

Awaz Saeed Shawkat

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Iraq/KRG

Key Strengths

- Skills in Program management consultancy and coaching, including project design, budgeting, monitoring, evaluation, and donor reporting.
- Experience developing capacity-strengthening plans for NGOs, government, and the private sector.
- Supervising the MEAL, including conducting program evaluation according to DAC standards.
- Experience in Business development programs, including market research and working on B2B linkages.
- Experience in business start-up training and coaching.
- Experience networking with stakeholders for different livelihood projects, including Local Authorities like the directorate of agriculture and business owners.
- Strong local experience in Iraq, specifically the northern Kurdistan region, while managing SME projects and Business owners.
- Networking, cluster meetings, coordination with local authorities, and partnership building.
- Knowledge of local context and experience working in humanitarian and development for IDPs, Refugees, Host Communities, and Returnees through life-saving, livelihood, protection, and psychosocial support.
- Well understanding of the development approach.
- Knowledge of complaint mechanisms and feedback. - Skills in team-building with program and operation, communication, and capacity building.

Education

[2013 –2015]	Master degree in Business Administration (MBA) American University in Sulaimani
[2003 – 2007]	B. A of Engineering Salahaddin University/ College of Engineering /Erbil
2020	ToT Business training certified
2009	ToT Project Management certified

Work Experience

Localization rapid assessment Consultant

NCCI

Main duties:

- Led a rapid assessment targeting local NGOs, focusing on those in southern governorates of Iraq, in close collaboration with the NGO Coordination Committee for Iraq (NCCI).
- Developed an assessment tool and questionnaire with NCCI to gather insights on localization needs and challenges.
- Administered the assessment process using online self-assessment methods and engaged in follow-up interactions with NGOs for clarification when required.
- Analysed collected data and synthesized key findings, localization needs, challenges, and potential improvement areas into a concise report.
- Maintained effective communication with NCCI throughout the assessment, ensuring alignment with objectives and timely project completion.

Start-up support manager

Five one labs

November 2022 – May 2023

Main duties:

- Manage all logistical and training aspects of Five One Lab's entrepreneurship programs in Duhok.
- Conduct a weekly survey for program monitoring.
- Deliver weekly training to entrepreneurs in Ignite programs, Startup Incubator programs, and other workshops/events.
- Provide innovative and interactive training on design thinking, business, and entrepreneurship in English and Arabic.
- Offer one-on-one business advisory services to Five One Labs entrepreneurs.
- Manage the day-to-day operations of the Duhok staff and support their professional development.
- Collaborate with Five One leadership to develop monitoring and evaluation processes, maintain records, and prepare program reports for continuous improvement.
- Develop and nurture the entrepreneurship community in Basra, including professionals, entrepreneurs, program participants, and external groups.
- Conduct outreach sessions to engage aspiring entrepreneurs or partner organizations as needed.
- Undertake other tasks as required by the organization's growth.

Panel Moderator

- Moderated a panel about women's economic empowerment at Didar event conducted by GIZ
- Moderated a panel about the economy in KRG and the growth expected in the coming years / Ukraine Chamber of Commerce
- Moderated a panel about the cluster closure in Iraq / OXFAM
- Moderated a panel about entrepreneurship in KRG / The American University of Kurdistan.
- Moderated a panel about water resources management in Iraq / Albarlament
- Hosted an event about entrepreneurship in Duhok and KRG / The American University of Kurdistan.

Entrepreneurship consultant

Five one labs/the American university of Kurdistan

June 2022 – October 2022

Main duties:

- Deliver training sessions on various entrepreneurship-related topics in both English and Kurdish.
- Provide one-on-one business advisory services to entrepreneurs throughout the programs.
- Support the development of new training sessions and webinars.
- Contribute to planning and implementing events and outreach activities.
- Develop and nurture the entrepreneurship community in Duhok.
- Assist in procurement and vendor partnerships.
- Support marketing outreach for Five One Labs and training programs.
- Develop marketing content such as blogs, one-pagers, and email campaigns.
- Collaborate with Five One leadership to develop M&E processes, records, and program reports.
- Perform other tasks as required by the organization.

Leadership and management consultant

2023

PCPM

Delivered training and follow-up leadership style for Government leaders and heads of directorates about the following subjects:

- Leadership and team motivation
- Stress and time management
- At work conflict resolution
- Communications skill for leaders

Proposal Evaluation consultant

2022

UPP

Evaluated proposals packages, including a financial report, logical framework, and originations profile for local NGOs to win a grant provided by UPP in All Iraq based NGOs.

Entrepreneurship mentor

2021

Erbil, Duhok, Basra

- One-on-one Business coaching for Entrepreneurs.
- Head of the business jury for business selection under a grant project with Rwanda Foundation.
- Training and consultancy on Business Start-up, business development, market research, and SMEs project for civil society for IDP, Refugees, and host communities.

Project management trainer/ Baghdad

UNOPS/UNMAS

November 2021

- Delivered a 5-day Project D-Pro Training Course, including project cycle management according to D-Pro standards to UNMAS partners, the Directorate of Mine Action (DMA), in Baghdad, Iraq.
- Design pre-post-test and submit a final report
- Prepare the participant and support them to take the D-Pro exam and get the certificate.
- The training was conducted to enable and support the DMA staff and facilitate an ongoing process of capacity enhancement initiatives. The course included a gender-mainstreaming and responsive methodology.

Project management consultant for NGOs

July 2021 – December 2021

NCCI/Expertise France

- Conducted local partner assessment covering all the areas of PMD.
- Create an action plan according to the findings of the assessment.

- Direct support through coaching sessions, meetings, training, FGDs, and resources.
- Create a coaching support plan for each organization depending on each partner's needs and gaps.
- Designing and delivering the capacity assessment tool for project management for development, collecting and analysing results, designing technical coaching and follow-up support, end-line assessment, and delivering a report outlining the impact.

Key deliverables:

- An inception report including a work plan, detailed methodology, report format, and timeline.
- Assess local NGOs' capacities in project management for development, collect and analyze responses of NGOs.
- Provide coaching support through (but not limited to) training, meetings, FGDs and share relevant resources according to (D-pro standards).
- End-line assessment and a consolidated report which includes findings of the coaching consultancy, the impact, and any future recommendations.

Local Expert for University of Duhok NUFIC Netherland / Duhok

ToT in project management and initiative management conducted for UoD lecturers (18 participants), 7 days including the following topics:

- Roles and responsibilities of Trainers
- Learning Styles and Preferences
- Planning skills
- Practical Teaching skills - using basic and advanced techniques
- Training styles and communication
- Feedback and Evaluation
- Reflection and evaluation of delivery
- Emotional Intelligence and its impact in the classroom
- Designing successful training programs - selecting appropriate subjects, activities, materials and resources appropriate to your teaching and learning environment
- Wider teaching responsibilities, including the logistics of running a course
- Working with other trainers
- Controlling nerves and fear
- Time management in the classroom
- Project cycle management

ToT project cycle management Trainer Un Ponte Per (UPP) / Erbil

Conduct training for trainers with project D-pro for 20 UPP staff and local NGO partners for seven days, including the following topics:

- Proficient in project design, planning, and management methodologies (e.g., Project D-pro and cycle management).
- Comprehensive understanding of training and education principles.
- Familiarity with the conceptual framework of training and its various components.
- Knowledge of different types of training and their respective steps.
- Expertise in adult learning principles and techniques.
- Skilled in designing effective facilitation strategies and methods.
- Possess essential qualities and attributes of a successful trainer.
- Experienced in engaging and energizing diverse audiences.
- Proficient in interpreting and responding to participants' nonverbal communication and body language.
- Capable of planning and conducting simulations and demonstrations.
- Proficient in effectively wrapping up training sessions.

- Experienced in evaluating training outcomes and effectiveness.

Business Expert Consultant

SWEDO/ILO

- Implemented a comprehensive capacity-building program targeting farmers in Duhok and Basra, focusing on the value chain of multiple crops, including food processing.
- Conducted value chain mapping analysis to identify key stakeholders, processes, and opportunities.
- Utilized land suitability analysis to assess the appropriateness of land for specific crops and optimize productivity.
- Conducted in-depth analysis of income generation, identified gaps, and identified barriers within the value chain.
- Prepared accurate and insightful reports summarizing program activities, progress, and outcomes.
- Conducted regular field visits within Duhok and Basra governorates to monitor project implementation and provide on-site support and guidance.

Sales, Marketing, and Communication Consultant

KOHRW/UNDP

- Supervise and advise on participants' sales, marketing, and communications tasks related to their start-up businesses.
- Provide one-on-one or collective sessions to participants based on assessed needs. Collective sessions can be organized as well with other kinds of stakeholders.

Facilitator

CARE US / Jordan

- Facilitate workshops for women leads organizations to design a regional road map for gender-based violence response.

Program Coordinator

[The Lutheran world federation]

March 2020 – March 2021

Main duties

- Facilitate timely and relevant support to field-based staff to ensure quality delivery of LWF projects.
- Actively participate in coordination forums and networks to promote the profile of LWF.

Contribution to the Country Program:

- Contribute to finalizing the Country's Strategy and work towards achieving its objectives.
- Ensure close working relationships between the program, finance, and logistics units.

Program management:

- Take responsibility for planning, supervising, implementing, monitoring, documenting, and evaluating LWF projects in Iraq.
- Promote learning and capacity building among program staff.
- Foster participation and collaboration with affected populations, in line with accountability commitments.
- Ensure compliance with technical quality standards and timely completion of projects within budget and LWF policies.

Monitoring and reporting:

- Conduct regular monitoring visits to project sites and provide support to field-based staff.
- Prepare timely, accurate, and relevant program/project reports for submission to donors, Geneva, and other stakeholders.

Human resources:

- Supervise and support area managers and other staff at the country office and in the field.
- Set clear performance objectives and conduct regular performance appraisals for all staff.
- Provide orientation to new program staff and prioritize staff development and learning.

Fundraising and finance:

- Monitor the implementation of approved projects within budgets and timelines.
- Ensure compliance with finance and logistics manuals and donor regulations.
- Engage in negotiations with agencies, UN agencies, EU delegations, and other potential partners to maximize resource mobilization.
- Prepare quality concept notes and proposals for submission to potential donors.

Coordinator for partners' projects

[Malteser international]

June 2019 – February 2020

- Serve as a focal point and adviser, delegated by the Malteser International Country Coordinator and in coordination with the program and operations team.
- Support partners throughout the project management cycle, including proposal preparation, budgeting, and reporting.
- Monitor and provide recommendations for effective project implementation according to targets, policies, and standards.
- Maintain monitoring and evaluation systems for activity quality and impact.
- Supervise partners' administrative, financial, and logistical procedures in alignment with organizational guidelines.
- Identify capacity-building needs and provide feedback for adherence to quality procedures and effective implementation.
- Conduct regular visits to partner organizations to monitor progress and coordinate work plans.
- Track project achievements, compare activities with a budget, and propose solutions for overspending/underspending.
- Support the development of project standards and utilization of monitoring tools.
- Assist project partners in generating new project ideas.
- Supervise and manage staff assigned to the projects.
- Participate in relevant meetings and workshops on behalf of Malteser International.
- Develop and maintain a network with partners, donors, and stakeholders aligned with the organization's mandate.

Project Coordinator

[Rwanga Foundation / GIZ]

December 2018 – May 2019

- Manage the project and supervise the team in the relevant governorate,
- Supervising Vocational training and providing technical guidance whenever needed for IDPs, Refugees, Host communities and Returnees.
- Conduct Business start-up training for the top selected participant from each vocational training.
- Together with M&E officer, conducted monitoring and evaluation processes
- Conduct field assessments and surveys as well as collect and analyze data to assist in project designing;
- Preparing detailed work plans and budget breakdowns for the project phases.
- Ensure that coordination between various project teams and with other sections are well maintained;
- Conduct field visits to ensure program implementation effectively and within the planned time.
- Develop and supervise MEAL plan and collection tools.
- Build a strong team by cultivating relationships between units and managing individual team members for the success of the entire project;

- Prepare regular reports, weekly and monthly.
- Manage documentation of the project phases and ensure that all documents are archived in orderly manner
- Conduct trainings to the staff to improve their skills.

Center Manager

[Rwanga Foundation / GIZ]

August 2017 – November 2018

- Planning, implementing, monitoring, evaluating and reporting all the project activities which mainly included vocational trainings for IDPs.
- Direct supervision of a green houses project in the camp.
- Coordinate with the camp management, governmental institution and other acting agencies, NGOS in and out of the camp.
- Prepare and update required project work plans.
- Manage and monitor the budget according to Financial Handbook and donor requirements.
- Build the team's commitment to the objectives of the project.
- Lead the team and make sure that team members know their roles and responsibilities.
- Reporting on weekly, monthly and yearly.
- Prepare a team capacity building strategy.
- Provide technical advice to the staff and build the capacity of the staff and volunteers.
- Monitor the implementation of the activities set in the work plan.
- Assist in the monitoring of all outstanding program advances.
- Prepare logistical documents and financial reports.

Program Manager

[La Chaine de L'Espoir (CDE)/ ECHO]

[November 2016- July 2017]

Main duties performed

- Daily program management throughout the program life cycle in (Duhok, Rabiaa, Snoni, Zummar and Bardarash).
- Defining the program governance (controls).
- Planning the overall program.
- Managing the program's budget.
- Managing risks and issues and taking corrective measurements.
- Coordinating the projects and their interdependencies.
- Managing and utilizing resources across projects.
- Managing stakeholders' communication.
- Aligning the deliverables (outputs) to the program's "outcome" with the aid of the business change manager.
- Managing the main program documentation such as the program initiation document.

MEAL:

- Conducting needs assessment and data collection
- Monitoring of medical consultancy services, referral cases, and surgical services
- Midterm evaluation for surgical cases
- Submission evaluation for surgical cases
- Follow up on the referral cases
- Managing complaint response mechanism and follow up

Liaison Coordinator

[La Chaine de L'Espoir (CDE)/ECHO]

[July 2016- October 2017]

Main duties performed

- Strengthen communication and feedback system.
- Coordinate with local authorities, formal and informal, IDP community focal points in each area, establishing and maintaining positive relationships.
- Provide capacity-building and training opportunities for local staff.

- Submit monthly and quarterly reports.
- Monitor, coordinate, and communicate strategic objectives.
- Work with other staff members to better understand the organization's vision.
- Collect, analyze, and utilize data and feedback to identify opportunities to improve the relationships.
- Proactively solve conflicts and address issues that could occur.

Instructor

[2015 – Jun 2016]

[Amedi technical institute]

Main duties performed:

- Teach courses in Marketing.
- Develop an instructional plan (a course outline or syllabus) for the course(s).
- Plan lessons and assignments.
- Work with colleagues to develop or modify the curriculum.
- Assess students' progress by grading papers, tests, and other work.

Project Manager

[April 2008 – Jun 2016]

Main duties performed:

- Supervise implementing a day-to-day activity according to the schedule and Reporting Progress.
- Manages the project team, with authority and responsibility from the project board, to run the project daily.
- Managing project risks, including the development of contingency plans.
- Making sure that all the aims of the project are met.
- Ensuring the safety and security of the team working on the project.
- Monitoring overall progress and use of resources, initiating corrective action where necessary

Skills

Technical:

- TOEFL certificate (Internet Based TOEFL)
- Computer: Advanced skills in Windows environment, Microsoft Office (Word, Excel, PowerPoint), Internet, and AutoCAD.
- Certificate in ICDL (International Computer Drive License) of the total score (86%)
- Language skills:

	Writing	Reading	Listening	Speaking
English	Excellent	Excellent	Excellent	Fluent
Arabic	Excellent	Excellent	Excellent	Excellent
Kurdish	Excellent	Excellent	Excellent	Excellent

Courses attended overseas

- Clinic management / Italy 2016
- Medical conference /Lebanon 2015
- Emergency management /Iran 2015
- Medical conference / Netherlands 2015

- Medical conference /Germany 2013
- Radiology Devices course/Lebanon 2012
- Radiology Devices course/Netherlands 2012
- Operation Theatre control course /Italy 2010

Courses attended in Iraq

- Facilitation May 2018 GIZ
- Team Building June 2018 GIZ
- TOT training / Business start-up Rwanga/COSIV 2018
- Advocacy training NRC 2018
- Data info training WHO 2017
- Project management with WHO - 2016
- Inventory Forecasting Management – WHO 2012
- Export-Import Essentials – WHO 2012
- Project Management – Feasibility Study - USAID – Tatweer Project 2009
- Leadership and Communications Course- USAID – Tatweer Project 2009
- Project Cycle Management Training of Trainers Course (TOT) - USAID – Tatweer 2009
- Project Cycle Management Advanced Course with USAID – Tatweer Project 2008
- Project Cycle Management Competency Course with USAID – Tatweer Project 2008

References

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