



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) **Todorova Maria**

Desired employment / Occupational field

Key competences in the respective field: education, vocational education and training (VET), adult learning; youth employment and social inclusion, gender equality, civil society, research

- European level: working for the European Commission and EU Agencies - 7 years
 - Policy officer in charge of policy development, analyses, concepts and initiatives; contributor to policy, staff working documents, policy dialogues and cooperation; translating policy priorities in programme objectives; compiling reviews, briefings and reports;
 - European Semester responsibilities: Bulgaria; responsibilities for the “Programme countries” Greece and Cyprus
 - EU Network coordinator – ET2020 VET working group
 - Coordinator of the work of DG DEVCO, DG EAC, DG EMPL, DG NEAR, DG GROW and EEAS with the European Training Foundation (ETF)
 - Expert at EU Agencies (Cedefop, EIGE)
- National level experience (Bulgaria), 17 years:
 - Advisor of the Minister of education in Bulgaria;
 - Director of a ministerial directorate in charge of the VET and Lifelong learning policy in Bulgaria;
 - Project manager, Director of the Bulgarian office of an international donor organization working in the field of VET, Adult Learning, Lifelong Learning, social policy and employment, (German technical cooperation);
 - Project manager, coordinator and evaluator of projects/programmes/processes in: technical assistance; EU-pre-accession programmes and projects; EU structural funds projects; Erasmus+;
- Experience in technical cooperation and consultancy– 10 years
 - ILO short-term expert and consultant
 - Consultant/external expert in projects in countries of the Western Balkan, Mongolia and Palestine.
- Researcher’s experience – 16 years

Dates

Occupation and position held
Main activities and responsibilities
Name and address of employer

SEPTEMBER 2019 - JANUARY 2021

SKILLS AND LLL EXPERT AND CONSULTANT

- Compiling ILO Skills and LLL Report (coordinator and contributor)
- ILO, UN AGENCY, GENEVA, SWITZERLAND

Dates

Occupation and position held
Main activities and responsibilities

2017 – 2019

SENIOR CIVIL SERVANT

- Leading a Directorate in charge of policy development and implementation of state policy in vocational education and training, adult learning, youth employment and skills development
- Coordination of all public and private stakeholders in the field of activity
- Capacity building of stakeholders and partners
- Management of national budget and EU/international project-based financial programmes in the field of responsibility (planning, implementation, monitoring, dissemination, evaluation)
- Governmental representative in the Governing Board of the European Training Foundation (ETF) and Cedefop

Name and address of employer

MINISTRY OF EDUCATION AND SCIENCE, BULGARIA, DONDUKOV 2A, SOFIA,

Dates	January 2013 - December 2016
Main activities and responsibilities	<p>Policy Officer - education/vocational education and training and employment</p> <ul style="list-style-type: none"> - Conducting policy analyses, drafting policy papers, briefings and reports and co-developing policy initiatives - Country desk officer support for Bulgaria within the European Semester; and in charge of the support for the Programme countries – Greece and Cyprus and – of the cooperation with the candidate countries - Support and supervision of the European Training Foundation for its operations in the Enlargement and Neighbourhood Regions; - Thematic Working Group coordination; guidance of policy makers and practitioners
Name and address of employer	EUROPEAN COMMISSION – SECONDED EXPERT FROM BULGARIA
Dates	2009-2012
Occupation or position held	Expert
Main activities and responsibilities	<ul style="list-style-type: none"> - Providing policy advice to stakeholders from public authorities and social partners - Supporting implementation of EU tools and principles in education and training in EU member states - Co-author of a policy report monitoring development in EU member states and acceding countries - Project manager - Coordinator of a EU Network, so-responsible for the communication with the European Commission - Member of a EU Thematic Working Group - Expert in gender training and mainstreaming
Name and address of employer	Cedefop, GR 55102 Finikas GR – 57001 Thessaloniki, Greece; and April 2012-November 2012 – European Institute for Gender Equality, Vilnius, Lithuania
Type of business or sector	EU Agency
Dates	2001- 2009
Occupation or position held	Project Manager, from 2004 on – Director of a German programme for development and cooperation
Main activities and responsibilities	<p>Responsible for:</p> <ul style="list-style-type: none"> - carrying on a national part of a regional project (South East Europe, SEE - Croatia, Slovenia, Serbia, Montenegro, Bosnia and Hercegovina, Albania, FYROM, Romania) in the field of VET, Adult learning and employment/social policy, participating in a regional network, supporting policy and stakeholders' capacity development in the course of the enlargement/acceding process - provision of policy advice in the fields of governance and legislation, developing strategies, analysis, political papers, reports, training materials etc in the field of the educational, labour market policies and civil society; acceding to EU. - supporting cooperation and moderating networks and cooperation of more than 100 partner institutions and organizations: public authorities, social partners, civil society, researchers and practitioners all over Bulgaria, South-Eastern Europe and EU; - development, management and implementation of projects in the field of Lifelong Learning; management of EU-funded projects (PHARE, Grundtvig, Leonardo da Vinci, ETF-funded); dissemination and promotion of project results; - national coordinator of EU initiatives in Bulgaria 2001-2007; - managerial, expert's and evaluator's work and publications in the context of LLL - short-term expert of the organization in Palestine - 2011
Name and address of employer	DVV-International, Bulgaria (Institute for International Cooperation of the German Adult Education Association) Office Sofia; Bulgaria, 1618 Sofia, Boul. Tzar Boris III, 165, ap. 14
Type of business or sector	International Institution – Title of the position: Director of the Bulgarian Office;
Dates	2008 - onwards
Occupation or position held	University lectures

Main activities and responsibilities	Lecturing in the majors: European Studies, European Projects
Name and address of employer	Sofia University, "St. Kl. Ohridski", Tzar Osvoboditel 15, 1000 Sofia, Bulgaria
Type of business or sector	University
Dates	February-April 2009
Occupation or position held	Key International Expert
Main activities and responsibilities	Co-developing a development aid project for reforms in educations (VET) in Mongolia
Name and address of employer	GOPA Consultants, Hindenburgring 18, Bad Homburg, Germany
Type of business or sector	International Cooperation/Aid
Dates	April/July/Nov-Dec. 2008
Occupation or position held	Expert
Main activities and responsibilities	Lifelong Learning (LLL) and Flexicurity expert in the Ministry for Labour and Social Policy (MLSP): providing papers / presentations on the topic of LLL, co-organisator of the Regional and National LLL-Conferences on LLL ; Contributing to the elaborating the Bulgarian Flexicurity Pathway
Name and address of employer	Ministry of Labour and Social Policy, Triaditsa Str.2, Sofia, Bulgaria
Type of business or sector	Government/State Administration
Dates	January/February2008
Occupation or position held	Evaluator: evaluating PHARE projects in the field of Human Resources and fostering employability
Name and address of employer	Ministry of Labour and Social Policy, Triaditsa Str.2, Sofia, Bulgaria
Type of business or sector	EU and national funded projects
Dates	May/June 2007
Occupation or position held	Evaluator: evaluating decentralized projects of the Integrated LLP of EU
Main activities and responsibilities	Evaluating projects
Name and address of employer	Human Resource Development Centre, Graf Ignatiev, 15, Sofia, Bulgaria
Dates	June-December 2007
Occupation or position held	OECD-International Expert
Main activities and responsibilities	Analyzing partner country policies, elaborating Country report on Validation of non-formal, informal learning - Hungary
Name and address of employer	OECD, Paris
Type of business or sector	International organisation

Dates 2002- onwards
Occupation or position held Lecturer/trainer, researcher and manager in Master Degree Programme
Name and address of employer New Bulgarian University; 21 Montevideo St., Sofia; Bulgaria/ Sofia University, Tzar Osvoboditel 15, Sofia
Type of business or sector Quality assurance, management, training

Dates October 2000- April 2001
Occupation or position held Project manager
Main activities and responsibilities Management of 2 Phare projects in the field of capacity building and VET for branch organizations
Name and address of employer Bulgarian Chamber for Skilled Crafts, Dame Gruev, 15, Sofia
Type of business or sector VET, organizational development

Dates 1986- 2004
Occupation or position held University teacher, researcher, project manager, teacher, expert in the field of European Integration/European Studies, South-East European Studies
Main activities and responsibilities Teaching, training, research activities
Name and address of employer Institute for Balkan Studies, 1000 Sofia, Moskovska, 45/ Sofia University/Plovdiv University/ Bonn University, German Language School, Sofia
Type of business or sector Education, Research, Project Management

Education and training

Dates 1994-5
Title of qualification awarded Professional qualification "Manager"
Principal subjects/occupational skills covered Management in the International Business
Name and type of organisation providing education and training University for National and World Economy, Sofia Bulgaria
Level in national classification National Vocational Qualification, Level III

Dates 1993-94
Title of qualification awarded University of Zurich, Switzerland
Principal subjects/occupational skills covered East European Studies, Economic History
Name and type of organisation providing education and training Fellowship of the Council of Europe – East European Studies (Osteuropäisches Seminar an der Philosophischen Fakultät der Uni Zurich)

Dates 1986-1990
Title of qualification awarded Doctor
Principal subjects/occupational skills covered Contemporary History, South East European Studies
Name and type of organisation providing education and training Institute for Balkan Studies, Sofia, Bulgaria (Research Institute)
Level in national classification (if appropriate) PhD

Dates	1980-1985																																																																																										
Title of qualification awarded	Teacher in History and German Language																																																																																										
Principal subjects/occupational skills covered	Pedagogic, History, German Studies																																																																																										
Name and type of organisation providing education and training	Sofia University St. Kliment Ohridski, Bulgaria																																																																																										
Level in national classification (if appropriate)	Master																																																																																										
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	(*) Common European Framework of Reference for Languages																																																																																										
Social and organizational skills and competences	<ul style="list-style-type: none"> - Strong analytical skills: background as a researcher; experience in policy development and programming; in drafting concepts and policy papers and reports. - Stakeholders management, advisor's and networking skills; - Excellent negotiation, problem-solving skills - Experience in project management and in elaborating multi-annual programmes, budgeting and administration - Experienced in guiding, organising, planning and implementing of activities in cooperation with partners, stakeholders, working groups, EU, national and local authorities - Excellent writing and presentation skills 																																																																																										
Computer skills and competences	INTERNET, MICROSOFT OFFICE																																																																																										
Artistic skills and competences	Music																																																																																										
Driving licence	"B" category																																																																																										
Others	<p>Strongly self-motivated and results' oriented</p> <p>A decision maker, well-organized and resourceful</p> <p>Committed and reliable; High sense of responsibility</p>																																																																																										