

PERSONAL INFORMATION



Roberto Cioni



- Nationality: Italian

PERSONAL STATEMENT

Project and Procurement Manager (Prince2 Practitioner, P3. Express Ambassador, PM2 expert, PMI Member, CIPS Member); Lawyer in Italy and Spain, Senior Legal expert in European Tenders and Grants.

WORK EXPERIENCE

15/10/2022 to Present

Procurement and Contract Manager

Sourcing Champions (Netherlands)

Field of activity: Consulting

Management level: advisor

Main Tasks and Responsibilities:

CLM consultancy and CLM implementation to optimise clients' entire source-to-contract cycle.

Develop contract insights and drive contract value creation for client organisations.

Support and advise clients on the content of contracts, risks, contractual rights and obligations.

Effective management of the overall contracts through all lifecycle stages to ensure compliance with all contractual requirements and obligations.

Hold a deep understanding of contracts to mitigate risks. Identify and analyse legal issues connected with operational business matters.

Good client interaction to ensure a clear vision of the contract management needs and delivery.

Draft, amend and review contracts with clients in close cooperation with the legal department.

Provide guidance/interpretation on existing contract provisions.

Ensure all contracts are in line with corporate goals and objectives.

15/10/2022 to 28/02/2022

Head of Administration Department

Cierre2 S.R.L (Italy)

Field of activity: Corporate Fashion Retail

Management level: 25 people supervised

Main Tasks and Responsibilities:

Negotiating contracts and agreements with vendors

Hiring and training staff

Delegating tasks to administrative staff and monitoring daily operation

Acting as a liaison between the employees and upper management when it comes to financial and organisational issues

Developing and promoting policies that ensure positive interaction between administrative staff and other personnel

Making changes to increase efficiency in the workplace

Generating annual workflow finances

Organising the workplace so that the workflow is streamlined

08/10/2021

Legal and Procurement Manager

Cierre2 S.R.L (Italy)

Field of activity: Corporate Fashion Retail

Management level: 2 people supervised

Main Tasks and Responsibilities:

Providing legal advice on operations and administration of the Company; Advising on the regulatory framework.

Providing advice on procurement and grants.

Advising on staff matters and interpretation/drafting of legal instruments. Procurement/grants.

Drafting and helping coordinate calls for tenders/proposals in line with standard best practices.

Interfacing with relevant stakeholders, including project officers, finance department, economic operators, and auditors. Contract drafting and management.

Drafting and supporting negotiating contracts/agreements.

Following up on contract/agreement interpretation, implementation, performance, and enforcement

Assisting project officers with issues in contract/agreement lifecycle

Support in building and maintaining an up-to-date tender, contractual and other legal commitments database.

01/04/2021 – 07/10/2021

Legal Project Manager expert in European Tenders and Grants, key presenter

Field of activity: Project Management in Eu grants and tenders Consultancy Service - Freelance

Main Tasks and Responsibilities:

Key presenter in partnership with P3.Express.

To offer workshops and training focused on PM principles and the EU tender system.

Driving end-to-end project management delivery in-house and client-side.

To ensure core material, documentation & business intelligence controls are managed effectively, including engagement terms, working resources, business plans & WIP analysis are in place for projects/client work

To lead projects, utilising plan & resource models to determine pricing & budgets, including commercial deals & client profitability

Sharing best practices, highlighting risks & opportunities & driving new tools, innovations & methodologies

Assisting with decision making on the information format for client-customer sharing

Involvement in continuous improvement and efficiency strategy

09/01/2020 - 08/03/2021

Project Manager

Ministry of Foreign Affairs (Italy) – seconded to Eucap Somalia, Field Office Hargeisa, Somaliland

Field of activity: Eu Project Management (CSDP Mission)

Management level: 5/10 people supervised

Main Tasks and Responsibilities:

I assisted in project planning, development, and coordination of the Mission's projects, assessing project proposals and making recommendations on the feasibility and sustainability of projects.

I advised project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding and project agreements; To ensure that project proposals are in line with the Mission's programmes and are coordinated adequately within the Mission and with external stakeholders.

I acted as the interface between project leaders and various elements of Mission Support.

I maintained a record of the Mission's project history and ongoing activities; I conducted post-project reporting and evaluation upon project completion.

I developed best practices on project management, made training recommendations, and recorded lessons identified/learnt.

I received, reviewed, analysed, assigned, processed and track certified requisitions submitted for procurement action.

I liaised with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability.

I have undertaken any other related tasks as required by the Line Manager.

During the initiation phase, I provided advice and support for projects with infrastructure/technical components to ensure accurate estimates and embed sustainability into the overall planning.

I supported field offices for planning and implementing projects, focusing on complementarity and synergies with national or regional projects or initiatives related to the maritime area.

I supported the contract management for projects, especially for supplies contracts.

I prepared and maintained reports on contract status, informed other Mission departments about the progress acquired, and kept all relative documents up to date.

I ensured that all contract-related expenditures were documented in compliance with the Regulation on the financial rules applicable to the general budget of the Union (Financial Regulation);

I was responsible for the delivery, reception, acceptance, stock, and inventory of all goods for the Project Cell, including preparing all relative documents and certificates.

I supported monitoring the projects' goods warranties and worked liabilities during all the relative periods.

I provided support for preparing the equipment handover to beneficiaries and organising the physical delivery in several country regions as required.

I supported, within projects, the organisation of workshops, training activities or other expertise transfer activities for Somali counterparts; To support the preparation of market research and terms of reference for equipment and goods and the preparation of the procurement dossier; To ensure that Project Cell's paper.

01/10/2019 – 08/01/2020

Legal Project Manager in European Tenders and Grants

Freelance

Field of activity: Project Management in Eu grants and tenders, consultancy service.

Main Tasks and Responsibilities:

Driving end-to-end project management delivery in-house and client-side, ensure core material, documentation & business intelligence controls are managed effectively, including engagement terms, working resources, business plans & WIP analysis are in place for projects/client work

To lead projects, Utilising plan & resource models to determine pricing & budgets, including commercial deals &

client profitability

Sharing best practices, highlighting risks & opportunities & driving new tools, innovations & methodologies

Assisting with decision making on the information format for client-customer sharing

Involvement in continuous improvement and efficiency strategy

16/07/2017–30/09/2019

Procurement Officer

EUCAP Somalia, Procurement Department, Mission Support, Mogadishu Headquarter, Somalia (since 01st April 2019); Back office in Nairobi, Kenya (till 30th June 2019).

Field of activity: CSDP Mission

Management level: 4 people supervised

Main Tasks and Responsibilities:

I contributed to ensuring that the Mission procurement processes implemented under the Financial Regulation, Vade-mecum on public procurement, and other relevant rules, guidelines, and Commission Notes align with legally established, professional, and transparent procurement policies and procedures of EU legislation and regulations.

I assisted and advised the Chief of Procurement on planning procurement procedures, including advising on the appropriate process, identifying timelines, and setting up the procedure administration. In addition, I recommended senior management on all legal issues related to the procurement cycle.

I developed annual procurement acquisition plans, ensuring follow-up of their implementation, including regular (monthly) reporting.

I drafted tender specifications and published calls for tenders; I organised opening and evaluation meetings and prepared evaluation reports, award decisions and contracts.

I contributed to systematic filing and organising documents to meet ex-ante and ex-post publication requirements related to Eucap procurement.

I supported all Mission departments with all contracting and procurement matters and procedures.

I supported Eucap participation in inter-institutional procurement procedures, SLAs, MoAs and subsequent contracts.

I developed professional liaisons with the European Commission MSP procurement, EEAS (CPCC and the Security Department) and the EU Network of Procurement Officers.

I provided training, advice, and support on general procurement issues to Eucap staff.

I worked closely with the requesting units on the procurement related aspects of implementing the Mission's mandate and activities, including supervising technical specifications and Terms of Reference drafting.

I assisted in developing and updating internal Mission procurement procedures, guidelines, templates, standard operating procedure manuals, checklists, and other required documents.

I contributed to preparing documents and reports on procurement; I assisted in developing and providing support during internal and external audits related to procurement (I managed three external reviews about the Mission mandates).

Senior management appointed me as Contract Manager (a Europe FWC); my duty was to gather, filter, and revise all the requests from the Units and deal with all logistics and administrative aspects to procure items from the Swedish Civil Contingencies Agency MSB warehouse.

EUCAP Somalia is opening three new Field Offices in Somalia (Berbera, Bossaso and Kismayo), dealing with personal relocation from the back office in Nairobi to Mogadishu.

As a "Working Group on Transition" member, I was involved in this start-up process. In addition, I assisted and supported Senior Management in any legal aspect related to the impact of this decision on current contracts and procedures and the new processes planning for the start-up of these new sub-field Offices.

01/01/2016–15/07/2017

Law Firm Partner at Capaldi&Cioni

L'Aquila (Italy) – Madrid (Spain)

Field of activity: Business Law – Consulting on Public and Private Procurement and Grants, European Tenders and Grants – Project management - Contract management.

Management level: 3 people supervised

Main Tasks and Responsibilities:

As a Lawyer (I practise the legal profession in Italy and Spain), the main task was to support Clients in preparing offers in reply to open and restricted tender procedures and projects/proposals in grants.

During the tender preparation, I often led teams of experts employed by the bidders or consortium to prepare technical offers and analyse the market price to tailor the offer.

I was also in charge of submitting offers, participating in opening sessions, and providing clarifications to the contracting authority until the signature of the contract after the award.

In addition to this primary field, I have also provided legal support for contract drafting, contract negotiation, and legal advice for specific business areas between Italy, Spain, and Mexico.

10/09/2007–31/12/2015

Senior Associate Lawyer

Fabrizio Lazzaro Law Firm, L'Aquila (Italy)

Field of activity: Civil Law – EU Tenders - Grants management for SMEs - Business Law.

Management level: 2 people supervised

Main Tasks and Responsibilities:

One of the primary duties was to provide our clients with 360 degrees in legal consulting in public procurement for participation in public tenders and grants, preparing projects and strategic plans.

I helped our clients submit successful offers to reply to relevant open or restricted tender procedures, mainly related to works and supplies.

I have also led consortia of companies through tender service procedures by coordinating the consortium members, planning activities, risk management, and contract preparation.

I used to follow up on all the tender procedures or project plans for grants for our clients. I was also in charge of assessing and establishing the correct legal course of action against the Contracting Authority in case of unfair competition.

Another important task was to provide our clients with consulting services to develop and renew contracts with preferred suppliers.

I prepared project plans to participate in grants and coordinated all the teams during the tender preparation for our clients.

To achieve economy of scale, I have been managing requests for quotations to reduce the running costs and increase the quality of all services required. I negotiated and drafted contracts strictly connected to the following assignment.

From July 2010 to March 2013, I was assigned by my Law Firm to a specific Project called MxIt (MxIT.it).

I participated in the Start-up phase, starting from a public budget of 5 million euros. After that, we settled down all the organisational aspects, created a partnership with stakeholders, and agreed with Public Bodies and Banks associations. During the implementation of this project, I have also carried out the critical task of Grant manager; my assignment was to manage grants procedures to allocate funds to help start-up companies and relaunch SMEs hit by the 2009 Earthquake in Abruzzo (Italy).

From September 2015 to December 2015, I was deployed by my Law Firm to Leon (Guanajuato), Mexico, for an Internship in Lex Mercatoria at Bufete (Law Firm) Salvador Cabeza de Vaca Herrera.

During this brief but significant experience, I have developed relationships with the primary service provider and suppliers to delocalised Italian companies in Mexico. Furthermore, I prepared a proper analysis of the Mexican Market by launching the call of interest and selecting the best suppliers per field.

21/06/2005–30/08/2007

Junior Associate Lawyer

Domenico Giordano Law Firm, Teramo (Italy)

Field of activity: Administrative Law, Bank Law.

Main Tasks and Responsibilities:

One of my primary duties was to ensure conforms to statutory requirements and any areas of action or

improvement highlighted in a timely and appropriate manner to help clients and colleagues.

I provided support to clients in preparing grant funding bids. I worked on project support. I negotiated terms and conditions for Clients with external suppliers.

I worked with clients to ensure legal best practices, efficiency and effectiveness of procedures and methodologies of the Firm also by producing relevant reports.

I supervised the management of all legal documentation for the legal team. In addition, I researched legal issues for the legal team, and I assisted my hierarchy.

19/04/2004–21/06/2005

Legal Practitioner

Domenico Giordano Law Firm, Teramo (Italy)

Field of activity: Administrative Law, Civil Law.

Main Tasks and Responsibilities:

I carried out extensive legal research, provided a detailed analysis on assigned matters, prepared the legal course of action concerning violation of contract award through public tenders, and claimed against the imposition of penalties and other breaches of contracts.

EDUCATION AND TRAINING

05/11/1997–24/03/2004	Master's Degree in Business Law Università degli Studi di Teramo, Teramo (Italy)	EQF level 7
01/07/2012–10/09/2012	Certificate in International Private Law Universidad de Extrema Dura, Madrid (Spain)	APM level D
20/01/2012–25/02/2012	Perfection and Specialisation Course for Mediation - Certificate of qualification ADR Center, Rome (Italy)	APM level D
10/06/2012–29/01/2013	Master's Degree in Law Universidad Francisco de Vitoria, Madrid (Spain)	EQF level 7
25/11/2013–27/11/2013	Certificate in European Public Procurement Belgian-Italian Chamber of Commerce, Brussels (Belgium)	EQF level 7
25/02/2014–31/10/2014	Master in European Project Planning and Management Europa Cube Innovation Business School, Bologna (Italy)	EQF level 7
13/01/2019	PRINCE2® Foundation Certification PeopleCert – Axelos (United Kingdom)	APM level D
28/11/2019-28/11/2019	PRINCE2® Practitioner Executive Course LUISS Business School – Rome (Italy)	APM level D
21/05/2020	PRINCE2® Practitioner Certification PeopleCert – Axelos (United Kingdom)	APM level D
22/06/2020	The new ESF+ Programmes: preparing for 2021-2027 and the impact of the Health Crisis EIPA European Institute of Public Administration – Online	APM level D
27/09/2001	Ethical in Procurement and Supply Certificate CIPS (United Kingdom)	APM level D

TRAINER EXPERIENCE

17/11/2020	"Project Management principles in CSDP funded programs." Ambassador Hotel, Hargeisa, Somaliland Participants: Somaliland Coast Guard, Attorney General Office, Ministry of Justice
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10/12/2020

Workshop "Project: SAR Manual, Official Version for Somaliland"
 Ambassador Hotel, Hargeisa, Somaliland
 Participants: Somaliland Coast Guard

PERSONAL SKILLS

Mother tongue Italian

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Spanish	C2	C2	C2	C2	C1
French	B1	B1	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

Effective communication with others is a crucial social skill in project management.

I am accustomed to inspiring the team with effective communication, empathy, and active listening, especially during the 2020 pandemic. In addition, I motivated teams by telecommuting and meeting budget goals for the year.

I also engage in conflict resolution by applying negotiation principles, moving from positions to shared interests and goals. Finally, I use my approach as a project facilitator to create mutual respect among team members.

I enjoy working in an international, multicultural environment. My fluent English, Spanish, and Italian knowledge and approachable attitude help me create empathy and team spirit with my colleagues. In addition, my skills in professional negotiation methods enabled me to conduct transactions with institutional and diplomatic counterparts.

Organisational/managerial skills

In my career, I have consistently demonstrated pro-activeness and the ability to handle multiple tasks when required. In addition, I am supportive and helpful to others, with a cooperative and service-oriented attitude.

I have a high sense of integrity, initiative, and responsibility; I quickly managed to solve critical situations with a high level of professionalism, a "can do" attitude", and appreciation from my colleagues and other collaborators.

I have also fulfilled different high management positions as acting Chief of the Procurement Unit and acting Head of the Field Office for extended periods.

I apply professional organisational principles to all my activities, such as planning and preparing for any task and prioritising essential and urgent tasks.

Job-related skills

I am confident that my solid education in Legal Drafting, Contract Law, Public Procurement and Contract Management is a worthy asset at work. As a CIPS (Chartered Institute of Procurement and Supply Chain) member since 2018, I have been conducting a continuous learning pattern throughout my career.

I have consistently demonstrated a high commitment to all assigned tasks regarding my general attitude towards work. I am used to prioritising my workload, adapting to changes, being flexible, and remaining efficient under pressure.

I have a high sense of responsibility, accuracy and a proactive approach to work and life. In addition, reliability and innate interpersonal skills enabled me to create professional relationships with line managers and stakeholders.

IT skills

I have proficient knowledge of Office, and I am an advanced Excel user, Ppt presenter and Word editing.

I served as Trello and Jira trainer for my colleagues in my career. In addition, I have a good knowledge of several SAP applications. I like to use a visual tool such as Coggle to set the workflow for the team.

In addition, I am ECDL certified.