

PERSONAL INFORMATION

Name: E. Isabelle Amorim de Souza		
Date of Birth: 10/09/1974		
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BACKGROUND AND EXPERIENCES

A) EDUCATION

Name of School and Location	Major Subjects	Start - Complete Date	Type of Degree
University of Lisbon, Institute of Social Science https://www.ics.ulisboa.pt/	Sociology: Knowledge for Open and Inclusive Societies (OpenSoc)	09/2015- present	Completing third year Inter University PhD Program
University of Groningen- The Netherlands/ (www.rug.nl) Catholic University of Louvain- Belgium (http://www.uclouvain.be/index.html)	Humanitarian Action NOHA (Erasmus Mundus Scholarship) (Public Health, Management, Psychology, International Law, Geopolitics, Anthropology)	09/2007- 12/2008	European Masters Degree (MSc)
University of Fortaleza/ Brazil www.unifor.br	Psychology	1992-1997	Bachelor Degree (BSc)

B) EMPLOYMENT HISTORY

Employer's Name	Position & Responsibilities	Duration (from/to)
Action Against Hunger (ACF) https://www.actioncontrelafaim.org/ France	Consortium Capacity Building Coordinator Middle East <ul style="list-style-type: none">Catalyze positive momentum around the nationalization of consortium leadership.Initiate, define, and follow through on capacity building plans for the Deputy Consortium Coordinator to be able to take on consortium development, leadership, and management with full confidence and support both internally and from partners.Ensure the smooth transition in consortium management to the Deputy Consortium Coordinator, always upholding programme quality and logical adherence to external commitments.Conduct a critical review of the way in which Action Against Hunger Jordan-Iraq, engages in consortia and establish guidelines to improve efficiency, quality, and coherent management of / contribution to consortium work moving forward.	01.2019-present

<p>Library Without Borders (LWB), www.librarieswithoutborders.org Jordan</p>	<p>Regional Program Coordinator Middle East</p> <ul style="list-style-type: none"> • Oversee all operational components of LWB projects in the region. • Contribute to LwB Middle East mission development through the draft of proposal's and identification of new partnerships in the region. • Manage LwB operational team members. • Preparation of reports to donors and follow-up internal data collection and monitoring of the programs. • Liaison with partners in Jordan, Iraq and Lebanon. • Ensure the timely implementation of activities. 	<p>01.2018-07.2018</p>
<p>Mercy Corps, www.mercycorps.org.uk Ecuador</p>	<p>ECHO Grant Program Officer: "Project Emergency WASH, Shelter, Livelihood and Protection for Earthquake Affected People in Esmeraldas, Ecuador"</p> <ul style="list-style-type: none"> • Lead day-to-day aspects of donor reporting processes and coordinate with partners to ensure timely submission of quality narrative and financial reports. • Project point person for coordination with other ECHO implementing partners to avoid duplication and share manuals, methodologies etc. • Responsible for all visibility issues • Point person for donor relations in the field, ensuring regular updates to local ECHO delegation, invitations to field visits, informal communication on project progress, issues etc. • Monitor and facilitate compliance of programs with donor and Mercy Corps requirements, including program progress and adherence to objectives, procurement and financial regulations 	<p>09.2016- 09.2017</p>
<p>Bangkok University, www.bu.ac.th Thailand</p>	<p>Researcher and Lecturer</p> <ul style="list-style-type: none"> • Undertaking personal research projects; • Writing up research and preparing it for publication. • Delivering lectures and seminars (General Psychology and Intercultural Studies); • Assessing students' coursework; supporting students through an advisory role. 	<p>07.2013- 09.2015</p>
<p>GADC- Gender and Development for Cambodia, http://www.gadc.org.kh (Donors: TROCAIRE)</p>	<p>Project Evaluator: "Dialogues with People on Protection of Their Rights"</p> <ul style="list-style-type: none"> • Develop a review framework and the methodological approach and tools; • Collecting and analyzing secondary information; conducting surveys, key informant interviews and focus group discussions; • Synthesizing qualitative and quantitative information; and documenting lessons learnt and providing strategic recommendations. 	<p>05.2013-06.2013</p>
<p>United Nations Development Programme- UNDP- www.tl.undp.org Timor-Leste.</p>	<p>Social Protection Consultant, Poverty Reduction Unit. Joint Program (UNDP, UNFPA, UNICEF, UNIFEM, and IOM) "Supporting Gender Equality and Women's Rights in Timor-Leste".</p> <ul style="list-style-type: none"> • Support the implementation of the Conditional Cash Transfer Programme 'Bolsa da mãe' (acting as Social Protection Consultant on behalf of UNDP for the Ministry of Social Solidarity of Timor-Leste). • Strategic planning and program policies, in consultation with UNDP head of unit and other staff members; • Practice-wide reporting and monitoring, led the design of monitoring instruments and guidelines (including program 	<p>07.2011-06.2012</p>

	<p>indicators);</p> <ul style="list-style-type: none"> • Building local Government capacity to achieve programs 'goals, in close consultation with technical and advisory teams at regional and country levels; • Training Ministry staff at national and district level of Timor-Leste (in total 86 staff trained). 	
<p>Bangkok University www.bu.ac.th Thailand</p>	<p>Lecturer and Researcher, Graduate School (Department of Communication).</p> <ul style="list-style-type: none"> • Undertaking personal research projects; • Writing up research and preparing it for publication. • Delivering lectures and seminars (General Psychology and Intercultural Studies); • Assessing students' coursework; supporting students through an advisory role. 	01.2010- 12.2010
<p>'Action Contre la Faim' (Action Against Hunger) ACF www.actioncontrelafaim.org. Bangladesh</p>	<p>Mental Health Program Manager</p> <ul style="list-style-type: none"> • Establishment of a mental health and psychosocial support program in the refugee camp 'Leda' at Cox's Bazaar (ECHO funded) • Monitoring of the program • Drafting of project proposals in collaboration with other managers • Donor monthly reports • Design of psychosocial activities to be launched • Development of guidelines and training for the implementation of the psychosocial and mental health activities • Selection, training and supervision of staff 	10.05.2009-30.11.2009
<p>'Solidarite Socialiste' www.solsoc.org Rue Coenraets, 68. 1060. Brussels. Belgium.</p>	<p>Program Manager Assistant/ Internship</p> <ul style="list-style-type: none"> • Assist in the process of lobbying for policy making/change • Write and send press releases, write seminar reports and undertake background research • Contribute actively in the implementation of the project activities, in collaboration with the partners in Brazil and Nicaragua • Assist Advocacy Coordinator in planning and implementing advocacy strategy and campaigns for the Belgium French-speaking public 	10.2008-01.2009
<p>"All India Widows Welfare Society" www.indiawidows.org Kerala-India</p>	<p>Program Manager</p> <ul style="list-style-type: none"> • Project design, financial and resource management • Designed and conducted an assessment of women's needs and potentialities through interviews and meeting groups • Training/knowledge and skills-building • Coordination of self-help groups • Fundraising • External liaison and networking with international and local NGOs 	01.2006-06.2007
<p>Bangalore University, Center for Psychological Counseling. Department of Psychology. www.bangaloreuniversity.in India</p>	<p>Researcher: Project: "Counseling people affected by the tsunami in the state of Tamil Nadu".</p> <ul style="list-style-type: none"> • Supervision and training of counselors in tsunami affected areas • Information collected during the research was presented in a paper entitled: "Disaster Management and the Psychologist role". 	10.2005-01.2006
<p>'Recreational and Sports Association for Children</p>	<p>Program Manager</p> <ul style="list-style-type: none"> • Selection of international volunteers and national staff 	1.2003 – 1.2005

and Adolescents' - www.arcafortaleza.org.br (Fortaleza-Brazil).	<ul style="list-style-type: none"> • Training and staff placements. Coordinated capacity-building programs across the organization • Monitoring of the program "Sports in the Community" • Evaluation of the impact of the program in children and their families 	
University Vale do Acaraú – UVA www.uvanet.br , Fortaleza-Brazil.	Lecturer <ul style="list-style-type: none"> • Post graduate course "Social Corporate Responsibility and Sustainable Development". • Graduate Courses "Childhood and Adolescent Psychology" 	01.2000-09.2005

C) TRAINING / WORKSHOP / SEMINAR ATTENDED

Name	Venue	Date
Forum Ethical and Solidarity Finances	University of Algarve, Portugal	February 19 th to 21 st 2016
Workshop Sustainability, Third Sector and Social networks	ISEG, University of Lisbon	February 2 nd 2016
EURAXESS – Voice of the Researchers	European Commission – DG RTD. Brussels, Belgium	November 2015
Research Data Management	New University of Lisbon, Portugal Doctoral School	November 6 th and 7 th 2015
World Conference on Humanitarian Studies	University of Groningen- The Netherlands	February 2009
Study trip – field mission: European Union Operation in BH	Bosnia-Herzegovina	April 2008
Training- Second hand goods and its impact on the environment	Ghana	March 2007
Symposium on Microfinance	Dutch Parliament- The Netherlands	May 2006
International Conference on Disaster Management	University of Bangalore- India	December 2005

D) PROFESSIONAL ORGANIZATIONS, ASSOCIATIONS, AWARDS, CERTIFICATIONS, AND PUBLICATIONS

<ol style="list-style-type: none"> 1. Selected with Erasmus Mundus Scholarship (Master Humanitarian Action-NOHA) 2. <i>Second-Hand Electrical and Electronic Equipment (EEE) Transboundary Trade from the European Union (EU) Countries to Developing Countries: A Twofold Issue</i>. Published in the International Journal of Social Work and Human Services Practice Vol. 2(6), pp. 319 - 324 http://www.hrpub.org/journals/article_info.php?aid=2074 Presented at the 20th Annual International Sustainable Development Research Conference at Norwegian University of Science and Technology, Trondheim, Norway. 3. "Disaster Management and the Psychologist role" published by Psychologist Department of Bangalore University and presented in the International Conference in Disaster Management- Bangalore University-

India.

4. “*Special Funding for Micro Credits for Environment in Developing Countries*”. Proposal published and presented in a plenary session of The Third Chamber in The Hague-Netherlands (Prized with the silver award). The research funds covered the field work in Ghana and it was presented to the Dutch Parliament in the Netherlands
5. “*The Role of Microfinance in the Economic Development of Women in Developing Countries*”. Presented in a Symposium on Microfinance (With the participation of Prof. Muhammad Yunus- Creator of the ‘Grameen’ Bank in Bangladesh) The Hague. Netherlands.
6. “*Resettlement of Communities- The Case Study of Jaguaribara: A Resilient Community (Northeast of Brazil)*”. Published in the Jambá Magazine. African Centre for Disaster Studies-North West University. South Africa. <http://acds.co.za/> and presented in the World Conference on Humanitarian Studies. University of Groningen. The Netherlands.
7. Member of “*De Derde Kamer*” (Third Chamber)- www.dederdekamer.org - an initiative of the Dutch National Commission for International Cooperation and Sustainable Development (NCDO). The Netherlands. Selected as a Southern Member in 2004 and 2006 to represent developing countries in three contact meetings in Netherlands; responsible for elaborating proposals concerned the Millennium Development Goals to be presented to the Dutch Parliament.
8. Volunteer external consultant at “*Banco Palmas*” www.bancopalmas.org (Popular Bank that deals with micro credit and solidarity economy in Conjunto Palmeiras). Fortaleza-CE. Brazil.

LANGUAGE ABILITY

Mother Tongue: PORTUGUESE

Other Languages	Speak			Read			Write		
	Fair	Good	Excellent	Fair	Good	Excellent	Fair	Good	Excellent
English			*****			*****			*****
Spanish			*****			*****			*****
French		*****				*****		*****	

OTHER INFORMATION

Organization and Communication: Strong verbal and written communication skills; effective communicator (Lecturer and researcher experience).
Researcher: Presentations and publications of articles and proposals about subjects related to development cooperation and MDGs;
Capacity Building and Team leader: Training and coordination of staff in different contexts;
Flexible attitude to easily adapt to unforeseen circumstances: Lived in different cultures (Brazil, Spain, Netherlands, Thailand, India, Bangladesh Belgium and East-Timor);

Program-Management Skills:
Strong analytical and organizational skills; able to plan and manage projects with a variety of team members. Experienced in gathering, researching, monitoring and evaluating information.
Dependable; able to manage multiple tasks and meet deadlines.
Recognize the importance of teamwork, cooperation, and inclusive decision making.

REFERENCES

Name	Contact Address	Tel. No.:	Email:
Katherine Lester Head of Poverty Reduction a.i. UNDP Timor-Leste.	Programme Officer, Office of the Chief of Staff, United Nations Assistance Mission to Iraq	+670 747 6464, x2026	lesterk@un.org
Siriwan Ratanakarn, Ph.D. Vice President for International Affairs. Bangkok University. Thailand	Rama 4 Road, Klong Toey Bangkok 10110, Thailand	+662 350-3500 ext. 1164 Mobile- +66818743722	siriwan.r@hotmail.com
Joost Herman- Director Master Humanitarian Action- Netherlands	Oude Kijk in't Jatstraat, 26 9712 EK. Groningen. P.O. Box 716. The Netherlands	+31(0)50- 3636014/5620/7 254	j.herman@rug.nl
Daniel Adriaens- Head of Mission ACF (Bangladesh) from 2008 to 2010	Rue de la GARE, 1/303 B-1348 Louvain la Neuve. Belgium	+ 32 (0) 475 742 592; + 66 (0) 884 507 578	claudedaniel2001@yahoo.fr

I certify that the information stated above is true to the best of my knowledge.

E. Isabelle Amorim De Souza

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