

CURRICULUM VITAE

1. Personal Details

1.1. Bio-data:

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Date/Place of birth: August 20, 1959, Suez, Egypt
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1.2. Key Qualifications:

Over thirty five years of experiences in operational and strategic management of socio-economic development, agriculture extension services, food security, agribusinesses and humanitarian assistance programs. Form my extensive involvement in different development programs and organizations, I have acquired and developed expertise in the areas of: (1) Results based Program development and management; (2) Monitoring & Evaluation Systems development/capacity development and (3) Tailored Institutional Capacity Development. I also possess strong leadership; excellent analytical, planning and organizational skills. Have hand on trainings for institutional capacity development. I have a proven track record of collaborating with both national and international governmental bodies and NGOs fostering stakeholder participation.

1.3. Language skills: Arabic – (Mother tongue - proficient in both speaking and writing)
English - (Proficient in speaking, listening and writing)

1.4. Hobbies: Reading and Walking

2. Education

2.1. Formal Education

- **PhD.** in Environmental Sciences, Department of Environmental Agricultural Sciences, Institute of Environmental Studies and Research, Ain Shams University, Cairo, Egypt. **(2016)**
- **M. Sc.** in Agricultural Sciences (Horticulture - Major in Pomology), Faculty of Agriculture, Suez Canal University, Ismailia, Egypt **(1989)**.
- **B. Sc.** in Agricultural Sciences (Major in Pomology), Faculty of Agriculture, Assiut University, Assiut, Egypt. **(1981)**

2.2. Other Training

- **Nov. 2011** – "**Environmental Impact Assessment**", Environmental Studies and Research Institute, Ain Shams University, Egypt.
- **April 98** - CARE Egypt's **Project Design** Workshop: Sponsored by CARE Egypt and Facilitated by Richard Caldwell (Private Consultant), Cairo, Egypt.

- **June 98** - "**Conflict Resolution and Peace Building**" Workshop: Sponsored by CARE USA and facilitated by the International Institute for Multi Track Diplomacy, Amman, Jordan.
- **Nov. 97** – "**Monitoring & Evaluation Reporting**" (MER Software Application): Sponsored by CARE Canada, Nairobi, Kenya.
- **June-97** - Short Course on "**Agro-Ecology**" - University of California at Berkeley in collaboration with Food Policy Research Institute - California, USA.
- **July-94** – "**The 43rd "International Course on Rural Extension (ICRE)" and Specialization in Research/Extension Linkages**", International Agricultural Center (IAC), Wageningen, The Netherlands.

3. Summary of relevant work experiences

Monitoring & Evaluation Consultant for FAO-Egypt Projects (September 2016 – Now) Food and Agriculture Organization for the United Nations (FAO), Cairo, Egypt

- Provide overall technical guidance to all FAO Egypt Projects regarding project activities implementation and results tracking.
- To support FAO program staff, stakeholders and partners through tailored training on monitoring and evaluation systems and related activities.

Senior Project Coordinator (March 2014 – March 2015) Integrated Food Security Project (IFSP), Kassala/Sudan (Canadian DFATD, Fund 10 m USD) Food and Agriculture Organization for the United Nations (FAO), Sudan Republic

- Directed and coordinated the process of the project annual activities planning/implementation through effective leadership to the project team (from FAO and UNIDO¹) in collaboration with Kassala Ministry of Agriculture.
- Supervised the implementation of rural infrastructure constructions/rehabilitations activities which contributing to the food security (rangeland/pasture areas, animal drinking points, veterinary clinics, animal routes demarcation, fish landing sites community groups farms and women development training centers).
- Managed the tailored capacity development program for the formal entities formed and linked them to the extension services and markets (farmers, fishermen and women groups).
- Redirected the project team to the process of upgrading the value chain of fisheries, Sunflower and Bananas and involvement of the value chain stakeholder to playing better role.
- Effectively managed the project resources during the course of implementation (Implemented 25 letters of agreements and services contracts with different services providers).
- Coordinated the project steering committee meetings and implemented the endorsed results.
- Initiated and coordinated the project Mid-term evaluation processes.
- Represented FAO Sudan in Kassala State in front of the State Government and other UN agencies and lead the process of development of a concept note between FAO and UNHCR² to be implemented in three states in Sudan.

Senior Agricultural and Livelihoods Development Specialist (Feb-13 - May-13) Catholic Relief Services (CRS) - Egypt Program

Established the Agricultural & Livelihoods Development Sector Strategy and platform including:

- Rural households' needs assessment and problems addressed in Upper-Egypt. (4 governorates)

¹ United Nations Industrial Development Organization

² United Nations High Commission for Refugees

- Market-driven development opportunities addressed and prioritized.
- Potential partners identified, their selection criteria developed and the Donors map developed.

National Monitoring and Evaluation Expert (Feb-2008 – Sept-2010),

ECTAD Unit, Food and Agriculture Organization for the United Nations (FAO), Egypt.

- Coordinated the Monitoring and Evaluation (M&E) activities for the FAO Egypt's projects (Six projects with total funds of USD 12,844,000) under the umbrella of the Emergency Center for Transboundary Animal Diseases (ECTAD) including the development of the projects' data gathering and training evaluation formats and progresses related databases.
- Provided technical support and training to the ECTAD program's partners at Ministry of Agriculture and Land Reclamation on M&E related issues with emphasis on logical framework approach (including staff from the General Organization for Veterinary Services – (GOVS) and Animal Health Research Institute).
- Effectively involved in developing new concept notes as well as projects proposals and drafting the projects progress reports.
- Trained and oriented the ECATD National Technical Consultants to the FAO Logical Frame Approach and M&E system.
- Acted as focal person for the preparation of evaluation mission (FAO Real-Time Evaluation) for FAO Egypt's ECTAD efforts in controlling Avian Influenza in Egypt.
- Led the evaluation missions for ECTAD trainings outcomes/impacts in the field as well as monitoring the results of several Letter of Agreements (LOA) that FAO ECATD had with different Egyptian Parties.

Director of Operations (Apr. 06 – Sep. 06)

Agricultural Exports and Rural Income Project (AERI) - Egypt, funded by the USAID (USD

8,000,000) - ACDI/VOCA³ Egypt - *(The project aimed to empowering the small-scale dairy and livestock households to work together through NGOs received technical assistance from the project on related agribusinesses to improve their milk and meat productions and being more competitive)*

- Provided overall management and leadership for three field offices and Cairo HQ based administration staff in planning, project activities implementation and reporting on progresses and results.
- Supervised the completion of project staffing and restructuring the project human resources tasks/responsibilities (job descriptions and salary scale) to increase the level of efforts at field offices.
- Supervised the modification of the project technical assistance component targeting the capacity building activities for 42 village-based NGOs established through the project intervention in six governorates in upper-Egypt.
- Acted as coordinator and mediator between USAID-Egypt, Chemonics International and four NGOs in Upper-Egypt deliver USAID granted equipment for four NGOs through AERI-Chemonics Grants.
- Acted as Chief of Party with full responsibilities and high level of coordination with the ACDI/VOCA's' Headquarter, USAID and Country Office Senior staff.

Monitoring & Evaluation Manager, ACDI/VOCA - AERI Project (Oct. 2003 – Mar-2006)

Managed the Monitoring and Evaluation activities for the USAID's "Agricultural Exports and Rural Income Project – AERI" in Egypt (Dairy and Livestock component).

- Established and implemented the monitoring and evaluation (M&E) system for the AERI-Livestock project which approved from the USAID-Egypt.
- Trained the project staff on the M&E system (including data collection and reporting).

³ Agricultural Cooperative Development International /Volunteers Overseas Cooperative and Assistance

- Provided training to the smallholders NGOs on reporting their activities and results.
- Overseen the development of the project quarterly progress reports to the USAID and led the project annual impact survey.
- Facilitated the preparations for the Project Mid-Term Evaluation activity.
- Participated in USAID M&E Unit's workshops regarding revising the Intermediate Results (IRs) under the Strategic Objectives (SO).

Monitoring & Evaluation Senior Specialist (Nov. 2001 - Sep-03)
AgLink Project, ACDI/VOCA, Cairo, Egypt - (USAID funded project – USD 2,000,000)

- Modified the project monitoring and evaluation system to incorporate the new smallholders' component and the training program for the governmental agents (Agric. Extension/Veterinarians) in three governorates.
- Trained the project staff on M&E system in compliance with USAID reporting requirements.
- Conducted a Training of Trainers (TOT) on "Participatory Rural Appraisal (PRA)" for the project staff and lead the community needs assessment and conducting the baseline surveys.
- Reported the project progresses, news and success stories to the USAID.
- Conducted two annual impacts surveys missions for the project through visiting and interviewing the livestock commercial clients (for year 2002 and 2003).
- Effectively participated in the project Final Report Development which submitted to USAID and Egypt government.

Assistant Project Manager (Nov. 1997 – Sep. 2001)
CARE International in Egypt, AgReform Project (USAID Funded – USD 4.5 m), Cairo, Egypt

The aimed to build an information/knowledge sharing network between farmers and different type of information sources to improve crops and livestock production and marketing the impact on rural households income and quality of life.

- Managed the Technical Information Unit (TIU) which provided the technical services for three field offices in three governorates (in Upper Egypt) through implementing linkages between project participants and technical source of information.
- Overseen the project Monitoring and Evaluation System including the database for over 2,250 national Sources of Information including researchers, private agri-businesses, farmers and governmental extension agents (covered 19 Governorates – 100% of info. Sources centers in the country).
- Supervised the establishment and capacity building activities for seven NGOs that focus on agri-businesses and technical/marketing information sharing.
- Effectively involved in preparing the project annual budget, monthly cash requests and budget monitoring and tracking the expenses.
- Lead the negotiation and procedures to establish a partnership pilot between CARE Egypt and the Animal Health Research Institute in one of the rural governorates.
- Coordinated/implemented a conference gathered NGOs, Exporters, Researchers and governmental officials (Decision makers) and drafted strategy for "Smallholders produce for export".

Project Supervisor (Jun-96 – Oct-97)
AgReform Project, CARE International in Egypt, (Qena Office – Upper-Egypt)

- Led the project start-up activities in Qena Governorate including staffing and staff orientation and training.
- Established an official relationship with Qena Governorate officials through the implementation

agreement with the Governor Office. Also, mapping the project stakeholders in Qena.

- Involved women in project activities whom empowered and participated in several in-country study tours (about 32% of project participants).
- Managed the project's administration and financial aspects and carried out the responsibility of "Authorized Person for Signature" in Qena office.

**Agricultural Extension Officer (Nov-91 – Jun-96), Farm-Link Project, Fayoum Office
CARE International in Egypt (Project funded by CARE British/ British Gas – USD 1.5 m)**

- Selected and involved eleven communities (villages) in Fayoum governorate to participate in the project and conducted Participatory Rapid Appraisals with these communities to assess their technical agricultural needs.
- Selected and trained 285 Innovative Farmers and provided direct consultancy services to them in horticultural crops according to their needs.
- Identified and recommended a wide range of high environmental and technical qualified sources of information, facilitated linkages between farmers and those sources which reflected by about 75% adoption as per the final evaluation of the project.
- Involved governmental extension agents in the farmers study tours to act as sustainable sources for farmers at village level.

**Head of Technical Follow-up Department (May-91 - Oct-91)
Fruit Trees Areas, Salheya Company for Investment & Development, Egypt**

- Recommended several actions for the technical implementation issue that supported the accomplishments according to the planned objectives for 7500 Acre of Fruit trees area under drip irrigation system.
- Developed several technical reports that saved irrigation water (reduced lose from drip irrigation system).
- Contributed to the annual work plan and both financial and investments plans.

**Agricultural Engineer (Jan-82 – Apr-91)
Central Laboratories/Technical Affairs Sector, Arab Contractors Company (Osman A. Osman), New Salheya City, Egypt**

- Participated in "Detailed Soil Survey Studies" for over 20,000 Acre (Soil sampling/analysis) and developing the Cultivation Availability Report. (Different reclamation areas in Egypt).
- Participated as team member in the "Nutritional Status Survey of Soil & Plant" studies for 56,000-Acre in Salheya Agricultural Project in Egypt (Saved over LE 250,000 from fertilizers costs).
- Participated in the "Technical Feasibility Studies for the Pilot Experimental Farm" at L'Ajrid - Welayat Bahla, Sultanate of Oman - through their technical consultant in Cairo, Egypt.
- Executive Team Member of "Evaluation of New Irrigation System Project" (ENSAP) at Salheya area in cooperation between Academy of Scientific Research & Technology and Ministry of Irrigation of Egypt (**Part time – USAID funded project**).

4. Consultancies

4.1. As FreeLancer (Independent Consultant)

- **Environmental and Social Impact Assessment for Dairy Farm Project (October/November 2013) – Misr El-Khair Foundation, Egypt** – Conducted the "Environmental and Social Impact Assessment for Dairy Farm Project". The project was planned to be implemented by Misr El-Khair

Foundation in collaboration with Faculty of Agriculture in Sohag University in Sohag Governorate. The study carried out by field studies and stakeholders interviews.

- **Monitoring and Evaluation Consultancy (April - Jun 2012) – ECTAD Unit, (FAO), Egypt** – Developed Monitoring and Evaluation plane and system for Avian Influenza Control Program and provided training to 32 participants from the partners organization on:
 - (1) Strategic Planning and Result-based management;
 - (2) Logical Frame Approach;
 - (3) Project design and Monitoring & Evaluation
- **Poultry Consumers & Retailers Trends Assessment (April - May 2011) – ECTAD Unit, (FAO), Egypt** - The study conducted through field interviews with poultry consumers and retailers in both rural and urban areas as well as poultry enterprises in Cairo (Central), Minya (Upper Egypt) and Menofeya (Delta) Governorates (covering 8 cities and 8 villages). The collected data compiled, cleaned, analyzed and the final report developed and submitted.
- **Poultry Farms Bio-security Assessment (Dec 2010) - ECTAD Unit, (FAO), Egypt** - Conducted poultry farm visits, direct interviews with Poultry Farms owners and manager in seven governorates in Delta and Upper-Egypt (covering 19 districts).
- **Impact of Avian Influenza on socio-economic status of rural households (Oct. – Nov 2010) - ECTAD Unit, (FAO), Egypt** – (1) Facilitate and conduct field interviews and assessments (key informants and focus group discussions with rural female households); (2) Provided guidance to the national field team whom interviewing the individual female households; (3) Oversees data entry, cleaning and analysis of historical and recently collected data and (4) Provide feedback and information to the international consultant to compile results.
- **Proposal Development (Dec 2007) - “Women’s Association for Health Improvement – Sohag (WAHI)”** - Provided technical support to the WAHI in writing a competitive proposal “Advancement of Kindergartens” to get funded from Community Grant Fund (CGF) of the CIDA funded “Early Childhood Education Enhancement Project – The Association won the project as proposal ranked No. 1. (USD 730,000).
- **Monitoring & Evaluation Training (Aug. & Sept. 2007) - & Proposal Development (Dec 2007) - “Save the Children – Minya Governorate in Egypt”** - Provided two trainings (workshop) on “Monitoring and Evaluation” for total of 75 participants representing four NGOs Program Team and program partners from governmental parties (Education, Youth and Social Solidarity Departments).
- **Monitoring & Evaluation Training (July 2007) - Support to Egyptian Primary Schooling Project (STEPS-2)** – Project funded by Canadian International Development Agency (CIDA) - Provided three days training (workshop) on “Monitoring and Evaluation” using Training of Trainers (TOT) approach for 30 participants representing “Schools Management Team”.
- **Development of Monitoring & Evaluation Plan and System (Feb - May-2007)** - for the USAID funded “Family Justice Project” – Management Sciences Development (MSD) Inc., Cairo – Egypt.
- **Associated Consultant (May 2007) - the Canadian International Development Agency (CIDA)** - “Participatory Development Program”, Cairo, Egypt - Facilitated three days workshop for NGO Self Capacity Assessment” - with the “Egyptian Association for Community Participation Enhancement”, Cairo, Egypt.
- **“Participatory Rapid Appraisal (PRA)” Trainer (Jan 2007)** - Conducted training (6 days) on for 24 participants representing eight (8) NGOs. “NGOs Effectiveness Improving Project” – funded by the Social Fund for Development, Cairo, Egypt.

4.2. Short Assignments (on-job)

- Coordinated and implemented the "Team Building" workshop for the AERI-Livestock project staff – 60 participants from three field offices and Cairo headquarter – ACDI/VOCA. (May 2006)
- Training on "Reports Writing" for 25 participants representing 8 NGOs Board members and village business promoters in Minya governorate through AERI-Livestock Project – ACDI/VOCA. (March 2006)
- Training on "Monitoring & Evaluation and Reporting" for 24 participants representing 6 NGOs Board members and village business promoters in Fayoum governorate through AERI-Livestock Project – ACDI/VOCA. (January 2005)
- Training on "Data Collection and Analysis" for 20 participants representing 4 NGOs Board members and staff (from three governorates) through AgLink Project – ACDI/VOCA. (Sept. 2003)
- Training on "Report Writing" for 154 Agricultural Extension Agents from Minya, Mansoura and Alexandria (2 days in each governorate) through AgLink Project – ACDI/VOCA. (Feb. 2003)
- Conducted a Training of Trainers (TOT) on "Participatory Rural Appraisal (PRA)" for 50 Agricultural Extension Agents in Alexandria and Minya (6 days in each governorate) through AgLink Project – ACDI/VOCA. (April 2002)
- Training on "Participatory Rural Appraisal (PRA)" including field application for 18 Agricultural Extension Agents working in Dutch "Integrated Pest Management – Integrated Pest management (IPM)" project in Fayoum governorate – Cooperative agreement between CARE Egypt and IPM Project. (March 1999)
- Conducted the "Design, Monitoring & Evaluation (DME) Capacity Assessment" for CARE Egypt (existing Projects M&E plans and the staff capacity on DME). – (Dec. 2000)
- Participated in "Base-Line Survey" for the new graduate community in "Wadi El-Saayda, Edfu, Aswan" through "Africare/CARE Egypt Cooperative Agreement" (September 1997).
- Participated in "CARE Relief Program for Earthquake" in Fayoum and Cairo Governorates in both surveys and aid distributions activities (two months).(Oct. 1992)

5. Workshops Attended/ On-Job trainings

- Led a successful overseas study tours to Mexico for AERI-Livestock project stakeholders (15 government officials from three governorates) – (Feb 2005)
- ACDI-VOCA's Annual Planning Workshop, Africa Division, in Egypt (I 2003) and in Kenya. (Oct. 2005)
- CARE East Africa/Middle East workshop on: Integrating Gender, Household Livelihood Security Framework (HLS), Monitoring & evaluation, Benefit/Harm Analysis Approaches in Program Design. Entebbe, Uganda. (Nov. 1999)
- CARE Program's Impact Evaluation Initiatives Workshop (Developing Criteria and Principals for Indicators), Atlanta, U.S.A. (April 1999)
- Introduction to Advocacy: Sponsored by CARE Egypt and the National Council of Negro Women (NCNW), Inc. Egypt. (Nov. 1998)
- Conflict Resolution and Peace Building Workshop: Sponsored by CARE USA and facilitated by the International Institute for Multi Track Diplomacy, Amman, Jordan. (June 1998)
- CARE Egypt's Project Design Workshop: Sponsored by CARE Egypt and Facilitated by Richard Caldwell (Private Consultant), Cairo, Egypt. (April 1998)
- Monitoring & Evaluation Reporting (MER Software Application): Sponsored by CARE Canada, Nairobi, Kenya. (Nov. 1997)

6. Skills and expertise

- Computer literate, able to efficiently use Microsoft Word, Excel, Access, Power Point, SPSS and both e-mail and Internet systems.
- Adequate experiences in staffing panels and staff coaching and mentoring.

- Proven leadership and team building skills and people empowerment and motivation.
- Hand on training preparation and implementation and adequate presentation/ communication skills.
- Rich experiences in conducting community needs in participatory approach and working NGOs.
- Ability to develop budget, expenditure tracking and budget revision.
- Field and overseas mission travel and reporting experience

7. References

1. **Mr. Abdi Jama Adan, PhD**

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