

Curriculum Vitae

Proposed Position in the project: Team Leader

First Name Last Name	Olena Kotlyarska
Experience since	1992
Nationality	Ukraine
Employment Status	FIATU

Ms. Kotlyarska is a senior technical project manager with 16 years' experience designing and leading projects, which address a range of topics, including energy efficiency financing, energy management, public-private partnerships, transparent and effective budget and financial management, streamlining of administrative services. Ms. Kotlyarska's project experience gives her a unique ability to analyze multifaceted project challenges to provide innovative, tailored solutions. She currently provides management and oversight for FIATU activities to support improvement of energy management practices in municipalities, which include energy audit, innovative financing mechanisms for energy efficiency, project monitoring.

Education

Please outline your most important educational milestones (degree, university, year of degree). If necessary please add additional lines.

Master of Public Administration, University of Kansas, 2004
Finance specialist, Kyiv National University, Ukraine, 2000
Bachelor of Arts in English, Dnipropetrovsk State University, Ukraine, 1992

Language Skills

Mother tongue	Ukrainian and Russian		
Language	Speaking ¹	Reading ¹	Writing ¹
English	Excellent	Excellent	Excellent
French	Basic	Good	Basic

¹ Please specify your language skills within the categories: excellent, good, basic

Relevant Experiences

If necessary please add additional space for your professional experiences

Time Period	2008- to Present
Employer (if necessary: department)	FIATU LLC
Position	Director (since November 2014)
Main tasks	Assessment of the client creditworthiness, preparation of the financial and investment calculations for energy efficiency projects funded by IFO, such as NEFCO Development of business plans for energy efficiency funding. Implementation of energy efficiency projects funded by NEFCO and municipalities

	Monitoring of energy performance indicators by means of automated information system Project management for assignment implemented under GIZ-funded activities
Main Achievements	Number of municipalities implementing energy efficiency projects and improving energy management systems increased
Selected project references	<p>2015-2016 EU funded EnPC-INTRANS – capacity building on Energy Performance Contracting in European Markets in Transition: The project serves to strengthen the capacity of municipal actors, ESCOs and project developers, as well as promote exchange of experience and know-how between 9 countries. FIATU is one of 10 implementing partners and thus, responsible for project activities in Ukraine, including:</p> <ol style="list-style-type: none"> 1) Adaptation of European best practices in EnPC/ESCO business models to conditions in Ukraine 2) Assistance to public authorities in Ukraine in developing EnPC projects up to the tender stage; 3) Development of training programme and conduct of webinars, e-learning course, seminars to develop local capacities related to development and implementation of EnPC/ESCO projects in the public sector of Ukraine <p>Completed assessment (SWOT analysis) for recommended EPC business models: EPC light, EC basic and EPS plus.</p> <p>2015- NEFCO Nordic Initiative Fund Program: lead consultants in the development of feasibility assessment and implementation of 10 energy saving projects in the following cities: Kramatorsk, Severodonetsk, Berdiansk, Pavlohrad, Lozova, Kupiansk, Izium, Chuguiv, and Driprodzerzhynsk.</p> <p>NEFCO: feasibility study for energy efficiency improvements in public buildings of Chernivtsi (development of the business model for the public swimming pool operation)</p> <p>NEFCO feasibility study for energy efficiency improvements in public buildings of Ivano-Frankivsk (managed energy management component for education facilities)</p> <p>GIZ funded “ Energy efficiency in municipalities“: manage energy information monitoring system development and use by selected partner cities.</p> <p>GIZ funded Benchmarking analysis project: development and the upgrade of the benchmarking module for energy efficiency benchmarks</p>

Time Period	February 2009 to February 2012
Employer (if necessary: department)	RTI International
Country of assignment	Ukraine
Name of the project	USAID Municipal Heating Reform Project
Position within the project	Public Private Partnership Manager Consultant
Main tasks	<ul style="list-style-type: none"> - Assessed opportunities and forms of private sector investment in district heating; analyzed mechanisms that mobilize private sector investment and engage local organizations to share investment risks for municipal EE projects. - worked with municipalities on improving municipal financial planning to leverage financing for local investment projects; -developed local strategies for investment in energy efficiency by preparing medium-term energy efficiency budget programs for MHRP partner-cities ; - analysed state and local social program funding and provided

	recommendations for developing social safety net policies
Main Achievements	Recommendations on innovative methods of financing of energy efficiency projects are incorporated in draft legislature on budget process and energy conservation

Time Period	July 2008 to January 2009
Employer (if necessary: department)	RTI International
Country of assignment	Ukraine
Name of the project	Benchmarking Project
Position within the project	Consultant
Main tasks	implemented municipal benchmarking project: applied international best practices to develop utility benchmarking indicators, monitored and evaluated their execution in the framework of the performance program budgets
Main Achievements	Developed benchmarking methodology to analyse and compare delivery of municipal utility services

Time Period	October 2005 to July 2008
Employer (if necessary: department)	RTI International
Country of assignment	Ukraine
Name of the project	USAID-funded Municipal Budget Reform Project in Ukraine
Position within the project	Sector Director
Main tasks	Managed project activities aimed at improving budget management in 85 cities: methodological assistance to the Ministry of Finance, line ministries to develop a framework for PPB implementation on the local level; Provided oversight of capacity building activities: delivery of comprehensive PPB training to the staff of finance and line departments on 85 cities; provision of consulting services on the development, execution and analysis of the city budgets; Managed the development of the information system for transparent budgeting, including the development of the Ukrainian-specific budget software to support PPB implementation at both local and national levels; installation of a PPB monitoring and evaluation system; Strengthened public private cooperation strategies through a regular conduct of budget hearings.
Main Achievements	Changes to budget legislation to improve the process of budget planning and evaluation based on budget program performance

Time Period	May 2004 to September 2005
Employer (if necessary: department)	DAI International

Country of assignment	Ukraine
Name of the project	BIZPRO
Position within the project	SME Policy Advisor
Main tasks	Designed, managed and implemented policy reforms aimed at improving business environment in Ukraine. Opened 38 -issuing one-stop-shops (OSS) to streamline regulatory procedures for opening and doing business in Ukraine as well as combating corruption in the government sector. Developed OSS methodology and oversaw its implementation, conducted analysis of the OSS operation, prepared recommendations for the central level regulatory policy changes, which were included in the law on Permit System of Ukraine, developed "How to do OSS " manual for government officials and businesses.
Main Achievements	Procedures in the sphere of permit issuance improved and streamlined

Time Period	September 1998 to July 2002
Employer (if necessary: department)	USAID Regional Mission for Ukraine, Belarus and Moldova
Country of assignment	Ukraine
Position	Local Government and Environment Program Assistant/Activity Manager
Main tasks	Managed technical assistance to Ukrainian municipalities aimed but not limited to improving the quality and range of services available to businesses and citizens. Prepared project documentation, including scope of work, budgets, and monitored implementers' performance. Conducted research on issues pertaining to self-governance, regional cooperation, economic development and attraction of investment. Represented USAID at meetings and conferences, reported on them and made recommendations
Main Achievements	Local government activity design and planning improved by addressing current recipient needs

Detailed Tasks Assigned

Team Leader	Provide the team with a vision of the project objectives Motivate and inspire team members Facilitate problem solving and collaboration Coordinate with customers as necessary
3.1.3 Preparation to project implementation	Preparation of Annex #1 to the Loan / Grant Agreement, Site visit and discussion of details of the project implementation with City administration
3.3 Tender process	Analysis of tender results. Providing conclusions.
3.4 Contract finalization	Preparation of draft contracts; Approval of draft contracts and control over signing of contracts.
3.5 Commencement of work on site	Providing timely prepared guarantee, verification of documents, providing explanations
3.7 Support to project implementation	Providing timely prepared cargo insurance contracts, verification of documents, providing explanations; Calculation of specified project investment indicators, which have changed due to influence of certain factor during project implementation Dealing with current issues during project implementation. Providing all project participants with recommendations, advices and explanations.
4.2 Progress reports	Collection, analysis and summarizing of agreements, acts of performed works, payment and other documents, which are necessary for preparation of progress report #1

	Preparation of progress report #1 Collection, analysis and summarizing of agreements, acts of performed works, payment and other documents, which are necessary for preparation of progress report #2 Preparation of progress report #2
4.3 Completion report	Collection, analysis and summarizing of agreements, acts of performed works, payment and other documents, which are necessary for preparation of completion report Preparation of completion report

Expert's contact information: (kotlyarska@fiatu.com.ua, phone + 38044-500-89-42)

Certification:

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

Name of Expert

Signature

Date

Name of authorized
Representative of the Consultant
(the same who signs the Proposal)

Signature

Date