

# CURRICULUM VITAE

1. **Family name:** LITVINENCO
2. **First names:** Sergiu
3. **Date of birth:** 11.07.1981
4. **Nationality (passport holder):** Republic of Moldova
5. **Place of residence:** Hîrtop village, Cimişlia district

6. **Education:**

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
State University of Moldova (2001-2005)	Bachelor in Law
Republican College of Informatics and Law (1996-2001)	Lawyer

7. **Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)**

Language	Reading	Speaking	Writing
Romanian	1	1	1
English	4	3	4
Russian	2	2	2

8. **Other skills: (e.g. Computer literacy, etc.)** Fully computer literate (MS Windows, MS Office)
9. **Present position:** Legal expert at the NGO "Fortius"
10. **Years with the firm:** More than 14 in total

11. **Key qualifications (relevant to the assignment):**

- **Strong background in Law and Public Administration.**
- **Wide experience in Central Public Administration Reform** related topics – the legislation in the civil service field, civil service pay system, civil servants ethics, integrity, administrative decentralization, institutional and functional reviews of the governmental bodies, development of central public administration legislation, etc.
- **Proficiency with Central Public Administration and Civil Service Framework**, including administrative reforms, structures, etc.
- **Public Administration expertise**, including over 12 years' experience in the Local and Central Public Administration.
- **Development and implementation of legal framework** (laws, governmental decisions, ministerial instructions). Organization of workshops, conferences, trainings to different stakeholders with regard to the legislation on the civil service, integrity of public agents, nondiscrimination, norms on the legislative technique, etc.
- **Excellent analytical, communication and presentation skills**, including well-developed skills for communicating with top-level politicians and civil servants.

## 12. Professional experience

Date from - Date to	Location	Company& reference person (name & contact details)	Position	Description
01/2017 – present	Chisinău, Moldova	NGO "Fortius"	Legal expert	The main activity was delivering trainings to civic active citizens from districts of the country regarding civil involvement modalities.
11/2016 – 03/2017	Chisinău, Moldova	Support to Preparation of Modernization of Government Services in the Republic of Moldova Project, World Bank	Consulting Services for Human Resources Management (HRM)" (legal aspects)	The scope of the assignment is providing local expertise and contributing to perform the analytical work to inform project design and the preparation for the effective project implementation, more exactly for the component aligning institutional and HR capabilities to the New Model of services delivery, conducted by international consultant.
01/2016 – 06/2016	Chişinău, Moldova	Reform Analysis and Evaluation Center	Legal expert	The main activity within the non-governmental organization consists in legal expertise of draft public policy documents, draft legislative and normative acts which are developed/promoted by the Government and governmental institutions.
11/2015 – 04/2016	Chişinău, Moldova	DADA6, part of the CPM Consulting Group  (Mr. Dragoş Dinu, Project manager. <a href="mailto:d.dinu@dada6.eu">d.dinu@dada6.eu</a> )	Local expert	The activity within the company consisted in: <ul style="list-style-type: none"> <li>- Carrying out a functional analysis of the Parliament's Secretariat of the Republic of Moldova;</li> <li>- Developing the Report on the functional analysis of the Parliament's Secretariat of the Republic of Moldova.</li> </ul>
06/2015 – 09/2015	Chisinău, Moldova	"Strengthening Capacity of the National Integrity Commission of the Republic of Moldova"  (Mrs. Ludmila Lupu, Project manager, <a href="mailto:ludmila.lupu@undp.org">ludmila.lupu@undp.org</a> )	National Consultant for drafting the Guide on documenting the conflicts of interest on prevention and resolution of the conflicts of interest in the framework of European funds absorption	In the frame of this particular project I have elaborated the <i>Guide on documenting the conflicts of interest on prevention and resolution of the conflicts of interest in the framework of European funds absorption</i> .
03/2014 – 09/2015	Chisinău, Moldova	Moldova Educational Reform Project (MERP)  (Mrs. Maia Sandu, Minister of Education, <a href="mailto:maia.sandu@gmail.com">maia.sandu@gmail.com</a> )	Part-time legal consultant	The MERP supports the Government of Moldova reform program by financing activities that will strengthen the quality of education and lead to a more efficient education sector. Through this Project – budget support instrument, the World Bank will support the GoM in implementation quality assurance standards for hub schools. Assignment includes legal support that envisages achieving several objectives:

		(Mr. Igor Grosu, Deputy Minister of Education <a href="mailto:igorgrosu@yahoo.com">igorgrosu@yahoo.com</a> )		<ul style="list-style-type: none"> <li>- Revise the text of the Code of Education from the legal perspective;</li> <li>- Provide expert legal opinion and advice on legal provisions related to implementation of quality standards.</li> <li>- Support the Ministry of Education in drafting orders/decrees, instructions, regulations, standards and other legal and administrative acts pertaining to the process of implementing quality standards in schools.</li> <li>- Provide advice on the division of responsibilities between various stakeholders involved in implementing quality standards in schools (national and local authorities, schools, etc.) and ensure legal procedures are respected in the process of implementing schools standards.</li> <li>- Provide advice on the impact of new legislation (in particular the new Education Code) on current and planned school improvement processes.</li> <li>- Carry out other tasks related to the implementation of MERP objectives as requested by the Minister of Education.</li> </ul>
08/2014 – 12/2014	Chisinau, Moldova	The USAID Moldova Local Government Support Project (LGSP), „Chemonics International INC.”  (Mrs. Inga Savin, LGSP Municipal Planning and Services Advisor, <a href="mailto:isavin@lgsp.md">isavin@lgsp.md</a> )	Consultant on Human Resources Management	The objective of this scope of work is to engage who will operate within the parameters of the strategic and operational plans of LGSP. Main activities: <ul style="list-style-type: none"> <li>- Conduct an analysis of the current organizational chart of the Mayoralties and provide appropriate recommendations for its improvement;</li> <li>- Training for all the Mayoralties mentioned above on the HRM legal framework and the best practices in local public administration sector in Moldova, the manual of HRM procedures and recruitment, and performance management considering gender equity principles, non-discrimination upon hiring and payment;</li> <li>- Review and update the Regulation on Organization and Functioning of the Town Halls and analyze the correlation of the job descriptions with the content of the regulation, in terms of responsibilities and amount of work specified for each position;</li> <li>- Advise the Mayoralties on the procedures needed in order to improve their Organizational Chart, taking into account relevant legal and institutional aspects.</li> </ul>
05/2014 – 07/2014	Chisinau, Moldova	The Project “Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration  (Mr. Traian Turcanu, Project Manager, Building Institutional Capacity of the MFAEI United Nations Development Programme, <a href="mailto:traian.turcanu@undp.org">traian.turcanu@undp.org</a> )	National Consultant providing assistance to Ministry of Foreign Affairs and European Integration in Human Resources Capacity Development	The Project “Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration (MFAEI)” aims at strengthening the institutional capacity of the MFAEI as lead institution in the AA negotiation and implementation processes. The Project's overall objective is to strengthening the institutional capacity of the MFAEI so that it can exercise its functions in a more efficient manner, operate transparently and fulfill its European Integration commitments. Assignment includes legal support that envisages achieving several objectives: <ul style="list-style-type: none"> <li>- analyze the current status of MFAEI human resource management tools (strategies, policies, regulations and procedures applicable to staff reserve, rotation, motivation and promotion systems).</li> <li>- develop recommendations with regard to the improvement as well as uniform and efficient implementation of the staff rotation, staff reserve, motivation and promotion systems.</li> <li>- the elaboration of the Internal Regulation of the Ministry of Foreign Affairs</li> </ul>

				<p>and European Integration regarding the professional career of the diplomat civil servant in order for him/her to respect the principles of non-discrimination in the recruitment of personnel process, as well as the management of their career.</p> <ul style="list-style-type: none"> <li>- develop, together with beneficiaries, an action plan to address identified gaps in the human resource management system and to implement proposed and agreed changes in human resources policies and procedures.</li> <li>- support relevant MFAEI subdivisions in drafting amendments to existing policies and regulations, and related supporting documentation.</li> </ul>
05/2009 - 12/2013	Chisinau, Moldova	<p>Office of Administrative Support to the Central Public Administration Reform within the State Chancellery of the Republic of Moldova</p> <p>(Mrs. Tamara Gheorghita, Head of the Public Administration Reform Division, the State Chancellery of the Republic of Moldova, <a href="mailto:tamara.gheorghita@gov.md">tamara.gheorghita@gov.md</a>)</p> <p>(Mrs. Liuba Cuznetova, Manager, <a href="mailto:liuba.cuznetova@gov.md">liuba.cuznetova@gov.md</a>)</p>	National Consultant	<p>Multi-Donor Trust Fund financed project "Support to Implementation of Central Public Administration Reform in Republic of Moldova". Assignment includes assists the Government to implement the Central Public Administration Reform that envisages achieving several objectives:</p> <ul style="list-style-type: none"> <li>- <b>Elaboration and promotion of the necessary, new normative framework for the application of the new Law regarding the public function and the statute of the civil servant;</b> including: <ul style="list-style-type: none"> <li>• The draft Governmental Decision regarding the establishing and notification of the public functions from the public administration;</li> <li>• The draft Governmental Decision regarding the coordination and functioning of the job description;</li> <li>• The draft Governmental Decision regarding the organization and functioning of the disciplinary committees from the public authorities;</li> <li>• The draft law regarding the statute of the personnel from the public official's cabinet;</li> <li>• The draft law regarding the statute of the public official;</li> <li>• Etc.</li> </ul> </li> <li>- Delivering methodological assistance and consultations to the Human Resources departments from the central and local public authorities regarding the implementation of the new personnel procedures of the civil service;</li> <li>- Participation to the development of the new pay system for civil servants;</li> <li>- Elaboration of the methodological materials aimed at ensuring the proper implementation of the new personnel procedures from the public service;</li> <li>- Organization of informational trainings for the Human Resources departments from the Central and Local Public Authorities regarding the implementation of the new personnel procedures in the public service, etc.</li> </ul>
09/2013 – 11/2013	Chisinau, Moldova	<p>UNICEF Moldova</p> <p>(Mrs. Natalia Gavrilita, Head of Minister's Cabinet, <a href="mailto:natalia.gavrilita@gmail.com">natalia.gavrilita@gmail.com</a>)</p>	Part-time lawyers	<p>UNICEF seeks two highly qualified national lawyers with significant expertise in legal framework in education for a part time assignment to assist the Ministry of Education of the Republic of Moldova to finalize the Code on Education. Assignment includes <b>legal support</b> that envisages achieving several objectives:</p> <ul style="list-style-type: none"> <li>- <b>Revise the text of the Code of Education from the legal perspective;</b></li> <li>- Assist the Working Group in considering and revising, when necessarily, the Draft Code on Education based on the provided comments by</li> </ul>

		(Mrs. Ludmila Lefter, expert in the Education sector, UNICEF Moldova, <a href="mailto:llefter@unicef.org">llefter@unicef.org</a> )		stakeholders and provide legal expertise of the document; - Participate in the process of advocating the proposed amendments during the consultations.
11/2012 - 07/2013	Chisinau, Moldova	"Transitional Capacity Support for the Public Administration of Moldova" Project  (Mr. Igor Grosu, Deputy Minister of Education, <a href="mailto:igorgrosu@yahoo.com">igorgrosu@yahoo.com</a> )	Part-time National Consultant/Legal expert to support the Ministry of Education in the implementation of the on-going reforms	This position included the following activities: - <b>Participation in the preparation and drafting of legal and normative acts related to the implementation of education reforms, including in the field of decentralization in the education field;</b> - Legal screening of the cooperation agreements to be signed between the professional schools and the development partners in order to improve the vocational / technical levels of education - Drafting the memorandum, internal legal opinions and other appropriate briefing documents; - Provision of recommendations regarding the possible improvement of the selection process, to ensure greater transparency and efficiency, based on relevant legal best practice in the EU and the region; - Support in the elaboration of the Regulations regarding the transportation of pupils to and from educational institutions.
07/2010 - 09/2010	Chisinau, Moldova	„Support to Parliamentary Development in Moldova" Project  (Mr. Sergiu Galitchi, Project Manager, <a href="mailto:sergiu.galitchi@undp.org">sergiu.galitchi@undp.org</a> )	National Consultant	UNDP project "Support to Parliamentary Development in Moldova". The main focus of the work was on the enhance parliamentary efficiency, through the following activities: - Elaboration of the draft Law regarding the statute of the parliamentary civil servant; - Finalizing the above-mentioned draft Law following the notifications of the permanent committees and of members of Parliament; - Conducting a roundtable discussion regarding the draft Regulation of the Parliament' Secretariat.
01/2009 - 05/2009	Chisinau, Moldova	Presidency of the Republic of Moldova  (Mr. Alexandru Ohotnicov, Head of the Presidential Acts Division, <a href="mailto:a.ohotnicov@prm.md">a.ohotnicov@prm.md</a> )	Civil servant, Main Consultant	This position included the following activities: - Preparation of the analytical materials on the laws adopted in final reading in the Parliament and the presentation of proposals regarding the constitutionality, legality and their opportunity to the President of the Republic of Moldova; - The elaboration and presentation for signing to the President of the Republic of Moldova of the draft decrees regarding the promulgation of the laws adopted by the Parliament; - The framing and presentation for signing to the President of the Republic of Moldova of the drafts addressed to the Parliament regarding the re-examination necessity of the laws adopted in final reading, as well as the International Treaties signed on behalf of the Republic of Moldova or submitted for the procedures of ratification, approval or adherence on behalf of the state; - The preparation of analytical and informational materials concerning the

				legislative and normative documents elaborated by the Government subordinated and coordinative public authorities, when the President's opinion is requested by the Prime Minister, the First Deputy Prime Minister and the Deputy Prime Ministers.
11/2006 – 12/2008	Chisinau, Moldova	Office of Administrative Support to the Central Public Administration Reform within the Government Office of the Republic of Moldova  (Mr. Sergiu Tatarov, Main State Adviser, Head of the Experts' Group, Government Office of the Republic of Moldova <a href="mailto:s.tatarov@yahoo.com">s.tatarov@yahoo.com</a>  Mrs. Liuba Cuznetova, Manager, <a href="mailto:liuba.cuznetova@gov.md">liuba.cuznetova@gov.md</a> )	Legal consultant	Multi-Donor Trust Fund financed project "Support to Implementation of Central Public Administration Reform in Republic of Moldova". Assignment includes assists the Government to implement the Central Public Administration Reform that envisages achieving several objectives: <ul style="list-style-type: none"> <li>- Identification and elaboration of the draft legislative and normative framework for the proper implementation of the Law regarding the civil service and the statute of the civil servant;</li> <li>- Elaboration of proposals regarding the reorganization of the central public authorities and institutions, including by transferring their attributions towards the local public administration;</li> <li>- Assistance to PAR Unit in elaboration of the draft Law on the Civil Service and Statute of Civil Servant;</li> <li>- Reviewing the legal framework regarding HRM within public administration and developing proposals regarding its adjustment to the European standards (improvement);</li> <li>- Elaboration of the Rules regarding the civil servant's probation period, the Methodology regarding the elaboration, coordination and approving the civil servant's job description; the Methodology regarding the performance appraisal of the civil servant; the Regulation regarding the organization and functioning of the disciplinary committees from the central and local public authorities; Law of the statute of the personell from the official's office.</li> </ul>
02/2006 – 10/2006	Chisinau, Moldova	DAI Europe Ltd., Great Britain  (Mr. Peter Reed, Project Manager)	National expert	UNDP project „ Support to Implementation of Central Public Administration Reform". The main focus of the work was on reviewing the primary data form first Phase on Functional Analysis and design detailed functional review plan, through the following activities: <ul style="list-style-type: none"> <li>- Gather all the necessary additional data to complete the tables and other information sheets of primary data;</li> <li>- Suggest potential areas for structural rationalization and staff downsizing;</li> <li>- Undertake interviews and discussions in institutions under functional review;</li> <li>- Prepare recommendations for restructuring;</li> <li>- Participate in the preparation and presentation of the final sector functional analysis report;</li> <li>- Decisional making process review within State Chancellery of the Republic of Moldova.</li> </ul>
10/2004 – 05/2006	Hincesti, Moldova	Territorial Office, Hincesti, Government Office  (Mr. Anatolie Zagorodnii, Head of Office, <a href="mailto:a.zagorodnii@yahoo.com">a.zagorodnii@yahoo.com</a> )	Civil servant, Main Expert (legal adviser)	This position included the following responsibilities: <ul style="list-style-type: none"> <li>- Exercising administrative legality and opportunity control over the acts issued by local public administration authorities of first and second level on the territory managed;</li> <li>- Initiating, launching and unfolding impugment procedures in the competent administrative courts, related to acts issued by local public administration authorities of first and second level which violate legal</li> </ul>

				norms.
12/2002 to 10/2004	Hincesti, Moldova	The General Division of Finance of the Hincesti District Council  (Mrs. Valentina Manic, Head of General Division of Finance of the Hincesti District Council)	Civil servant, Main specialist of the legal unit	Providing legal services for Division, including the following responsibilities: <ul style="list-style-type: none"> <li>- Developing drafts of normative acts concerning the activity of the General Finance Division;</li> <li>- Carrying out legal expertise of draft normative acts received for examination;</li> <li>- Representing the General Finance Division interests in courts and other institutions of public or private law;</li> <li>- Providing local public administration authorities legal specialized assistance.</li> </ul>

### 13. References

- 1) **Maia Sandu**, former Minister of Education – [maia.sandu@gmail.com](mailto:maia.sandu@gmail.com)
- 2) **Tamara Gheorghita**, CPAR Division, State Chancellery of the Republic of Moldova, Head of Division – [tamara.gheorghita@gov.md](mailto:tamara.gheorghita@gov.md), tel.0-22-250-141
- 3) **Igor Grosu**, adviser to the Prime Minister of the Republic of Moldova – [igor.grosu@gmail.com](mailto:igor.grosu@gmail.com), tel. 069109405

**Expert's contact information:** (e-mail: [sergiu.litvinenco@yahoo.com](mailto:sergiu.litvinenco@yahoo.com), phone: + (373) 692 67436)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.



*Name of Expert:*

*Date: June 9<sup>th</sup>, 2017*

*Signature*

*Sergiu Litvinenco*