional experience with EU procurement procedures and financial procedures.**
- **6 years of professional experience related to cross-border projects in Moldova.**
- **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.**
- 2 years of experience with USAID financial procedures (Procurement & Property, Financial Reporting according to USAID rules, Human Resources).

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- Starting with April 2022, I work with 8 sub-grants in the project implemented in cooperation with the Partnership for Transparency Fund (PTF).
- ❖ **Management:** Predicting future trends; Supervisory skills; Financial regulations; Decision making; Managing budgets; Effective delegation; Conflict resolution; Participate in the provision of effective strategic.
- ❖ **Personal:** Attention to detail; Communication skills; Good IT knowledge; Presentation skills; Problem solving; Analytical mind; High level of integrity; Negotiating.
- ❖ **Financial:** Cash Flow control; Management accounts; Budget preparation; Financial forecasting; Economic awareness; Interpreting financial data.

Specific experience in the region:

Country	Date from - Date to
Republic of Moldova	15.09.2006 – Present
Ukraine	2017 – 2019
Romania	2020 – ongoing

Professional experience

	Date from - Date to	Location	Company& reference person¹ (name & contact details)	Position	Description
REF 1	15.09.2006 – ongoing	Republic of Moldova	IDIS “Viitorul” Ungureanu Carolina Deputy Director +37379944744 carolina.ungureanu@gmail.com carolina.ungureanu@viitorul.org	Financial manager	<p><u>General responsibilities:</u></p> <ul style="list-style-type: none"> • Accounting for long-term assets: accounting for intangible assets; material assets accounting entry and exit {accounting assets, accounting depreciation of fixed assets (depreciation calculation methods). • Accounting for current assets: accounting for stock (wip); cash accounting (petty cash, bank); accounts receivables (with suppliers, budget, personnel). • Accounting liabilities (bank loans), commercial (suppliers) and calculated (calculating wages and deductions for salaries and wages (medical and social security contributions, income tax and other deductions) and their record. • Accounting for income and expenses. • Making payments and maintenance the relation with the bank. • Making payrolls for employees. • Knowledge of tax legislation and the national accounting standard. • Preparing and submitting the quarterly and annual financial reports according to the National Legislation. • Knowledge on financial statements - budgets, financial reporting, financial analysis.

¹ The Contracting Authority reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification.

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REF 2	15.09.2006 – ongoing	Republic of Moldova	<p>IDIS “Viitorul” Ungureanu Carolina Deputy Director +37379944744</p> <p>carolina.ungureanu@gmail.com</p> <p>carolina.ungureanu@viitorul.org</p>	<p>Financial Manager within various projects financed by different donors</p>	<p><u>Responsibilities within project implementations:</u></p> <ul style="list-style-type: none"> • Preparing monthly forecast budgets for the project. • Preparing and monitoring the project cash-flows. • Supervision of project procurement. • Preparing payments to vendors. • Coordinating with vendors for VAT exemption. • Support the inventory management process. • Concluding of the contracts of project team. • Reviewing and approving the project team timesheets. • Processing of payroll and making the payments. • Organizing all supporting documents according to the donor’s rules. • Preparing monthly/quarterly financial reports for donors. • Working with audit within different project to verify correctness and compliance of the reported expenditures for different donors. • Reconciling the balance of amount from bank accounts with accounts from the 1C program. • Member of tender’s evaluation committee within projects. <p><u>Donor: The European Commission (cross-border projects and EU programs):</u></p> <p>Name of the 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), financed by the EU through the Joint Operational Programme Black Sea Basin 2014-2020, total sum-754,210.00 EUR.</p> <p>Name of the project: “Efficient public lighting in Calarasi city - Firefly in the heart of forests” (January 01, 2018 – November 30, 2021), financed by EU through EU Delegation to Moldova”, total sum-680,750.00 EUR.</p> <p>Name of the project: “Cutting edge improvements in the public procurement system in Moldova through inclusiveness, creativity and low- abiding practices, (March 2017-September 2019), total sum- 290,131.25 EUR.</p> <p>Name of the project “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), financed by EU through EaPTC program, total sum-283,000.00 EUR.</p>
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			<p style="text-align: center;">Page 5</p>	<p>Donor: <u>Nations Development Programme:</u></p> <p>Name of the project: “Financial education for women and vulnerable groups: coaching for change” (period: April-May 2021, total sum:688,420.00 MDL)</p> <p>Name of the project: “Conduct the piloting of a Better Future project among youth centres, youth NGO’s and educational institutions”, (period: May 2021-April 2022, total sum: 1,503.100.00 MDL)</p> <p>Name of the project: “Elaboration of Local Strategic Plans for Cahul and Ungheni municipalities for treating and preventing corruption” period: (December 2021-April 2022, total sum-32,490.00 USD)</p> <p>Name of the project “Increasing the interest of the citizens of ATU Gagauzia towards the democratic processes, especially the elections of the Governor of the Autonomous Region” (22 March 2015) (period March-April 2015,total sum 189,280.00 MDL);</p> <p>Name of the project “Provision of consultancy services to Strengthen the Capacities of target IMC Service Providers- LOT 3” (period June 2015 - November 2015,total sum-47,770.00 USD);</p> <p>Name of the project “Strengthening capacities to undertake environmental fiscal reform to meet national and global environmental priorities” (period June 2015-September 2015, total sum 18,000.00 USD);</p> <p>Name of the project “Training on legislative drafting skills for Members of Parliament and their personal assistants” (period: October-November 2015, total sum-18,000.00 USD);</p> <p>Name of the project “Design, organize and deliver a series of training sessions for newly elected councillors at local district level from 10 target district” (period: October 2015 – July 2016, total sum-92,150.00 USD).</p> <p>Name of the project “Boosting confidence-building between Chisinau and Tiraspol” (period: December 2015-November 2016, total sum-25,219.28 USD)</p> <p>Name of the project “2016 National Human Development Report on inequalities and sustainable human development” (period May 2016 - April 2017, total sum-51,928.75 USD)</p> <p>Name of the project “Consulting Services to support ATU Gagauzia in elaborating Regional Socio-Economic on Development Strategy (RSEDS) for 2017 -2022 period” (period: August 2016 - April 2017, total sum-44,680.00 USD)</p> <p>Donor: <u>Partnership for Transparency Fund</u></p> <p>Name of the project: „Increasing the Integrity of Public Procurement” (period: September 2019-June 2025, total sum: 1,000.856.00 USD)</p>
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					<p>Donor: <u>Abt Britain Limited</u></p> <p>Name of the project: „Support National Bank in advancing financial literacy and inclusion in Moldova” (period: January -April 2021, total sum-68,310.00 GBP)</p> <p>Name of the project: “Predictable and Transparent Tax Administration System in Chisinau Municipality” (period: January -April 2021, total sum-36,222.00 GBP)</p> <p>Name of the project: “Support the National Bank of Moldova in creating internal capacity to train mid-level management” (period: January -April 2021, total sum-38,699.00 GBP)</p> <p>Donor: <u>The Center for International Private Enterprise:</u></p> <p>Name of the project “Enhancing Policy Dialogue” (period January - December 2015 total sum -87,932.15 USD)</p> <p>Name of the project “Improving Governance and Investment Climate in Moldova: Building Capacity of Business Associations” (period September 2016-September 2018, total sum – 73,258.80 USD)</p> <p>Name of the project: “MOLDOVA: ADVOCATING FOR A BUSINESS-LED ANTI-CORRUPTION AGENDA” (period April 2016-September 2017, total sum-100,424.00 USD)</p> <p>Name of the project: “Supporting Democratic Governance through Pre-Election Economic Policy Dialogue” (period July 2016-April 2017, total sum-53,345.00 USD)</p> <p>Name of the project “Strategic Support for Reintegration Efforts in Moldova (period February 2017-July 2017, total sum-24,900.00 USD)</p> <p>Donor: <u>General Marshal Fund</u></p> <p>Name of the project “Engaging regional stakeholders for conflict settlement through thematic exchanges of ideas” (period May 2016 - December 2016, total sum-22.000.00 USD)</p> <p>Name of the project: “Advocating a Business-Led Anti-Corruption Agenda” (period November 2017 -December 2018, total sum-63,786.00 USD)</p>
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				<p>Donor: <u>Hanns Seidel Stiftung</u></p> <p>Name of the project “Creating Social Policy Awareness and Expertise in Moldova. Building up a First-Class Social Policy Lab at IDIS” (period October 2015-December 2015, total sum-9,740.00 EUR);</p> <p>Name of the project “Consolidation of the local autonomy through increase of the professionalism of new elected local officials in Republic of Moldova – II” (period March 2016-September 2016, total sum-14,750.00 EUR</p> <p>Donor: <u>Ministry of Foreign Affairs of the Czech Republic</u></p> <p>Name of the project “Participatory Budgeting in Budesti and Ialoveni – effective tool for citizen participation in Moldova” (period January 2019 – June 2020)</p> <p>Name of the project “Involving young people in public affairs at the local level in Moldova” (period January 2016 - December 2016, total sum-17,360.00 EUR)</p> <p>Donor: <u>Slovak Aid</u></p> <p>Name of the project “Perspective of a European future for Moldova regions” (period January 2015-April 2016, total sum-52,702.00 EUR).</p> <p>Donor: <u>Swiss Agency for Development and Cooperation (SDC)</u></p> <p>Name of the project “Assessment of the State of local democracy in Moldova (SoLD)” (period January 2017 - October 2017, total sum-60,000.00 EUR)</p> <p>Donor: <u>World Jewish Relief</u></p> <p>Name of the project IDIS – “Energy Efficiency Project” (period July 2015-June 2019, total sum- 163,000.00 GBP)</p> <p>Donor: <u>German Development Cooperation GIZ Office Moldova</u></p> <p>Name of the project “Engagement of CSOs in the delivery of local public services in the South Development Region” (period October, 2017-March, 2019, total sum-781,106.00 MDL)</p> <p>Name of the project: “Promoting EE in Calarasi” (period: August 2020-August 2021, total sum: 875,000.00 MDL</p> <p>Donor: <u>Council of Europe</u></p> <p>Name of the project “Best practices in Moldova” (period January 2005-December 2021)</p>
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REF 3	2020-2022	Republic Moldova Romania	of and	<p>Exceptional Situations Department of Chisinau General Inspectorate for Emergency Situations</p> <p>Oleg Munteanu, Acting Head +37362033380</p> <p>olegmunteanu81@gmail.com</p>	Financial manager	<p>Donor: <u>Konrad-Adenauer-Stiftung e.V.</u> Name of the project “Autorități publice transparente pentru cetățeni activi și informați” (period September 2020-July 2021, total sum: 30,000.00 EUR)</p> <p>Name of the project “EU4Dialogue: Supporting understanding between conflict parties” (period: July 2020-July 2024, total sum: 15,000.00 EUR)</p> <p>Donor: <u>International Center for Agricultural in the Dry Areas</u></p> <p>Name of the project “Strengthening Knowledge Management for Greater Development Effectiveness in the Near East, North Africa, Central Asia and Europe (SKiM)” (period: May 2020-Present, total sum: 59,000.00 USD)</p> <p>Donor: <u>National Endowment for Democracy</u></p> <p>Name of the project “Assessing the State of Local Democracy in Moldova” (period: May 2022-April 2023, total sum: 60,000.00 USD)</p> <p>Donor: <u>Ministry of Public Works, Development and Administration, the successor in rights and obligations of the Ministry of Regional Development and Public Administration</u></p> <p>Name of the 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), total amount – 327,257.12 EUR</p>
REF 4	2004-2005	Republic of Moldova		<p>“Anticor” S.A., Diana Brasovan, Financial Manager</p>	Accounting assistant	<p>Assisting the Financial Manager in different activities.</p>

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Other relevant information

Trainings:

- Chisinau, Republic of Moldova, 23 December 2021, Workshop on procurement procedures for the beneficiaries from Republic of Moldova, online sessions.
- Chisinau, Republic of Moldova, 20-21 July 2021, FINANCIAL REPORTING OF EU-PROJECTS, online sessions.
- Chisinau, Republic of Moldova, 14 June 2021, INTERIM REPORTING OF ENI CBC Black Sea Basin Programme 2014-2020, online sessions.
- Chisinau, Republic of Moldova, 07 April 2021, FINANCIAL REPORTING OF EU-PROJECTS, online sessions.
- Chisinau, Republic of Moldova, 21 January 2021, INTERIM AND FINAL REPORTING within the JOP Romania-Republic of Moldova 2014-2020, online sessions.
- Chisinau, Republic of Moldova, 30 January – 02 February 2017, Training on Project Management and Implementation for Grant Beneficiaries and Partners TC Programme MD-UA.
- Chisinau, Republic of Moldova, 25-28 February 2013, Leogrand Hotel and Convention Center, FINANCIAL MANAGEMENT WORKSHOP on USAID Projects;
- Tunis, 27-28 September 2010, CIUDAD-European Commission, Gestion financière et passation de marché dans les projets de subvention du programme CIUDAD - European Commission;
- Bruxelles, Belgia, 21-23 June 2010, CIUDAD-European Commission, MED-PACT Final Conference and CIUDAD Kick-Off Meeting;
- Chisinau, Republic of Moldova, January 2003 – September 2003, ASEM, Participant of “Scientific Conference” within the Faculty, with the topic “Firm’s incomes and expenses accountancy”;
- Chisinau, Republic of Moldova, October 2003 – December 2003, ASEM, Participant of training courses of the program 1-C Accountancy, organized within the University.

Reference persons:

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Aliona Lazarev
February 17, 2023

