



Nabídka společnosti MEPCO, s. r. o.

Zpracování analytických podkladů a doporučení v sektoru
veřejné správy pro Úřad předsedy vlády Moldavska

NABÍDKA SPOLEČNOSTI MEPCO

Dle požadavků zadavatele je nabídka na „Poptávku na experta či expertky (příp. týmu expertů) v sektoru veřejné správy na vypracování analýz a doporučení pro Úřad předsedy vlády Moldavska“ rozdělena do následujících částí:

- identifikaci experta nebo expertky/**jmenný přehled** (případně týmu expertů) včetně kontaktních údajů (email, mobilní telefon), v případě týmu expertů/musí být doložen vzájemný vztah mezi nimi (např. smlouva o sdružení, smlouva o poddodávce, pracovněprávní vztah apod.)
- **strukturovaný životopis** (případně strukturované životopisy) v anglickém jazyce včetně kontaktních údajů na min. 2 referenční osoby (email, mobilní telefon), ze kterého musí mimo jiné vyplývat splnění výše uvedených kvalifikačních předpokladů;
- **prosté kopie jazykových certifikátů** dokládající aktivní znalost angličtiny nebo ruštiny na úrovni min. B2 dle společného evropského referenčního rámce pro jazyky, viz bod „Kvalifikační předpoklady“ této Poptávky
- **cenovou nabídku vč. DPH** (zahrnující expertní služby a další náklady související se zahraničním výjezdem, tato cena musí být konečná a zahrnovat veškeré plnění, které budou experti po ČRA požadovat)
- **návrh plánu realizace v anglickém jazyce o minimálním rozsahu 2 normostrany**, který bude strukturován dle pokynů uvedených v bodě „Předmět plnění a požadované výstupy“ této Poptávky

JMENNÝ PŘEHLED ČLENŮ EXPERTNÍHO TÝMU:

- **Ing. Mgr. David Sláma**
e-mail: david.slama@centrum.cz
telefon: +420 731 832 264
kvalifikační předpoklady:
 - minimálně 5 let pracovních zkušeností v oboru veřejné správy odpovídajícímu předmětu plnění této poptávky s důrazem na praktické zkušenosti
 - zkušenost s vypracováním odborných analýz a doporučení pro instituci veřejné správy v České republice nebo zahraničí*životopis:* příloha č. 1
- **Mgr. Jakub Jaňura**
e-mail: januruv@gmail.com
telefon: +420 723 163 342
kvalifikační předpoklady:
 - zkušenost s vypracováním odborných analýz a doporučení pro instituci veřejné správy v České republice nebo zahraničí (spolupráce v rámci zemí tzv. Eastern Partnership v oblasti reformy veřejné správy)

- aktivní znalost angličtiny na úrovni C1 dle společného evropského referenčního rámce pro jazyky

životopis: příloha č. 2

jazykový certifikát: příloha č. 3

- **Ing. Mgr. Adam Vazač**

e-mail: adam.vazac@mepco.cz

telefon: +420 730 510 255

kvalifikační předpoklady:

- zkušenost s realizací mezinárodních projektů v Bosně a Hercegovině, Gruzii a na Ukrajině
- aktivní znalost angličtiny

životopis: příloha č. 4

- **Ing. Marek Jetmar, Ph.D.**

e-mail: jetmar.marek@seznam.cz

telefon: +420 723 287 848

kvalifikační předpoklady:

- minimálně 5 let pracovních zkušeností v oboru veřejné správy odpovídajícímu předmětu plnění této poptávky s důrazem na praktické zkušenosti
- zkušenost s vypracováním odborných analýz a doporučení pro instituci veřejné správy v České republice nebo zahraničí
- možnost vycestovat na expertní výjezd do Moldavska

Další předpoklady:

- zkušenosti s fungováním Úřadu vlády
- projektové řízení
- aktivní znalost angličtiny

životopis: příloha č. 5

Všichni experti jsou v pracovněprávním vztahu vůči MEPCO (pracovní poměr zaměstnanecký nebo na základě DPP). Strukturované životopisy a kopie jazykového certifikátu jsou přílohou této nabídky.

METODIKA SPOLUPRÁCE:

Komunikaci mezi zadavatelem a zpracovatelem bude možné provádět průběžně telefonicky, emailem. Součástí návrhu plánu realizace jsou také min. 2 konzultace se zástupci ČRA v Praze a dále konzultace na dálku s ČRA (telefonicky a emailem) v celkovém přibližném rozsahu 32 člověkohodin. V rámci zakázky budou konány pravidelné konzultační dny, dle požadavku zadavatele se jedná o min. 2 konzultace se zástupci ČRA a průběžné konzultace na dálku s ČRA (telefonicky a e-mailem) v celkovém přibližném rozsahu 32 člověkohodin. Kontaktní osobou za expertní tým je Ing. Mgr. Adam Vazač, projektový manažer společnosti MEPCO, s.r.o., e-mail: adam.vazac@mepco.cz, tel. +420 730 510 255.

CENOVÁ NABÍDKA:

Nabídková cena společnosti MEPCO, s. r. o., odráží níže popsany způsob řešení zakázky, zahrnuje veškeré nezbytné náklady k řádnému, úplnému a kvalitnímu provedení předmětu zakázky.

Celková nabídková cena včetně DPH je 278 955 Kč. Tato částka je stanovena pro dobu plnění jako cena maximální se započtením veškerých nákladů. Zahrnutý jsou cestovní i režijní náklady spojené s realizací této nabídky. Předání díla se předpokládá nejpozději 10. října 2017.

WORK PLAN:

The submitted offer, focused on an elaboration of analysis and recommendations in the sector of public administration in terms of the Office of the Prime Minister of the Republic of Moldova, hereinafter referred to as "the Offer", consists of two parts. The first part will be based on the analysis of available facts and expert consultations during an expert mission to Moldova and conceptual materials, which are publicly available or will be made available in accordance with the purposes of the expert mission. The second part of the Offer will be the recommendation for further progress. Both parts will aim to evaluate the work of the Office of the Prime Minister of the Republic of Moldova from an institutional and functional perspective. Proposed recommendations will focus on higher efficiency of the Office's work, using experience from the Czech environment, especially with transformation and public administration reform. The Offer includes the realisation of the Demand according to the following workflow, which is structured in several key activities (KA):

a) KA 1: Desk research

During the realisation of desk research, the scope of activities of the Office of the Prime Minister of Moldova will be analysed by the team of experts. A desktop survey will be based on available information and conceptual documents at the national level in the field public of administration in Moldova until 2020 – e.g. „*Institutional and Functional Analysis of the State Chancellery and the Prime-Minister Office of the Republic of Moldova*“, „*Public Administration Reform Strategy*“, then „*Constitution of the Republic of Moldova*“, „*Report on the Territorial Administrative Structure Options for the Republic of Moldova*“, „*Assessment Report of corruption risks in public procurement in the Republic of Moldova*“. Additionally, thematic studies and publication drafted by the OECD or EU will be scanned as well. Relevant examples of these sources are materials elaborated by SIGMA (e.g. „*Strategic framework of public administration reform*“) or within Thematic Network Governance and public administration of European Commission („*Strategic management in the public sector*“). An important part of the desk research represents also materials to be provided by the Office of the Prime Minister of the Republic of Moldova. Within this key activity, a close cooperation with Czech Development Agency is expected. In addition to expert activities, logistical arrangements related to the travel to Moldova are included (flight tickets, accommodation, local transport etc.)

Time allocation: 10 hrs

Contribution of expert team members (share on total time allocation): D. Sláma (25 %), J. Jaňura (35 %), A. Vazač (35 %), M. Jetmar (5 %)

Date: 1 – 9 June 2017

Output: Conducted desk research, logistical arrangements

b) KA 2: First expert mission

The first expert mission follows outputs from KA1. Marek Jetmar, a member of the expert team, will travel to Moldova. The mission will be focused on understanding local conditions, conducting structured interviews with local experts related to their expectations and current governmental conceptions, but it will be necessary also to take into account possible risk factors, opportunities and threats. Within this KA, a 3-days mission to Moldova is scheduled, which will be used for the above-mentioned interviews and other consultations about towards the analysis. After returning back to the Czech Republic, a mission report will be drafted by the expert to summarise information obtained during structured interviews with the representatives of the Office and other relevant stakeholders.

Time allocation: 3 expert days + travel days, 18 hrs

Date: 12– 16 June 2017

Contribution of expert team members: M. Jetmar (100 %)

Output: Mission report

c) KA 3: Drafting of a structure and content of the analysis and recommendations

Activity KA 3 will focus on drafting of a structure and content of the analysis and recommendations. It will be in line with previous two KAs. A draft version of the structure will be prepared in English. It will aim at the practical usage of documents and experience from the Czech Republic, eventually from other countries. The draft of the document structure will contain particular cross-cutting examples of good practice in the Czech Republic. Within KA3, consultations about the draft version of the structure with the Czech Development Agency will be scheduled. After incorporating all remarks and comments, the expert team will proceed to KA4.

Time allocation: 7 hrs

Date: 26 June – 14 July 2017

Contribution of expert team members: D. Sláma (35 %), A. Vazač (30 %), J. Jaňura (30 %), M. Jetmar (5 %)

Output: Structure and content of the analysis and recommendations

d) KA 4: Elaboration of analysis and recommendations

After the approval of a structure for the final output by the Czech Development Agency within KA4, the expert team will prepare the final document, which will meet all requirements of the Czech Development Agency (e.g. at least 30 pages). The document will focus on improvement of the effectiveness of the Office of the Prime Minister of the Republic

of Moldova and will identify two groups of measures – strategic and operational. The analysis will be structured into several thematic areas (human resources, processes, competency model etc.) and will emphasise a practical usage and applicability in terms of Moldova and its relation to the EU – e.g. allocation of financial resources within European Neighbourhood Instrument for public administration reform in Moldova.

During the elaboration of the analysis, the expert team will take into account Czech experience with public administration processes. It can help to identify potential risks and threats. Concurrently, the expert team will consult the working version of the document with Czech Development Agency and will incorporate all comments.

Time allocation: 120 hrs

Date: 17 July – 10 September 2017

Contribution of expert team members: D. Sláma (15 %), A. Vazač (40 %), J. Jaňura (40 %), M. Jetmar (5 %)

Output: Draft document consulted by the Czech Development Agency

e) KA 5: Second expert mission

The second expert mission will focus on the presentation of the main output. Finding a wide audience can be considered as one of the main preconditions of a successful presentation, enabling highest possible overall result. Therefore, preparation of KA5 will be coordinated in close cooperation with the Czech Development Agency to reach adequate cooperation with the representatives of the Office. A Powerpoint presentation will be prepared for purposes of summarization of main conclusions.

Time allocation: 3 days + travel days, 18 hrs

Date: 18 – 22 September 2017

Contribution of expert team members: M. Jetmar (100 %)

Output: Mission report

f) KA 6: Finalisation of the document

The final KA incorporates all relevant comments received from the representatives of Moldovan partners during the second expert mission. Within KA 6, English grammar correction will be conducted contributing to higher quality of the final document, which will be prepared in an electronic version.

Time allocation: 10 hrs

Date: 25 September - 10 October 2017

Contribution of expert team members: D. Sláma (10 %), A. Vazač (40 %), J. Jaňura (40 %), M. Jetmar (10 %)

Output: Final version of the document

GANTT CHART OF THE PROPOSED WORK PLAN:

Number	Key activity	Start	End	2017				
				June	July	August	September	October
1	Desk research	1/6/2017	9/6/2017	■				
2	First expert mission	12/6/2017	16/6/2017	■				
3	Drafting of a structure and content of the analysis and recommendations	26/6/2017	14/7/2017		■			
4	Elaboration of analysis and recommendations	17/7/2017	10/9/2017			■		
5	Second expert mission	18/9/2017	22/9/2017				■	
6	Finalisation of the document	25/9/2017	10/10/2017					■



Základní údaje o uchazeči

Název uchazeče: **MEPCO, s. r. o.**
Sídlo uchazeče: Spálená 108/51, 110 00 Praha 1
Pověřený zástupce: Ing. Tomáš Sýkora
Kontaktní osoba: Ing. Tomáš Sýkora
IČ: 27143643
DIČ: CZ27143643
Bankovní spojení: ČSOB, a.s.
č.ú.: 211495314/0300
Telefon: +420 604 584 637
E-mail: tomas.sykora@mepco.cz

Ing. Tomáš Sýkora zastává funkci výkonného ředitele společnosti MEPCO, s. r. o. Pro tuto veřejnou zakázku je pověřenou osobou na základě plné moci jednatele společnosti Petera Knipa.

Kontakty.

Ing. Tomáš Sýkora
výkonný ředitel
e-mail: tomas.sykora@mepco.cz
tel.: 604 584 637



MEPCO, s.r.o.
Spálená 108/51, 110 00 Praha 1
IČ: 271 43 643
DIČ: CZ27143643
tel: +420 736 780 126

Generální plná moc

Já, níže podepsaný **Peter Knip**, nar. 28.9.1956, číslo pasu NUKC3C9C5, bytem Vaandelstraat 20, 2611 DB-Delft, jako jednatel společnosti **MEPCO, s.r.o.**, se sídlem Spálená 108/51, 110 00 Praha 1,

z p l n o m o c ň u j i t í m t o


Ing. Tomáše Sýkoru, zaměstnance MEPCO, s.r.o., r.č. 790426/2784, bytem Koldům 1580, 436 01 Litvínov,

k tomu, aby mě v plném rozsahu zastupoval a bez jakýchkoliv omezení činil veškeré právní úkony za mě mým jménem kromě těch, které vyžadují ze zákona nebo z jiných obecně závazných právních předpisů zvláštní plnou moc.


Tato plná moc se dále uděluje ke všem úkonům, a to jak písemným tak i ústním, které je třeba k řádné činnosti společnosti učinit.

Tuto plnou moc uděluji na dobu neurčitou.

V Praze dne 22.9.2015


MEPCO, s.r.o.
Peter Knip
jednatel společnosti

Tuto plnou moc přijímám:


Ing. Tomáš Sýkora

Běžné číslo ověřovací knihy OI 133/2015-----

Ověřuji, že Peter Knip, nar. 28. 9. 1956, bytem 2611 DB-Delft, Vaandelstraat 20, Nizozemské království, jehož totožnost byla prokázána platným úředním průkazem, tuto listinu předemnou vlastnoručně podepsal.-----

V Praze dne dvacátého druhého září roku dva tisíce patnáct.-----



Marie Hauková

Ověřovací doložka pro vidimaci
Podle ověřovací knihy pošty: Praha 01

Roř.č: 11001-0238-0242

Tato úplná kopie, obsahující 2 stran souhlasí doslovně s předloženou listinou, z níž byla pořízena a tato listina je prvopis, obsahující 2 stran.

Listina, z níž je vidimovaná listina pořízena, neobsahuje viditelný zajišťovací prvek, jenž je součástí obsahu právního významu této listiny.

Praha 01 dne 03.01.2017
Kolaříková Jitka



Přílohy

- Příloha 1: Životopis Ing. Mgr. David Sláma
- Příloha 2: Životopis Mgr. Jakub Jaňura
- Příloha 3: Jazykový certifikát FCE Mgr. Jakub Jaňura
- Příloha 4: Životopis Ing. Mgr. Adam Vazač
- Příloha 5: Životopis Ing. Marek Jetmar, Ph.D.

Curriculum vitae

Name: **David SLÁMA, Ing. Mgr.**
Email: david.slama@centrum.cz
Phone: 731 832 264

Work experience:

4/2015 - now	The Ministry of the Interior of the Czech Republic, Director of the Department of Strategic Development and Coordination of Public Administration
10/2013 – 5/2015	Parliament of the Czech Republic, Chamber of Deputies, MP Assistant
6/2013 – 3/2015	Union of Towns and Municipalities of the Czech Republic, Specialist for finance and transport
2/2011 – 2/2015	Transport Company of the city of České Budějovice, Chairman of supervisory board
10/2010 – 10/2014	The City of České Budějovice, Representative in the City Council, Member of the Control board
6/2010 – 7/2013	Sport and Relaxation Complex in Hluboká nad Vltavou, Team Leader

Education:

2007 – 2013	The University of Economics in Prague, The Faculty of Economics, Prague Field of study: Economic policy, secondary specialization: Municipal and Regional Development
2008 - 2013	Charles University, The Faculty of Social Science, Prague Field of study: Public and Social Policy, Master degree Field of study: International Territorial Studies, Bachelor degree
2/2012 – 6/2012	Johannes Kepler Univeristät Linz, Sozial und Wirtschaftswissenschaftliche Fakultät, Linz, Austria
5/2014 – 6/2014	International Center for Land Policy Studies and Training, Taoyuan, Taiwan Study visit focusing on public finance, taxes and valuation
1999 - 2007	Czech – Anglo High School, České Budějovice

Other activities:

From 2013	Publication Activities Specialized articles in journals in the field of public administration (Obec a finance, Veřejná správa)
From 2013	Presentations Presentations on conferences and seminars about issues from public administration quality, financing of public administration, territorial division etc.
From 2016	Lectures The College of Regional Development: Lectures on public administration system, finance and development University of Malta, Institute of Public Administration and Management, Lectures on Czech public administration system, finance and development (5/2015)
Membership in advisory boards and committees	Government Council for Public Administration Committee for modernization of Public Administration The Czech Republic's Council for Quality

Additional information

Languages:	Czech: mother tongue English: intermediate German: beginner
Driving License	B

Prague, April 2017

References:

Mgr. Pavel Drahovzal

Email: drahovzal@smocr.cz

Phone: 724 180 039

Ing. Zuzana Růžicková

Email: zuzana.ruzickova@mvcr.cz

Phone: 603 190 970

Personal

Full name: Jakub Jaňura
 University degree: Master's degree
 Address: Malešovská 5, 625 00, Brno, Czech republic
 Telephone number: +420 723 163 342
 E-mail: januruv@gmail.com
 Date of Birth: 23rd June 1985 in Brno
 Nationality: Czech

Education

- since 2011: Department of Geography, Faculty of Science, Masaryk University
 PhD programme: Regional Geography and Regional Planning
- 2008 – 2011: Department of Geography, Faculty of Science, Masaryk University
 Master's programme: Social Geography
 Thesis: Geographical accessibility of Brno city centre for wheelchair users
- 2005 – 2008: Department of Geography, Faculty of Science, Masaryk University
 Bachelor's degree programme: Geoinformatics and Regional Development
 Thesis: Social geographical regionalization of the Czech Republic; survey of methodology and results

Employment history

- 2017 Chief Ministry Counsellor
 Team leader of the Strategic goal "Reviewed and Optimised Public Governance at Territorial Level" of the strategic framework for the development of public administration in the Czech Republic for the period 2014
 Department for Strategic Development and Coordination of Public Administration
 Ministry of the Interior; Czech Republic
- 2016 – 2017 Ministry Counsellor
 Coordinator of the Specific goal "Harmonization of the administrative division of the strategic framework for the development of public administration in the Czech Republic for the period 2014
 Department for Strategic Development and Coordination of Public Administration
 Ministry of the Interior; Czech Republic
- 2015 – 2016: Manager of The Voluntary Association of Rural Municipalities of the Micro Region Čistá Jihlava
- 2013 – 2016: Member of office LAG Podbrněnsko, o.s.
- 2013 – 2015: Coordinator of intermunicipal cooperation in ORP Pohořelice region
 Implementation of the Union of municipalities in the Czech republic Project:
 „Systémová podpora rozvoje meziobecní spolupráce v ČR v rámci území správních obvodů obcí s rozšířenou působností“
- 2012 – 2013: GIS consultant: Aditis s.r.o.

2006 – 2013: Entrepreneurship; digital engineering of gas technologies
(partner in co. Moravia Gas Projekt, v.o.s.)

Academic field

Selected conferences (active participation and cooperation):

- 2016 june: Public Administration Reform, Seminar of Eastern Partnership; Brest (Belarus)
Promoter: Council of Europe
december: Public Administration Reform, Seminar of Eastern Partnership; Prague
Promoter: Council of Europe
- 2014: International Symposium on Location-Based Services; Vienna
Promoter: Vienna University of Technology
- 2013: Geografický výzkum v České republice,
Promoter: Geografický ústav PŘF MU a Ústav geoniky AV ČR, v.v.i.
- 2011: Časoprostorové změny regionálních struktur ČR a SR; XVI. česko-slovenský
geografický akademický seminář,
Promoter: Geografický ústav SAV a Ústav geoniky AV ČR, v.v.i.

Selected Publications:

JANŮRA, J.: Pohořelice city development plan: critical reflection.
XIX. mezinárodní kolokvium o regionálních vědách. Sborník příspěvků. Brno.
pp. 709-716, 10 p. 2016. ISBN 978-80-210-8272-4.

JANŮRA, J. – STEHLÍKOVÁ, J.: Providing Emancipation through Maps. In Georg
Gartner, Haosheng Huang. Proceedings of the 11th International Symposium on
Location-Based Services. Vienna: Vienna University of Technology, 2014.
pp. 309-312, 4 p. ISBN 978-1-907075-07-0.

FRANTÁL, B. – MARYÁŠ, J. et al.: Prostorové chování: vzorce aktivit, mobilita a
každodenní život ve městě. 1st. ed. Brno: Masarykova univerzita, 2012. 140 p.
ISBN 978-80-210-5756-2.

Other

Language skills:

English: C1 (Cambridge English Level 2 Certificate: First Certificate in
English, issued 20/11/2015)
German: A2

Computing skills:

MS Office; Microstation; AutoCAD; ArcGIS; Adobe Photoshop

Driving License B

Referring person:

Ing. Zuzana Růžičková, Ministry of the Interior (head of the sub-department)
zuzana.ruzickova@mvcz.cz; +420 603 190 970

Mgr. Bc. Martin Braun, LAG Podbrněnsko (manager, responsible for cooperation with Čistá
Jihlava M.R.)

braun@podbrnensko.cz; +420 702 282 366



CAMBRIDGE ENGLISH
Language Assessment
Part of the University of Cambridge

Cambridge English Level 2 Certificate in ESOL International* (First)

This is to certify that

JAKUB JANURA

has been awarded

Grade A

in the

First Certificate in English

Performance at Grade A demonstrates an ability at Level 2*
and Council of Europe Level C1

Overall Score 183

Reading	177
Use of English	190
Writing	176
Listening	182
Speaking	188

Date of Examination **OCTOBER (FCE1) 2015**
Place of Entry **BRNO**
Reference Number **15ACZ0070004**
Accreditation Number **501/1086/X**

Saul Nassé
Chief Executive

*This level refers to the UK National Qualifications Framework

Regulated by
Ofqual

Date of Issue 20/11/15
Certificate Number 0051528030

For more information see <http://register.ofqual.gov.uk>

Llywodraeth Cymru
Welsh Government

CEA
Accreditation

01388274

DP809

FIRST CERTIFICATE IN ENGLISH (FCE)

FCE is a general proficiency examination at Level B2 in the Council of Europe's Common European Framework of Reference. It is at Level 1 in the UK National Qualifications Framework.

Further details of FCE are given in the FCE Handbook, and at www.cambridgeenglish.org

FCE results are reported using scores on the Cambridge English Scale. FCE certificates are awarded to candidates who achieve the following grades:

Grade A – CEFR Level C1 (score 180-190)

Grade B – CEFR Level B2 (score 173-179)

Grade C – CEFR Level B2 (score 160-172)

Candidates who have achieved a score between 180 and 190 (Grade A) have demonstrated ability at CEFR Level C1. Candidates who have not achieved a passing grade in FCE, but score between 140 and 159, receive a Cambridge English certificate stating they demonstrated ability at CEFR Level B1.

A † symbol next to the grade indicates that the candidate was exempt from satisfying the full range of assessment objectives in the examination.

The Council of Europe's Common European Framework of Reference covers six levels of language proficiency. Research carried out by the Association of Language Testers in Europe (ALTE) shows what learners can typically do at each level. The table below gives examples of typical ability in each of the skill areas for Council of Europe Levels C1, B2 and B1.

Level C1	Listening and Speaking	Reading and Writing
Overall general ability	CAN contribute effectively to meetings and seminars within own area of work or keep up a casual conversation with a good degree of fluency, coping with abstract expressions.	CAN read quickly enough to cope with an academic course, and CAN take reasonably accurate notes in meetings or write a piece of work which shows an ability to communicate.
Level B2	Listening and Speaking	Reading and Writing
Overall general ability	CAN follow a talk on a familiar topic. CAN keep up a conversation on a fairly wide range of topics.	CAN scan texts for relevant information. CAN make notes while someone is talking or write a letter including non-standard requests.
Social & Tourist	CAN ask for clarification and further explanation, and is likely to understand the answer. CAN keep up a conversation on a fairly wide range of topics.	CAN read the media for information quickly and with good understanding. CAN express opinions and give reasons.
Work	CAN ask for factual information and understand the answer. CAN express her/his own opinion, and present arguments to a limited extent.	CAN understand the general meaning of non-routine letters and understand most of the content. CAN write a simple report of a factual nature and begin to evaluate, advise etc.
Study	CAN answer predictable or factual questions. CAN check that all instructions are understood.	CAN make simple notes that are of reasonable use for essay or revision purposes, capturing most important points. CAN present arguments, using a limited range of expression (vocabulary, grammatical structures).
Level B1	Listening and Speaking	Reading and Writing
Overall general ability	CAN understand straightforward instructions or public announcements. CAN express opinions on abstract/cultural matters in a limited way or offer advice within a known area.	CAN understand routine information and articles. CAN write letters or make notes on familiar or predictable matters.

Further information and examples of the ability statements can be found at www.alte.org

Any alteration to this certificate renders it invalid and use of an altered certificate could constitute a criminal offence.

Cambridge English Language Assessment provides a results verification service to help organisations and agencies quickly and securely validate candidates' Cambridge English examination results at www.cambridgeenglish.org/verifiers

Curriculum vitae

PERSONAL

Full name: Adam Vazač
University degree: Master's degree
Address: Rabasova 2, Ústí nad Labem, 400 11
Telephone number: +420 730 510 255
E-mail: adam.vazac@mepco.cz
Date of Birth: 5th November 1987
Nationality: Czech

EDUCATION

2011 – 2013: Masaryk Institute of Advance Studies, Czech Technical University in Prague

Master's programme: Management of Development Projects

2010 – 2012: Department of Social Geography and Regional Development, Faculty of Science, Charles University in Prague

Master's programme: Regional and Political Geography

2007 – 2010: Faculty of Education, University of West Bohemia

Bachelor's degree programme: Economic and Regional Geography

SHORT-TERM ABROAD INTERNSHIP

10/2015 International Center for Land Policy Studies and Training, Taoyuan, Taiwan

Infrastructure Development and Strategic Planning

PROFESSIONAL EXPERIENCE

2016 - now International Project Manager, MEPCO - International Advisory Centre for Municipalities

- coordination of international projects

Bosnia and Herzegovina: Support of development in the urban municipalities and the City of Sarajevo

Georgia: Participatory Local Budgeting in the City of Rustavi

Ukraine: Eastern Ukraine State Building and Accountability

Curriculum vitae

2013 – 2016 EU funds and regional development officer, External Department, Union of Towns and Municipalities of the Czech Republic

- coordination of EU funded projects
- involvement in urban/rural and sustainable development
- coordination of integrated tools

OTHER

Language skills:

Czech: mother tongue
English: intermediate
German: beginner

Computing skills:

MS Office; ArcGIS; SPSS,

Driving License B

REFERRING PERSON

Mgr. Šárka Řečková, External Relations Department, Union of Towns and Municipalities of the Czech Republic, rechkova@smocr.cz, +420 732 178 013

Malinda Twaalfhoven, Deputy Business Unit Manager, VNG International, malinda.twaalfhoven@vng.nl, +31 703 738 115



Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Marek Jetmar**
Address(es) 10, Poupetova, 170 00, Praha 7 Holesovice, the Czech Republic
Telephone(s) 00420 266317907 **Mobile: 00420 723287848**
Fax(es)
E-mail jetmar.marek@seznam.cz
Nationality Czech
Date of birth 21.01. 1976
Gender Male

Work experience

Dates 2014 -2017
Occupation or position held Adviser
Main activities and responsibilities Advisor to the Deputy Prime Minister for Science, Research and Innovation, Territorial Dimension of Research and Technology Development. Responsibility for cooperation with businesses and industries, Shaping National policy of Research, Development and Innovations, shaping nad negotiations national S3 strategy (RIS3).
National S3 manager February-November 2016
Name and address of employer Office of Deputy Prime Minister for the Science, Research and Innovation, Government of the Czech Republic, nábřeží Edvarda Beneše 4, 118 01 Prague 1, contact: Arnošt Marks, arnost.marksvlada.cz
Type of business or sector Public government
Dates 2015 -2017
Occupation or position held Adviser
Main activities and responsibilities Advisor to the Minister of Labour and Social Affairs, Research and Innovation, Territorial Dimension of Labour and social policy.
Name and address of employer Ministry of Labour and Social Affairs of the Czech Republic, Na Poříčním právu 1/376, 128 01 Prague 2, contact: Radim Hejduk radim.hejduk@mps.cz
Type of business or sector Public government
Dates 2013- 2016
Occupation or position held Head of expert group
Main activities and responsibilities Leadership of methodological work associated with the project of cooperation between municipalities (more than 15 methodologists and analysts).

Name and address of employer SMO ČR, 1640/65 5. května 140 21 Prague 4, the Czech Rep., www.smocr.cz, contact: Dominika Jadrná, jadrna@smocr.cz, Ingrid Šegmannová, ingrid.stegmannova@mpsv.cz

Type of business or sector Non profit sector

Dates 2007- 2017

Occupation or position held Managing partner of QUARTUS limited company.

Main activities and responsibilities Providing consulting on the Structural Funds of the European Union for public authorities, providing a complete service in the preparation and implementation of projects of the Structural Funds for the applicants from among municipalities, non-profit and private entities, advising the municipalities, shaping of development and strategy papers, etc., providing training for officials or any other group in selected thematic areas - the European Union structural funds and competition policy and social cohesion, regional development, public-private partnerships, smart administration, tourism and providing other related services.

Name and address of employer QUARTUS spol. s r.o. , 869/10 Poupetova, 170 00 Prague 7, the Czech Rep.

Type of business or sector Profit sector, consulting

Dates 2014-2017

Occupation or position held Lecturer in the Department of Regional Studies at the Regional Sciences college,

Main activities and responsibilities Teaching and research activities in the area of territorial development, development and regional policies.

Name and address of employer Žalanského 68., 163 00 Praha 17 – Řepy, www.vsrr.cz

Type of business or sector Private sector, private university

Dates 2004-2011

Occupation or position held Lecturer and researcher in the Department of Regional Studies at the University of Economics in Prague,

Main activities and responsibilities Teaching and research activities in the area of territorial development, development and regional policies.

Name and address of employer Department of Regional Studies, Faculty of Economics, the University of Economics in Prague, nám. W. Churchilla 4, 130 67 Praha 3, the Czech Rep., www.vse.cz

Type of business or sector Public sector, public university

Dates 2002 - 2005

Occupation or position held Civil servant, expert, head of unit at Ministry for Regional Development, the Czech Republic

Main activities and responsibilities Preparing and conducting surveys as a part of the interactive decision making process at local level in the Czech Republic.
Shaping an negotiation of programming documents, National Strategic Reference Framework of the Czech Republic, negotiation of legislatives for cohesion policy.

Name and address of employer Ministry for Regional Development, Staroměstské náměstí 6, 110 00 Praha 1, the Czech Rep., www.mmr.cz

Type of business or sector Public sector, administration

Education and training

Dates 2000-2004

Title of qualification awarded Ph. D.

Principal subjects/occupational skills covered Regional development, public administration, economics

Name and type of organisation providing education and training Department of Regional Studies and Public Administration, Faculty of Economics, the University of Economics in Prague

Level in national or international classification Doctorate degree

Dates 1994 -2000

Title of qualification awarded Ing.

Principal subjects/occupational skills covered Regional development, public administration, economics, financial markets, monetary policy

Name and type of organisation providing education and training Major field of studies - Regional Studies and Public Administration at Faculty of Economics, the University of Economics in Prague, minor field of studies - Monetary Economics and Banking at Faculty of Finance, the University of Economics in Prague,

Level in national or international classification Master degree

Personal skills and competences

Mother tongue(s) **Czech**

Other language(s) **English, Russian**

Self-assessment

European level ()*

Language

Language

Understanding

Speaking

Writing

Listening

Reading

Spoken interaction

Spoken production

En Very good

En Very good

En Very good

En Very good

En Very good

Ru Fair

Ru Fair

Ru Fair

Ru Fair

Ru Fair

Social skills and competences Facilitation, moderation and leading of working groups, presentations, education, research activities etc.

Organisational skills and competences Administration and management of projects, strategic and project planning.

Computer skills and competences Microsoft Windows, Office, Skype, internet and other programs, PRINCE 2

Other skills and competences Analytical capabilities
Creativity and flexibility
Publication activities: co-author of books and textbooks, reports issued by OECD etc.
Membership: -external expert of the LEED Programme of the OECD

Driving licence Driving licence type B (cars) and A1 (motorbikes)

Additional information Involved in several research projects organized by Department of Regional Studies at the University of Economics in Prague

References Arnošt Marks – tel. +420 606 079 151 (secretariat), e-mail: arnost.marks@vlada.cz
Dominika Jadrná – tel. +420 730 154 530, e-mail: jadrna@smocr.cz
Ingrid Štegmánová – tel. +420 778 433 592, e-mail: ingrid.stegmannova@mpsv.cz
Radim Hejduk – tel. +420 728 977 394, e-mail: radim.hejduk@mpsv.cz