OFFEROR’S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date 09/03/2022

Matilda Dimovska
United Nations Development Programme
4, Taras Shevchenko Street,
Tashkent 100029, Uzbekistan

Dear Sir/Madam:

I hereby declare that:

A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of international consultant under the Terminal evaluation of UNDP project "Promoting Youth Employment in Uzbekistan";

B) I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;

D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;

E) I hereby propose to complete the services based on the following payment rate: [please check the box corresponding to the preferred option]:

☐ An all-inclusive daily fee of [state amount in words and in numbers indicating currency]
☐ A total lump sum of 10 500 (ten thousand five hundred) USD, payable in the manner described in the Terms of Reference.

F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP’s review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of 120 days after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office;

J) If I am selected for this assignment, I shall [please check the appropriate box]:

v. 07/2018
Sign an Individual Contract with UNDP;

Request my employer [state name of company/organization/institution] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [check all that applies]:

☒ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/ Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) If you are a former staff member of the United Nations recently separated, please add this section to your letter: I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES □ NO ☑ If the answer is "yes", give the following information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

P) Do you have any objections to our making enquiries of your present employer?

YES □ NO ☑

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☑ NO □ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Dragomir Draganov</td>
<td><a href="mailto:dragomir.k.draganov@gmail.com">dragomir.k.draganov@gmail.com</a>; +359 89 4 788 687</td>
<td>National Social Security Institute</td>
</tr>
<tr>
<td>Ms Gergana Zaharieva</td>
<td><a href="mailto:Gergana.zaharieva@inlecomsystems.com">Gergana.zaharieva@inlecomsystems.com</a>; +447 462 136 692</td>
<td>Consultancy</td>
</tr>
<tr>
<td>Mr. Gian Luca Portacolone</td>
<td><a href="mailto:gportacolone@socieux.eu">gportacolone@socieux.eu</a>; +32 (0) 2 528 6628</td>
<td>SOCIEUX+</td>
</tr>
</tbody>
</table>

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES □ NO ☑ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: 09/03/2022

SIGNATURE:

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes [please check all that applies]:

☑ CV shall include Education/Qualification, Processional Certification, Employment Records /Experience

☑ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

☑ Brief Description of Approach to Work (if required by the TOR)


ANNEX 2

BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total Rate for the Contract Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Fees</td>
<td>350 USD</td>
<td>30</td>
<td>10 500 USD</td>
</tr>
<tr>
<td>Life Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (pls. specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Travel Expenses to Join duty station</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Trip Airfares to and from duty station</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Living Allowance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terminal Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (pls. specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. Duty Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Trip Airfares</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Living Allowance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terminal Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (pls. specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B) Breakdown of Cost by Deliverables*

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of the FE Inception Report</td>
<td>20%</td>
<td>USD 2 100</td>
</tr>
<tr>
<td>Delivery of the draft FE report to the Commissioning Unit</td>
<td>40%</td>
<td>USD 4 200</td>
</tr>
<tr>
<td>Satisfactory delivery of the final FE report and approval by the Commissioning Unit and DRR and delivery of completed FE Audit Trail</td>
<td>40%</td>
<td>USD 4 200</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>USD 10 500</td>
</tr>
</tbody>
</table>

*Basis for payment tranches

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1 The costs should only cover the requirements identified in the Terms of Reference (TOR)
2 Travel expenses are not required if the consultant will be working from home.
PERSONAL INFORMATION

Natalia Ilieva Anastasova

Kniazhevska Str., bl. 48, entr. G, apt. 14, 1619 Sofia, BULGARIA

+ 359 882 005 252

natalia_ii@yahoo.com

Sex Female

Date of birth 08/02/1978

Nationality Bulgarian

WORK EXPERIENCE

Deputy Director General

August 2012 - present

European Funds, International Programmes and Projects Directorate General (Managing Authority of Human Resources Development Operational Programme) Ministry of Labour and Social Policy, Sofia, Bulgaria

- Deputy Head of the Managing Authority of Human Resources Development Operational Programme for the programming period 2007 – 2013, co-funded by the European Social Fund and the national budget (total budget of the programme 1.2 billion EUR distributed among interventions in the area of labour market, education and training, social economy and social inclusion, healthcare, strengthening of institutions and reforms. More than 5 000 projects funded and more than 2.2 mln. participations of individuals registered);

- Deputy Head of the Managing Authority of Human Resources Development Operational Programme for the programming period 2014 – 2020, co-funded by the European Social Fund and the national budget (total budget of the programme 1.1 billion EUR distributed among interventions in the area of labour market, Youth Employment Initiative, social economy and social inclusion, healthcare, strengthening of institutions and reforms);

- Head of the Certifying Authority of the Programme, co-funded by the European Fund for the Integration of Third-country Nationals 2007-2013;

- management of the HRD OP 2007-2013 and HRD OP 2014-2020 evaluation process - elaboration of the Evaluation Plan for the period 2014-2020, designing Terms of References, managing contracts with external evaluators, approving the inception, interim and final reports, approving methodologies, surveys and sampling to be used by contractors, support to the ex-post evaluation conducted by the EC services;

- management of HRD OP 2007-2013 and HRD OP 2014-2020 monitoring process (monitoring of indicators, data collection and analysis, data validation mechanisms, analysis of statistical data, organisation and support to the entire hierarchy of monitoring structures - strategical and operational - Annual Review Meetings with EC, Steering Group meetings, monthly meetings with Intermediate Bodies and beneficiaries of key projects, etc.);

- management of the process of setting the HRD OP 2014-2020 system/framework, incl. collection, aggregation and validation of data on indicators; elaboration of methodologies and procedures on data collection, aggregation and validation;

- management of the process supporting the work of the Monitoring Committee and elaboration of relevant reports and documents (Annual Implementation Reports, progress reports, etc.) for both Operational Programmes;

- participation in the development of the Unified Management Information System (UMIS 2020) - an electronic monitoring system for the European Structural and Investment Funds in Bulgaria.
programming period 2014-2020;
- management of the process of verification (administrative and on-the-spot checks) of activities and expenditures made by the beneficiaries, financed by HRD OP during the 2007-2013 and 2014-2020 programming periods;
- participation in the process of setting up the management and control system for the HRD OP 2014-2020;
- management of the process of elaboration of the HRD OP 2014-2020 Procedure Manual in the area of monitoring and reporting, data collection and analysis, evaluation, verification of activities and expenditures, and on-the-spot checks on the projects;
- management of the process of coordination the interaction of the Managing Authority with other institutions and organizations involved in EU Funds management in Bulgaria;
- participation in the process of setting up the management and control system for the HRD OP 2014-2020;
- management of the process of elaboration of the HRD OP 2014-2020 Procedure Manual in the area of monitoring and reporting, data collection and analysis, evaluation, verification of activities and expenditures, and on-the-spot checks on the projects;
- management of the process of coordination the interaction of the Managing Authority with other institutions and organizations involved in EU Funds management in Bulgaria;
- participation in the process of drafting the legal framework for EU Structural Funds by providing expert opinions and contributions and participation in interinstitutional working groups;
- participation as an alternate voting member in Monitoring Committees of other Operational Programmes;
- communication with the European Commission on the topics related to HRD OP management and implementation;
- participation in the process of establishing the national legislation for managing the ESI Funds in the programming period 2014-2020.

Business or sector Government

August 2021 – December 2021

Consultant – Development of learning management tools for enhancing the M&E capacity of NASSCO (NIGERIA) in tracking staff performance on the job after conducting trainings
SOCIEUX+

Main activities and responsibilities:
Conducting a series of hands-on sessions with National Social Safety Net Coordination Office team, whereby practical procedures and tools for setting up a learning management system to be co-developed. Among these tools and procedures:
- Definition of a baseline: objectives of NASSCO teams, envisaged targets, and milestones;
- Setting procedures: monitoring protocols for each staff/team, identifying processes in which tools are to be used;
- Developing tools: training tracking templates, checklists for key metrics, scores;
- Implementation: define responsibilities, periodicity of review, key performance indicators adapted to the objectives of NASSCO.

Business or sector Consultancy

October 2020 – December 2020

Consultant – Systemic Assessment of the operational management of the Zanzibar’s School Feeding Programme
SOCIEUX+

Main activities and responsibilities:
Assessment of the following aspects of the Zanzibar’s School Feeding Programme:
- The current school feeding supply chain, administrative and organisational structure and roles and responsibilities of different stakeholders (including capacity-building requirements);
- General and/or contextual bottlenecks to the efficient running of the programme and outline variations of implementation.

Business or sector Consultancy
March 2010 – July 2012

**Head of Evaluation, Monitoring and Coordination Department**

European Funds, International Programmes and Projects Directorate General (Managing Authority of Human Resources Development Operational Programme)

Ministry of Labour and Social Policy, Sofia, Bulgaria

**Main activities and responsibilities:**

- management of the HRD OP evaluation process - designing Terms of References, managing contracts with external evaluators, approving the inception, interim and final reports, day-to-day monitoring over the proper execution of the contracts, approving methodologies, tools, surveys and sampling to be used by contractors;

- management of evaluations conducted internally by the Department – elaboration of methodologies and tools, setting of sampling, data collection, coordination of field work, analysis of information, drafting evaluation reports, conclusions and recommendations;

- Chair of the HRD OP Evaluation Expert Steering Group;

- management of HRD OP 2007-2013 monitoring process (monitoring of indicators, data collection and analysis, data validation mechanisms, analysis of statistical data, organisation and support to the entire hierarchy of monitoring structures - strategical and operational - Annual Review Meetings with EC, Steering Group meetings, monthly meetings with Intermediate Bodies and beneficiaries of key projects, etc.);

- management of the process supporting the work of the Monitoring Committee and elaboration of relevant reports and documents (Annual Implementation Reports, progress reports, etc.);

- management of the process of elaboration and further development of Procedure Manual in the area of monitoring and reporting, data collection and analysis, evaluation;

- participation in the process of drafting the legal framework for EU Structural Funds by providing expert opinions and contributions and participation in interinstitutional working groups;

- management of the process of coordination the interaction of the Managing Authority with other institutions and organizations involved in EU Funds management in Bulgaria;

- participation as an alternate voting member in Monitoring Committees of other Operational Programmes;

- communication with the European Commission on the topics related to HRD OP management and implementation;

- participation in the work of the ESF Evaluation Partnership, organized by DG Employment and Social Affairs of the European Commission.

**August 2011 – November 2011**

Consultancy contract with the Ministry of Labour and Social Policy to conduct a National evaluation of the European Year 2010 for Combating Poverty and Social Exclusion in Bulgaria – author of the report.

**Business or sector** Government

**February 2009 – February 2010**

**Head of HRD OP Coordination and Evaluation Unit**

HRD OP Programming, Coordination and Evaluation Department

European Funds, International Programmes and Projects Directorate General (Managing Authority of Human Resources Development Operational Programme)

Ministry of Labour and Social Policy, Sofia, Bulgaria

- management of the HRD OP evaluation process - designing Terms of References, managing contracts with external evaluators, approving the inception, interim and final reports, approving methodologies, tools, surveys and sampling to be used by contractors, support to the ex-post evaluation conducted by the EC services;
Curriculum Vitae

Natalia Anastasova

- Chair of the HRD OP Evaluation Expert Steering Group;
- management of evaluations conducted internally by the Unit – elaboration of methodologies and tools, setting of sampling, data collection, coordination of field work, analysis of information, drafting evaluation reports, conclusions and recommendations;
- management of HRD OP monitoring process (monitoring of indicators, data collection and analysis, data validation mechanisms, analysis of statistical data, organisation and support to the entire hierarchy of monitoring structures - strategical and operational - Annual Review Meetings with EC, Steering Group meetings, monthly meetings with Intermediate Bodies and beneficiaries of key projects, etc.);
- management of the process supporting the work of the Monitoring Committee and elaboration of relevant reports and documents (Annual Implementation Reports, progress reports, etc.)
- management of the process of elaboration and further development of Procedure Manual in the area of monitoring and reporting, data collection and analysis, evaluation;
- participation in the process of drafting the legal framework for EU Structural Funds by providing expert opinions and contributions and participation in interinstitutional working groups;
- management of the process of coordination the interaction of the Managing Authority with other institutions and organizations involved in EU Funds management in Bulgaria;
- participation as an alternate voting member in Monitoring Committees of other Operational Programmes;
- communication with the European Commission on the topics related to HRD OP management and implementation;
- participation in the work of the ESF Evaluation Partnership, organized by DG Employment and Social Affairs of the European Commission.

Business or sector  Government

April 2007 - January 2009

Senior expert/Chief expert in HRD OP Coordination and Evaluation Unit

European Funds, International Programmes and Projects Directorate General
(Moving Authority of Human Resources Development Operational Programme)

Ministry of Labour and Social Policy, Sofia, Bulgaria
- organising the work of the HRD OP Monitoring Committee – organising the meetings, elaboration of the documents/reports to be presented before the Monitoring Committee members;
- elaboration of the HRD OP Annual implementation reports and any other type of progress reports covering interventions in the area of labour market, vocational education and training, education, social inclusion, healthcare and institutional development and reforms;
- design of the HRD OP Evaluation Plan;
- conducting all activities related to HRD OP on-going evaluation - designing Terms of References, managing contracts with external evaluators, approving the inception, interim and final reports, approving methodologies, tools, surveys and sampling to be used by contractors, day-to-day monitoring over the proper execution of the contract;
- coordination the interaction of the Managing Authority with other institutions and organizations involved in EU Funds management in Bulgaria;
- establishment of the HRD OP monitoring system/ framework;
- participation in the development of the Unified Management Information System - an electronic data exchange monitoring system of the EU Structural Funds and the Cohesion Fund in Bulgaria;
- monitoring of HRD OP indicators, data collection and analysis, data validation mechanisms;
- data collection and analysis of information related to EU Funds and other donors management;
- analysis of statistical data by using various sources and drafting of reports;
- organisation and support to the entire hierarchy of monitoring structures - strategical and operational - Annual Review Meetings with EC, Steering Group meetings, monthly meetings with Intermediate
Bodies and beneficiaries of key projects, etc.;
- participation as an alternate voting member in Monitoring Committees of other Operational Programmes;
- communication with the European Commission on the topics related to HRD OP management and implementation;
- preparation of all relevant documents for and participation in the Annual Review meetings with the European Commission on the HRD OP management;
- participation in the work of the ESF Evaluation Partnership, organized by DG Employment and Social Affairs of the European Commission;
- organising the work of the HRD OP Steering Group - a forum to discuss the strategic planning and implementation of the Programme composed by Deputy Ministers, executive directors of agencies and directors of directorates responsible both for EU Funds management and for policy-making.

Business or sector: Government

Consultancy contract with Bulgarian Industrial Association on elaboration of information and methodological materials on the topic "Regulatory Framework of the Republic of Bulgaria with regard to the EU Cohesion Policy" and on providing a training of trainers as a lector on the following topics: "EU Regional Policy - Regulatory Framework, Objectives and Priorities of Economic and Social Cohesion within the 2007 - 2013 Programming Period" and "Structural Funds and the Cohesion Fund - EU Regional Policy Financial Instruments. Best Practices and Experience of EU Member States in Absorption of Funds - Lessons Learned for Bulgaria".

Business or sector: Consultancy

April 2005 – April 2007
Chief expert/ Junior expert in Programming and Evaluation Unit
European Funds, International Programmes and Projects Directorate General (Managing Authority of Human Resources Development Operational Programme)
Ministry of Labour and Social Policy, Sofia, Bulgaria

Main activities and responsibilities:
- coordination of the programming process of Human Resources Development Operational Programme 2007 - 2013:
  - Secretary of the Working Group responsible for the elaboration of the Programme - preparation of meetings, communication with relevant stakeholders on proposals made with regard to the text of the Programme, drafting progress reports;
  - direct involvement in drafting different parts/texts of the Programme - socio-economic analysis, SWOT-analysis, strategy, logic of intervention, priorities, horizontal principles, demarcation and additionality, management, monitoring and evaluation system, publicity;
  - setting the indicators system/ framework;
- coordination of the process of HRD OP ex-ante evaluation - communication with the external evaluators, approval of evaluation reports, re-drafting the Programme according to the recommendations;
- elaboration of the chapters of HRD OP Procedure Manual related to programming, monitoring, reporting and evaluation;
- coordination of the process of elaboration of all HRD OP supporting documents, incl. the procedure manual;
- participation in negotiation process of Chapter 21 "Regional Policy and Co-ordination of Structural Instruments" - drafting progress reports, participation in peer reviews, EC missions, proposing corrective measures, etc.;
- communication with the European Commission on the preparation of the Operational Programme and of the structures and systems for its management;
- participation in the work of the Working groups on elaboration of other Operational Programmes, National Development Plan and National Strategic Reference Framework;
- participation in the work of the ESF Evaluation Partnership, organized by DG Employment and
EDUCATION AND TRAINING

10/1999 – 10/2006  Master of Laws (LLM) Law
University of National and World Economy, Sofia, Bulgaria
Curriculum Vitae

Natalia Anastasova

10/2001 – 02/2003
Master of Arts (MA) International Political Relations, Cum Laudis
University of National and World Economy, Sofia, Bulgaria

10/1997 – 07/2001
Bachelor (BA) International Political Relations
University of National and World Economy, Sofia, Bulgaria

09/1992 – 05/1997
German High School "Vesselin Hantchev", Sofia, Bulgaria (second language Czech)

PERSONAL SKILLS

<table>
<thead>
<tr>
<th>Language(s)</th>
<th>UNDERSTANDING</th>
<th>SPEAKING</th>
<th>WRITING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Listening</td>
<td>Reading</td>
<td>Spoken interaction</td>
</tr>
<tr>
<td>English</td>
<td>C2</td>
<td>C2</td>
<td>C2</td>
</tr>
<tr>
<td>Russian</td>
<td>C2</td>
<td>C2</td>
<td>C2</td>
</tr>
<tr>
<td>German</td>
<td>C1</td>
<td>C1</td>
<td>B2</td>
</tr>
<tr>
<td>Czech</td>
<td>B2</td>
<td>B2</td>
<td>A2</td>
</tr>
</tbody>
</table>

Levels: A1/2: Basic user - B1/2: Independent user - C1/2: Proficient user
Common European Framework of Reference for Languages

Communication skills
- Strong interpersonal skills and ability to communicate at all levels;
- Building effective client relationships through positive communication, honesty and trust;
- Able to continuously meet targets and surpass expectations;
- Team leader capable of motivating staff;
- Positive and constructive attitude to tasks.

Organisational / managerial skills
- Leadership and strong managerial skills;
- Ability to lead strategic planning, results-based management and reporting;
- Ability to set up new and effective systems and processes;
- Process analysis, standardization, improvement and redesign;
- Good conflict management and prioritization skills;
- Excellent documentation and report writing skills;
- Demonstrated ability to work with cross-functional teams;
- Ability to manage multiple processes simultaneously and under pressure;
- Strong attention to detail and focus on task completion.

Computer skills
Confident with IT and the basic office software packages (Word, Excel, PowerPoint, etc.).

09/03/2022, Sofia

Natalia Anastasova
## Personal History Form

### INSTRUCTIONS:
Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size.

<table>
<thead>
<tr>
<th>1. Family name (surname)</th>
<th>2. First names</th>
<th>3. Maiden name, if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANASTASOVA</td>
<td>NATALIA</td>
<td>ILIEVA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>08 02 1978</td>
<td>Sofia</td>
<td>Bulgarian</td>
<td></td>
<td>Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Marital status</th>
<th>10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations has responsibilities. Do you have/experience any condition/situation which might limit your prospective field of work or your ability to engage in air travel?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>No ☐ Yes ☒ If “Yes”, please describe:</td>
</tr>
<tr>
<td>Married ☒</td>
<td></td>
</tr>
<tr>
<td>Separated ☐</td>
<td></td>
</tr>
<tr>
<td>Widow(er) ☐</td>
<td></td>
</tr>
<tr>
<td>Divorced ☐</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Permanent address</th>
<th>12. Present address if different from that indicated in box 11</th>
<th>13. Telephone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulgaria 1619 Sofia Kniazhevska Str., bl. 48, entrance G, apt. 14 Telephone No. + 359 882 005 252</td>
<td></td>
<td>Home/Mobile; + 359 882 005 252 Work;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone No.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. Personal and/or professional e-mail address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:natalia_ii@yahoo.com">natalia_ii@yahoo.com</a></td>
<td></td>
</tr>
</tbody>
</table>

| 15. Have you any dependents? Yes ☒ No ☐ If the answer is “Yes”, give the following information: |
|-----------------------------------------------|-----|
| Name | Date of birth | Relationship | Name | Date of birth | Relationship |
| Taisia Ivaylova Anastasova | 12/09/2016 | Daughter | |
| Konstantin Ivaylov Anastasov | 03/11/2019 | Son | |

<table>
<thead>
<tr>
<th>16. Have you taken up legal permanent residence status in any country other than that of your nationality?</th>
<th>17. Have you taken any steps towards changing your present nationality?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No ☐ Yes ☒ If “Yes”, which country(ies)?</td>
<td>No ☐ Yes ☒ If “Yes”, explain fully:</td>
</tr>
</tbody>
</table>

| 18. Are any of your family members (spouse/partner, father/mother, brother/sister, son/daughter) employed in the UN Common System, including UNDP? Yes ☒ No ☐ If “Yes”, give the following information: |
|-----------------------------------------------|-----|
| Name | Relationship | Name of Organization & Duty Station |
| |

| 19. Do you have any other (extended) family members employed by UNDP? No ☐ Yes ☒ If “Yes”, give the following information: |
|-----------------------------------------------|-----|
| Name | Relationship | Name of Unit & Duty Station |
| | | |
20. Would you accept employment for less than six months?  Yes ☒ No ☐

21. Have you been interviewed for any UNDP positions in the last 12 months? If so, for which post(s)?

22. Languages – indicate mother tongue 1st

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
<th>Understand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulgarian</td>
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<td>none</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td></td>
<td>limited</td>
<td>limited</td>
<td>limited</td>
<td>limited</td>
</tr>
<tr>
<td></td>
<td>working knowledge</td>
<td>working knowledge</td>
<td>working knowledge</td>
<td>working knowledge</td>
</tr>
<tr>
<td></td>
<td>proficient</td>
<td>proficient</td>
<td>proficient</td>
<td>proficient</td>
</tr>
<tr>
<td>English</td>
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<td>none</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td></td>
<td>limited</td>
<td>limited</td>
<td>limited</td>
<td>limited</td>
</tr>
<tr>
<td></td>
<td>working knowledge</td>
<td>working knowledge</td>
<td>working knowledge</td>
<td>working knowledge</td>
</tr>
<tr>
<td></td>
<td>proficient</td>
<td>proficient</td>
<td>proficient</td>
<td>proficient</td>
</tr>
<tr>
<td>Russian</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td></td>
<td>limited</td>
<td>limited</td>
<td>limited</td>
<td>limited</td>
</tr>
<tr>
<td></td>
<td>working knowledge</td>
<td>working knowledge</td>
<td>working knowledge</td>
<td>working knowledge</td>
</tr>
<tr>
<td></td>
<td>proficient</td>
<td>proficient</td>
<td>proficient</td>
<td>proficient</td>
</tr>
<tr>
<td>German</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td></td>
<td>limited</td>
<td>limited</td>
<td>limited</td>
<td>limited</td>
</tr>
<tr>
<td></td>
<td>working knowledge</td>
<td>working knowledge</td>
<td>working knowledge</td>
<td>working knowledge</td>
</tr>
<tr>
<td></td>
<td>proficient</td>
<td>proficient</td>
<td>proficient</td>
<td>proficient</td>
</tr>
<tr>
<td>Czech</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td></td>
<td>limited</td>
<td>limited</td>
<td>limited</td>
<td>limited</td>
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<tr>
<td></td>
<td>working knowledge</td>
<td>working knowledge</td>
<td>working knowledge</td>
<td>working knowledge</td>
</tr>
<tr>
<td></td>
<td>proficient</td>
<td>proficient</td>
<td>proficient</td>
<td>proficient</td>
</tr>
</tbody>
</table>

23. For General Service support level posts only, indicate if you have passed the following tests:

UN/ASAT – Administrative Support Assessment Test (formerly known as clerical test): No ☐ Yes ☒ if “Yes”, date taken:

UNDP/AFT – UNDP Accountancy and Finance Test: No ☐ Yes ☒ if “Yes”, date taken:

24. EDUCATION: Give full details - NB Please give exact titles of degrees in original language

Degrees claimed in the job application (even if they are not a requirement for the post) must be completed at the time of the application.

UNDP only recognizes degrees and diplomas from educational institutions that have been recognized or otherwise approved by competent authorities at the time that they were obtained. Degrees requiring little or no actual course work, degrees awarded for payment of fees only, and degrees granting substantial credits for “lifetime achievements” or “life/work experience” will normally not be recognized. Incomplete degrees are unacceptable to UNDP, regardless of whether they are associated with a recognized higher educational institution.

A. List all educational institutions attended, including secondary school, and diplomas/degrees or equivalent qualifications obtained (highest level education first). Give the exact name of the institution and the title of degrees, diplomas, etc. (Please do not translate or indicate equivalent degrees).

<table>
<thead>
<tr>
<th>Name, place and country</th>
<th>Attended from/to Mo/Year</th>
<th>Degrees / Diplomas obtained</th>
<th>Main course of study</th>
<th>In person or online/remote?</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of National and World Economy, Sofia, Bulgaria</td>
<td>10/2001 - 02/2003</td>
<td>Магистър, Cum Laudis</td>
<td>International Political Relations</td>
<td>In person</td>
</tr>
<tr>
<td>Name, place and country</td>
<td>Type</td>
<td>Attended from/to Mo./Year</td>
<td>Certificates or Diplomas obtained</td>
<td>In person or online/remote?</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>---------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>University of National and World Economy, Sofia, Bulgaria</td>
<td>10/1999 - 10/2006</td>
<td>Magistrat</td>
<td>Law</td>
<td>In person</td>
</tr>
<tr>
<td>University of National and World Economy, Sofia, Bulgaria</td>
<td>10/1997 - 07/2001</td>
<td>Bakalavštěr</td>
<td>International Political Relations</td>
<td>In person</td>
</tr>
<tr>
<td>142 German high school “Vesselin Hanchev” Sofia, Bulgaria</td>
<td>09/1992 - 05/1997</td>
<td>Diploma за средно образование</td>
<td>German and Czech languages</td>
<td>In person</td>
</tr>
<tr>
<td>B. Post-qualification training courses / learning activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer School on Quantitative Methods for Evaluating the Impact of Structural Funds, organised by Progetto Valutazione and the European Commission, Turin, Italy</td>
<td>Training course</td>
<td>09/2010 - 09/2010</td>
<td>Certificate</td>
<td>In person</td>
</tr>
<tr>
<td>Evaluation of the European Social Fund, organised by EC and ISFOL, Rome, Italy</td>
<td>Study visit</td>
<td>12/2007 - 12/2007</td>
<td>No</td>
<td>In person</td>
</tr>
<tr>
<td>Management of EU Structural Funds, organised by EC and the ESF Managing Authority in Hungary</td>
<td>Study visit</td>
<td>02/2007 - 02/2007</td>
<td>No</td>
<td>In person</td>
</tr>
<tr>
<td>Event Description</td>
<td>Type</td>
<td>Start Date</td>
<td>End Date</td>
<td>Certification</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>------------</td>
<td>----------</td>
<td>---------------</td>
</tr>
<tr>
<td>Overview of the training cycle: Analyse training needs, design, deliver and evaluate a training programme, organised by ITC-ILO, Sofia, Bulgaria</td>
<td>Training course</td>
<td>02/2006</td>
<td>03/2006</td>
<td>Certificate</td>
</tr>
<tr>
<td>Policy, management and implementation of ESF in the United Kingdom, organised by the ESF Managing Authority in the UK, Sheffield and Plymouth, UK</td>
<td>Study visit</td>
<td>10/2005</td>
<td>10/2005</td>
<td>No</td>
</tr>
<tr>
<td>Management of EU Structural Funds, organised by EC and the ESF Managing Authority in Greece, Athens, Greece</td>
<td>Study visit</td>
<td>05/2005</td>
<td>05/2005</td>
<td>No</td>
</tr>
</tbody>
</table>

C. UN Language Proficiency Exams (if any)

D. UNDP Certification Programmes (if any)

25. List membership of professional societies and activities in civic, public or international affairs

26. List any significant publications you have written (do not attach them) or any special recognitions you have received
27. Have you already been issued a UN Index Number? No ☐ Yes ☐ If “Yes”, please indicate this number:

28. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Provide gross salary per annum and indicate currency for your last or present post.

Are you a current or former UNV? Yes ☐ No ☐ If “Yes”, please indicate roster number:

A. PRESENT POST (Last post, if not presently employed)

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: Deputy Director General of European Funds, International Programmes and Projects Directorate General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year</td>
<td>Month/Year</td>
<td>Starting (gross)</td>
<td>Final (gross)</td>
</tr>
<tr>
<td>08/2012</td>
<td>Present</td>
<td>27 600 BGN</td>
<td>36 780 BGN</td>
</tr>
</tbody>
</table>

NAME OF EMPLOYER: Ministry of Labour and Social Policy

TYPE OF BUSINESS: Government

EMPLOYMENT TYPE: Full time: ☒ Part Time: ☐ ( %)

Type of contract: ☒ 100 Series Permanent ☐ 200 series Indefinite ☐ ALD/300 series Continuing ☐ FTA ☐ TA ☐ SSA / IC ☐ SC ☐ UNV ☐ Other

ADDRESS OF EMPLOYER
Bulgaria
1051 Sofia
2, Triaditsa Str.

NAME OF SUPERVISOR: Mr. Tsvetan Spasov
E-mail Address and Telephone No. of Supervisor: t.spassov@mlsp.government.bg + 359 88 988 22 68

Do/did you supervise staff? If so: Number of professional staff supervised: 185 Number of support staff supervised: 16

Description of your duties and related accomplishments:
- Deputy Head of the Managing Authority of Human Resources Development Operational Programme for the programming period 2007 – 2013, co-funded by the European Social Fund and the national budget (total budget of the programme 1.2 billion EUR distributed among interventions in the area of labour market, education and training, social economy and social inclusion, healthcare, strengthening of institutions and reforms. More than 5 000 projects funded and more than 2.2 mln. participations of individuals registered);
- Deputy Head of the Managing Authority of Human Resources Development Operational Programme for the programming period 2014 – 2020, co-funded by the European Social Fund and the national budget (total budget of the programme 1.1 billion EUR distributed among interventions in the area of labour market, Youth Employment Initiative, social economy and social inclusion, healthcare, strengthening of institutions and reforms);
- Head of the Certifying Authority of the Programme, co-funded by the European Fund for the Integration of Third-country Nationals 2007-2013;
- management of the HRD OP 2007-2013 and HRD OP 2014-2020 evaluation process - elaboration of the Evaluation Plan for the period 2014-2020, designing Terms of References, managing contracts with external evaluators, approving the inception, interim and final reports, approving methodologies, surveys and sampling to be used by contractors, support to the ex-post evaluation conducted by the EC services;
- management of HRD OP 2007-2013 and HRD OP 2014-2020 monitoring process (monitoring of indicators, data collection and analysis, data validation mechanisms, analysis of statistical data, organisation and support to the entire hierarchy of monitoring structures - strategical and operational - Annual Review Meetings with EC, Steering Group meetings, monthly meetings with Intermediate Bodies and beneficiaries of key projects, etc.).
- management of the process of setting the HRD OP 2014-2020 monitoring system/framework, incl. restructuring and optimisation of systems to collect and validate data to provide real-time information;
- Chair of a working group to restructure and simplify the procedures used by the Employment Agency to manage programmes/projects financed under HRD OP (incl. data flows in structured and unstructured forms, data management, verification of technical and financial data, verification of activities performed and proceeding of payments, use of the National Database on the Labour Market, etc.)
- management of the process of setting the HRD OP 2014-2020 system/framework of indicators, incl. collection, aggregation and validation of data on indicators; elaboration of methodologies and procedures on data collection, aggregation and validation;
- management of the process supporting the work of the Monitoring Committee and elaboration of relevant reports and documents (Annual Implementation Reports, progress reports, etc.) for both Operational Programmes;
- participation in the development of the Unified Management Information System (UMIS 2020) - an electronic monitoring system for the European Structural and Investment Funds in Bulgaria for the programming period 2014-2020;
- management of the process of verification (administrative and on-the-spot checks) of activities and expenditures made by the beneficiaries, financed by HRD OP during the 2007-2013 and 2014-2020 programming periods;
- participation in the process of setting up the management and control system for the HRD OP 2014-2020;
- management of the process of elaboration of the HRD OP 2014-2020 Procedure Manual in the area of monitoring and reporting, data collection and analysis, evaluation, verification of activities and expenditures, and on-the-spot checks on the projects;
- management of the process of coordination the interaction of the Managing Authority with other institutions and organizations involved in EU Funds management in Bulgaria;
- participation in the process of drafting the legal framework for EU Structural Funds by providing expert opinions and contributions and participation in interinstitutional working groups;
- participation as an alternate voting member in Monitoring Committees of other Operational Programmes;
- communication with the European Commission on the topics related to HRD OP management and implementation;
- participation in the process of establishing the national legislation for managing the ESI Funds in the programming period 2014-2020.

Reason for leaving:

B. PREVIOUS POSTS (In reverse order i.e. most recent post first)

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year 08/2021</td>
<td>Month/Year 12/2021</td>
<td>Final (gross) 4900 EUR</td>
<td>UN Grade of your post (if applicable): (do not indicate equivalency)</td>
</tr>
<tr>
<td>NAME OF EMPLOYER</td>
<td>TYPE OF BUSINESS: Consultancy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIEX +</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS OF EMPLOYER</td>
<td>NAME OF SUPERVISOR: Ms Giuliana De Rosa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blvd. du Jardin Botanique 50, Boîte 135 1000 Brussels, Belgium</td>
<td>E-mail Address and Telephone No. of Supervisor: <a href="mailto:giuliana.derosa@sociex.eu">giuliana.derosa@sociex.eu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Description of your duties and related accomplishments:

Development of learning management tools for enhancing the M&E capacity of NASSCO (NIGERIA) in tracking staff performance on the job after conducting trainings

Conducting a series of hands-on sessions with National Social Safety Net Coordination Office team, whereby practical procedures and tools for setting up a learning management system to be co-developed. Among these tools and procedures:
- Definition of a baseline: objectives of NASSCO teams, envisaged targets, and milestones;
- Setting procedures: monitoring protocols for each staff/team, identifying processes in which tools are to be used;
- Developing tools: training tracking templates, checklists for key metrics, scores;
Implementation: define responsibilities, periodicity of review, key performance indicators adapted to the objectives of NASSCO.

Reason for leaving: End of contract

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>FUNCTIONAL TITLE</th>
<th>UN Grade of your post (if applicable)</th>
<th>Last UN step in your post (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year 10/2020</td>
<td>Month/Year 12/2020</td>
<td>Final (gross) 7350 EUR</td>
<td>As specified in your Letter of Appointment/Contract: Consultancy</td>
<td>(do not indicate equivalency)</td>
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NAME OF EMPLOYER

SOCIEX+

TYPE OF BUSINESS: Consultancy

EMPLOYMENT TYPE:
Full time: ☑
Part Time: ☐ (%)

Type of contract:

☑ 100 Series
☐ Permanent
☐ FTA
☐ SC
☐ 200 series
☐ Indefinite
☐ TA
☐ UNV
☐ ALD/300 series
☐ Continuing
☐ SSA / IC
☐ Other

ADDRESS OF EMPLOYER

Boul. du Jardin Botanique 50, Boîte 135
1000 Brussels, Belgium

NAME OF SUPERVISOR: Mr Gian Luca Portacolone
E-mail Address and Telephone No. of Supervisor: gianluca.portacolone@socieux.eu

Description of your duties and related accomplishments:
Systemic Assessment of the operational management of the Zanzibar’s School Feeding Programme

Assessment of the following aspects of the Zanzibar’s School Feeding Programme:
- The current school feeding supply chain, administrative and organisational structure and roles and responsibilities of different stakeholders (including capacity-building requirements);
- General and/or contextual bottlenecks to the efficient running of the programme and outline variations of implementation.

Reason for leaving: End of contract

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>FUNCTIONAL TITLE</th>
<th>UN Grade of your post (if applicable)</th>
<th>Last UN step in your post (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year 03/2010</td>
<td>Month/Year 07/2012</td>
<td>Final (gross) 24 000 BGN</td>
<td>As specified in your Letter of Appointment/Contract: Head of Evaluation, Monitoring and Coordination Department; European Funds, International Programmes and Projects Directorate General</td>
<td>(do not indicate equivalency)</td>
<td></td>
</tr>
</tbody>
</table>

NAME OF EMPLOYER

TYPE OF BUSINESS: Government

EMPLOYMENT TYPE:
Full time: ☑
Part Time: ☐ (%)

Type of contract:

☑ 100 Series
☐ Permanent
☐ FTA
☐ SC
☐ 200 series
☐ Indefinite
☐ TA
☐ UNV
☐ ALD/300 series
☐ Continuing
☐ SSA / IC
☐ Other

ADDRESS OF EMPLOYER

Bulgaria
1051 Sofia
2, Triaditsa Str.

NAME OF SUPERVISOR: Mrs. Natalia Efremova
E-mail Address and Telephone No. of Supervisor: nefremova@mlsp.government.bg
Description of your duties and related accomplishments:
- management of the HRD OP evaluation process - designing Terms of References, managing contracts with external evaluators, approving the inception, interim and final reports, day-to-day monitoring over the proper execution of the contracts, approving methodologies, tools, surveys and sampling to be used by contractors;
- management of evaluations conducted internally by the Department – elaboration of methodologies and tools, setting of sampling, data collection, coordination of field work, analysis of information, drafting evaluation reports, conclusions and recommendations;
- Chair of the HRD OP Evaluation Expert Steering Group;
- management of HRD OP 2007-2013 monitoring process (monitoring of indicators, data collection and analysis, data validation mechanisms, analysis of statistical data, organisation and support to the entire hierarchy of monitoring structures - strategic and operational - Annual Review Meetings with EC, Steering Group meetings, monthly meetings with Intermediate Bodies and beneficiaries of key projects, etc.);
- management of the process supporting the work of the Monitoring Committee and elaboration of relevant reports and documents (Annual Implementation Reports, progress reports, etc.);
- management of the process of elaboration and further development of Procedure Manual in the area of monitoring and reporting, data collection and analysis, evaluation;
- participation in the process of drafting the legal framework for EU Structural Funds by providing expert opinions and contributions and participation in interinstitutional working groups;
- management of the process of coordination the interaction of the Managing Authority with other institutions and organizations involved in EU Funds management in Bulgaria;
- participation as an alternate voting member in Monitoring Committees of other Operational Programmes;
- communication with the European Commission on the topics related to HRD OP management and implementation;
- participation in the work of the ESF Evaluation Partnership, organized by DG Employment and Social Affairs of the European Commission;

Reason for leaving: Promotion to a higher position
- management of evaluations conducted internally by the Unit – elaboration of methodologies and tools, setting of sampling, data collection, coordination of field work, analysis of information, drafting evaluation reports, conclusions and recommendations;
- management of HRD OP monitoring process (monitoring of indicators, data collection and analysis, data validation mechanisms, analysis of statistical data, organisation and support to the entire hierarchy of monitoring structures - strategical and operational - Annual Review Meetings with EC, Steering Group meetings, monthly meetings with Intermediate Bodies and beneficiaries of key projects, etc.);
- management of the process supporting the work of the Monitoring Committee and elaboration of relevant reports and documents (Annual Implementation Reports, progress reports, etc.)
- management of the process of elaboration and further development of Procedure Manual in the area of monitoring and reporting, data collection and analysis, evaluation;
- participation in the process of drafting the legal framework for EU Structural Funds by providing expert opinions and contributions and participation in interinstitutional working groups;
- management of the process of coordination the interaction of the Managing Authority with other institutions and organizations involved in EU Funds management in Bulgaria;
- participation as an alternate voting member in Monitoring Committees of other Operational Programmes;
- communication with the European Commission on the topics related to HRD OP management and implementation;
- participation in the work of the ESF Evaluation Partnership, organized by DG Employment and Social Affairs of the European Commission.

Reason for leaving: Promotion to a higher position

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year</td>
<td>Month/Year</td>
<td>Final (gross)</td>
</tr>
<tr>
<td>04/2007</td>
<td>01/2009</td>
<td>16 560</td>
</tr>
<tr>
<td>BGN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: Chief expert/Senior expert in HRD OP Coordination and Evaluation Unit; HRD OP Programming, Coordination and Evaluation Department; European Funds, International Programmes and Projects Directorate General

UN Grade of your post (if applicable): (do not indicate equivalency)

Last UN step in your post (if applicable):

NAME OF EMPLOYER
Ministry of Labour and Social Policy

TYPE OF BUSINESS: Government

EMPLOYMENT TYPE:
Full time: ☒
Part Time: [ ] ( %)

Type of contract:
[ ] 100 Series
[ ] 200 series
[ ] ALD/300 series
[ ] Permanent
[ ] Indefinite
[ ] Continuing
[ ] FTA
[ ] TA
[ ] SSA / IC
[ ] SC
[ ] UNV
[ ] Other

ADDRESS OF EMPLOYER
Bulgaria
1051 Sofia
2, Triaditsa Str.

NAME OF SUPERVISOR: Mr Plamen Girginov
E-mail Address and Telephone No. of Supervisor: + 359 882 005 321

Did you supervise staff? If so:
Number of professional staff supervised:
Number of support staff supervised:

Description of your duties and related accomplishments:
- organising the work of the HRD OP Monitoring Committee – organising the meetings, elaboration of the documents/reports to be presented before the Monitoring Committee members;
- elaboration of the HRD OP Annual implementation reports and any other type of progress reports covering interventions in the area of labour market, vocational education and training, education, social inclusion, healthcare and institional development and reforms;
- design of the HRD OP Evaluation Plan;
- conducting all activities related to HRD OP on-going evaluation - designing Terms of References, managing contracts with external evaluators, approving the inception, interim and final reports, approving methodologies, tools, surveys and sampling to be used by contractors, day-to-day monitoring over the proper execution of the contract;
- coordination the interaction of the Managing Authority with other institutions and organizations involved in EU Funds management in Bulgaria;
- establishment of the HRD OP monitoring system/ framework;
- participation in the development of the Unified Management Information System - an electronic data exchange monitoring system of the EU Structural Funds and the Cohesion Fund in Bulgaria;
- monitoring of HRD OP indicators, data collection and analysis, data validation mechanisms;
- data collection and analysis of information related to EU Funds and other donors management;
- analysis of statistical data by using various sources and drafting of reports;
- organisation and support to the entire hierarchy of monitoring structures - strategical and operational - Annual Review Meetings with EC, Steering Group meetings, monthly meetings with Intermediate Bodies and beneficiaries of key projects, etc.;
- participation as an alternate voting member in Monitoring Committees of other Operational Programmes;
- communication with the European Commission on the topics related to HRD OP management and implementation;
- preparation of all relevant documents for and participation in the Annual Review meetings with the European Commission on the HRD OP management;
- participation in the work of the ESF Evaluation Partnership, organized by DG Employment and Social Affairs of the European Commission;
- organising the work of the HRD OP Steering Group - a forum to discuss the strategic planning and implementation of the Programme composed by Deputy Ministers, executive directors of agencies and directors of directorates responsible both for EU Funds management and for policy-making.

Reason for leaving: promotion to a higher position

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: Chief expert/ Junior expert in Programming and Evaluation Unit; Programming, Management, Coordination and Evaluation Department; European Funds, International Programmes and Projects Directorate General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year</td>
<td>Month/Year</td>
<td>Salary (final gross)</td>
<td>UN Grade of your post (if applicable): (do not indicate equivalency) Last UN step in your post (if applicable):</td>
</tr>
<tr>
<td>04/2005</td>
<td>04/2007</td>
<td>12 144 BGN</td>
<td></td>
</tr>
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</table>

NAME OF EMPLOYER | TYPE OF BUSINESS: Government

EMPLOYMENT TYPE:
Full time: ☒ Part Time: ☐

Type of contract:
☒ 100 Series  ☑ Permanent  ☐ 200 series  ☐ Indefinite  ☐ ALD/300 series  ☐ Continuing  ☐ TA  ☐ SSA / IC  ☐ UNV  ☐ Other

ADDRESS OF EMPLOYER | NAME OF SUPERVISOR: Mr Plamen Gırınov

Bulgaria | E-mail Address and Telephone No. of Supervisor: + 359 882 005 321
1051 Sofia | 2, Triaditsa Str.

Did you supervise staff? If so:
Number of professional staff supervised: 
Number of support staff supervised: 

Description of your duties and related accomplishments:
- coordination of the programming process of Human Resources Development Operational Programme 2007 - 2013:
  - Secretary of the Working Group responsible for the elaboration of the Programme - preparation of meetings, communication with relevant stakeholders on proposals made with regard to the text of the Programme, drafting progress reports;
  - direct involvement in drafting different parts/texts of the Programme - socio-economic analysis, SWOT-analysis, strategy, logic of intervention, priorities, horizontal principles, demarcation and additionality, management, monitoring and evaluation system, publicity;
  - setting the indicators system/ framework;
- coordination of the process of HRD OP ex-ante evaluation - communication with the external evaluators, approval of evaluation reports, re-drafting the Programme according to the recommendations;
- elaboration of the chapters of HRD OP Procedure Manual related to programming, monitoring, reporting and evaluation;
- coordination of the process of elaboration of all HRD OP supporting documents, incl. the procedure manual;
- participation in negotiation process of Chapter 21 "Regional Policy and Co-ordination of Structural Instruments" - drafting progress reports, participation in peer reviews, EC missions, proposing corrective measures, etc.;
- communication with the European Commission on the preparation of the Operational Programme and of the structures and systems for its management;
- participation in the work of the Working groups on elaboration of other Operational Programmes, National Development Plan and National Strategic Reference Framework;
- participation in the work of the ESF Evaluation Partnership, organized by DG Employment and Social Affairs of the European Commission;
- coordination and operational monitoring of PHARE Project BG 2005/ 017-353.10.03-0002 "Creating Project Pipeline for Structural Funds Applications - Project Generation Facility; Elaboration of ESF-type Project Proposals" - drafting the Project Fiche, monitoring the execution of the project, verification and approval of the contractor's reports and activities, preparation of regular interim progress reports and the final report, coordination with other departments and institutions for the proper implementation of the project, participation in the Sectoral Monitoring Sub-Committee;
- coordination and operational monitoring of PHARE Twinning Project BG 2005/017-353.10.05 "Preparation for the Future Management of Human Resources Development Operational Programme" (counterparts institutions from Italy and Germany) - participation in the process of elaboration of deliverables of the project together with the experts form Twinning institutions, monitoring the execution of the project, verification and approval of the activities and deliverables, preparation of regular interim progress reports and the final report, coordination with other departments and institutions for the proper implementation of the project, participation in the Sectoral Monitoring Sub-Committee; Consultancy contract with Bulgarian Industrial Association on elaboration of information and methodological materials on the topic "Regulatory Framework of the Republic of Bulgaria with regard to the EU Cohesion Policy" and on providing a training of trainers as a lector on the following topics: "EU Regional Policy - Regulatory Framework, Objectives and Priorities of Economic and Social Cohesion within the 2007 - 2013 Programming Period" and "Structural Funds and the Cohesion Fund - EU Regional Policy Financial Instruments. Best Practices and Experience of EU Member States in Absorption of Funds - Lessons Learned for Bulgaria" (January – May 2007)

Reason for leaving: Promotion to a higher position

<table>
<thead>
<tr>
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<tr>
<td>Month/Year</td>
<td>Month/Year</td>
<td>Starting (gross)</td>
<td>Final (gross)</td>
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<td>10/2004</td>
<td>02/2005</td>
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</table>

NAME OF EMPLOYER:
European Commission

EMPLOYMENT TYPE:
International organisation

TYPE OF BUSINESS:
International organisation

ADDRESS OF EMPLOYER:
Rue Joseph II/ Joseph II-straat 27
1000 Bruxelles/Brussel
Belgique

NAME OF SUPERVISOR:
Mr Walter Faber
E-mail Address and Telephone No. of Supervisor: walter.faber@ec.europa.eu

Description of your duties and related accomplishments:
- Production of comparative analyses (quantitative and qualitative) of the state of preparations in Bulgaria for the implementation of the European Social Fund;
- Production of analyses of inclusion and employment policies in Bulgaria with in view Bulgaria's future participation in the European Inclusion and Employment processes;
- Support to the unit in the preparation of Bulgaria for the implementation of the ESF.

Reason for leaving: Expiry of contract

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>SALARIES PER ANNUM</th>
<th>FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: Junior expert in International Organisations Unit; International Relations Department; European Integration and International Relations Directorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Year</td>
<td>Month/Year</td>
<td>Starting (gross)</td>
<td>Final (gross)</td>
</tr>
<tr>
<td>10/2002</td>
<td>03/2005</td>
<td>3 624 BGN</td>
<td>4 116 BGN</td>
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</tbody>
</table>

NAME OF EMPLOYER:
Ministry of Labour and Social Policy

TYPE OF BUSINESS:
Government
EMPLOYMENT TYPE:
Full time: ☑
Part Time: ☐ ( %)

Type of contract:
☑ 100 Series
☑ Permanent
☑ SC
☑ FTA
☐ 200 series
☐ Indefinite
☐ TA
☐ UNV
☐ ALD/300 series
☐ Continuing
☐ SSA / IC
☐ Other

ADDRESS OF EMPLOYER
Bulgaria
1051 Sofia
2, Triaditsa Str.

NAME OF SUPERVISOR: Mr Alexander Evtimov
E-mail Address and Telephone No. of Supervisor:
alexander.evtimov@mlsp.government.bg

Did you supervise staff? If so:
Number of professional staff supervised:
Number of support staff supervised:

Description of your duties and related accomplishments:
- Monitoring and coordination of cooperation with international organisations like the World Bank, International Labour Organization, United Nations, UNICEF, International Organization for Migration, Council of Europe, World Trade Organization, Stability Pact, etc. - drafting of letters, reports on policies and activities of these institutions, reports on cooperation of the Ministry with the organizations, and filling of specific questionnaires on topics related to the Ministry policies;
- Preparation and coordination of international activities like conferences, seminars, visits of representatives of the Ministry in events abroad and visits of foreign delegations to the Ministry;
- Monitoring of the bilateral cooperation with line Ministries in other countries - drafting reports and correspondence;
- Drafting letters and other type of correspondence to diplomatic representatives in Bulgaria.

Reason for leaving: Transfer to other department of the Ministry by own decision

FROM TO SALARIES PER ANNUM

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Month/Year</th>
<th>Starting (gross)</th>
<th>Final (gross)</th>
</tr>
</thead>
</table>

FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract:
UN Grade of your post (if applicable):
(do not indicate equivalency)
Last UN step in your post (if applicable):

NAME OF EMPLOYER

TYPE OF BUSINESS:

EMPLOYMENT TYPE:
Full time: ☑
Part Time: ☐ ( %)

Type of contract:
☑ 100 Series
☑ Permanent
☑ SC
☑ FTA
☑ 200 series
☑ Indefinite
☑ TA
☑ UNV
☑ ALD/300 series
☑ Continuing
☑ SSA / IC
☑ Other

ADDRESS OF EMPLOYER

NAME OF SUPERVISOR:
E-mail Address and Telephone No. of Supervisor:

Did you supervise staff? If so:
Number of professional staff supervised:
Number of support staff supervised:

Description of your duties and related accomplishments:

Reason for leaving:

29. Have you any objections to our making inquiries of:
(a) your present employer? No ☑ Yes ☐
(b) your previous employers? No ☑ Yes ☐

30. Are you now, or have you ever been, a national civil servant in your government?
No ☑ Yes ☐

If "Yes", Indicate dates of service: As of 10/2002
Functions: expert/manager
Country: Bulgaria
Mr Dragomir Draganov  
Mrkovic draganov@gmail.com  
+ 359 89 4 788 687  
Director, National Social Security Institute

Ms Gergana Zaharieva  
gergergana.zaharieva@inelecomsystems.com  
+ 447 462 136 692  
Consultancy

Mr. Gian Luca Portacolone  
gportacolone@socieux.eu; +32 (0) 2 528 6628  
SOCIEUX+

32. State any other relevant facts in support of your application. Include information regarding any periods of residence outside the country of your nationality  
5 months residence and work in Brussels, Belgium

33. Have you ever been convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)?  
No ☒ Yes ☐ If "Yes", give full particulars of each case in an attached statement

34. Have you ever had disciplinary measures imposed on you, including dismissal or separation from service, on the grounds of misconduct?  
No ☒ Yes ☐ If "Yes", give full particulars of each case in an attached statement.

35. Have you ever been separated from service on the grounds of unsatisfactory performance?  
No ☒ Yes ☐ If "Yes", give full particulars of each case in an attached statement.

36. I certify that the information I have provided in the present document is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or material omission made in this document may lead to the termination of my appointment or to dismissal. I understand this also applies to any other information or document requested by the Organization for the purpose of my recruitment to and employment with UNDP.

In connection with this application, I authorize former employers and educational institutions to release information about my background to UNDP or its agent. My signature below releases the aforesaid parties providing information about me from any liability whatsoever in collecting and disseminating the information obtained.

DATE: 09/03/2022  
SIGNATURE: _________________________

Note:

Applications for employment at UNDP must include a completed and signed Personal History form (P.11). By submitting a Personal History form, the applicant authorizes UNDP or its agent to verify and validate all information provided in the P.11. The P.11 form is not valid without signature. The signed P.11 form serves to release any party cited in the form from any liability whatsoever for releasing information to UNDP or its agent.

You may be requested to provide documentary evidence of the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the originals of any references, testimonials or certificates of academic achievement unless they have been obtained for the sole use of UNDP.

If Degrees/Certificates are in foreign language, you may be required to provide official English translation at time of request.
BRIEF DESCRIPTION OF APPROACH TO WORK

Terminal evaluation of UNDP project “Promoting Youth Employment in Uzbekistan”

My experiences in programming, reporting, monitoring, results-based management and evaluation of donor-funded programmes in the area of labour, employment, social protection, strengthening of institutions and reforms, as well as cross-sectoral policies and projects, have skilled me to apply for the above position. I believe that my strong educational background, post-qualification training activities and extensive experience make an appropriate candidate for the advertised position. I was holding progressively responsible positions in the structure with the Ministry of Labour and Social Policy of Republic of Bulgaria responsible for the management of EU funds for more than 15 years. Additionally, I have been involved in several consultancy assignments in Bulgaria and abroad, incl. evaluation of projects in the social sector. A considerable share of my duties consisted of activities related to building and managing the monitoring, evaluation and reporting system, including establishment of a strong coordination structure and partnerships between different institutions and levels; developing results matrices, Theory of Changes, M&E frameworks and evaluation plans; executing independent evaluations, managing evaluations conducted by external contractors; setting of SMART indicators and establishment of procedures for collection, aggregation, validation and analysis of data; drafting and verifying the quality of different types of reports; knowledge generation and dissemination.

What regards my approach and preliminary observations on the methodological and procedural aspects to perform the current assignment, a situation analysis as a starting point for the evaluation will be carried out – during the Inception Report elaboration phase. These efforts are aimed at better understanding the systemic management and broader impacts of the project. The primary purpose is to obtain perceptual data, enrich the understanding of project’s history, and collect and review complementary information. At this stage, the active collaboration with representatives of UNDP Uzbekistan and the Ministry of Employment and Labour Relations are crucial for building the participatory and consultative approach required for an evaluation that will come out with credible findings and recommendations.

In addition to the requirements set in the ToR, the full set of structured evaluation tools to be used will be annexed to the Inception report for approval prior to start the data collection activities. Questionnaires will be tailored to the respective respondent/ group of respondents according to their role in the project management, implementation, oversight and/or service delivery. Primary data (inputs collected through interviews and questionnaires) will be aggregated and recorded in a matrix table, and analysed through standard descriptive and inferential techniques.

Quality assurance. All necessary efforts will be made to ensure that the data to perform this evaluation was collected from sufficient and appropriate sources to ensure credibility, as well as to ensure that findings are based on valid analyses and the conclusions and recommendations are logically coherent. The methodology will rely both on primary and secondary data sources to assess the project performance against those aspects/ criticalities mentioned in the ToR. In case quantitative data sources are not sufficient, the assessment will rely on qualitative sources as means of evaluation. A risk analysis will be presented in the Inception report. Gathering information/ data from all levels of project’s management and service delivery needs to be ensured. Stakeholders who have responsibilities at central, regional and local level, as well as final beneficiaries (if possible) will be approached by the most appropriate channel of communication. Depending on the availability of information, a “mini-survey” can be conducted among direct beneficiaries.

Triangulation (cross-checking in data collection methods) will be applied due to the fact that all evidence-collection methods have inherent weaknesses which may distort the results. Asking the same question of several persons will invariably draw out some differences in perceptions and even contradictions.

Data collection activities can be performed both in English and Russian (if agreed, all questionnaires can be provided in Russian as well).

Natalia Anastasova

Date: 09/03/2022