***CURRICULUM VITAE***

**Name:** Mr. Saeed I. Adam

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**Date of BIRTH:** 12 November 1969.

**Nationality:** Somali

**LANGUAGES:** Somali (Native)

English (Fluent)

**Profile Summary**

Have more than 17 years’ experience on the management of the humanitarian and development projects in Uganda and Somaliland. I am a highly organized, hardworking, energetic and dedicated development management expert, with a proven track record and ability to improve the working environment. I possess strong interpersonal skill. I am also proficient in development in Somaliland context. Hold a Bachelor degree in Business Management, post graduate diploma on peace and conflict studies and a Specialized Diploma on Local Development Management. Certificate of Design, Monitoring and Evaluation (DME).

With in-depth knowledge in design, monitoring and evaluation of programmes, conflict sensitivity programming to development, gender mainstreaming and social inclusion, proposal development, organizational development, community, stakeholder analysis and engagement, team leading, capacity building and development of participatory training materials and tools, facilitation and reporting. Substantially worked on the sectors on health, infrastructure, education (TVET), agriculture, environment, fishery, livestock, small scale business programmes, and so on.

Proven strategic relationships with counterparts such as government ministries, Government institutions, local authorities of both traditional and non-traditional, community groups, and humanitarian agencies, Donors (Somali Donor Group including EU, USAID, DFID, DANIDA, SIDA, CIDA, NORAD, etc.

Demonstrated a thorough understanding and knowledge on all aspects of Somalia/Somaliland (economic, social and political).

**Employment**

**crosscutting (environment, gesi and conflict) Expert. Nov-2020-Present**

**Key Responsibilities**

Community Engagement

* Serve as the focal point for inclusive community Engagement for Sustainable Land Management Project of SDF/MoAD.
* Support the MoAD Project Management team (PMT) in development and the implementation of the Community Engagement Strategy.
* Develop a community engagement plan with monitorable milestones and targets to be approved by the PM, TA, and counterpart at the SDF Secretariat.
* Ensure local community participation in the project to the highest extent possible.
* Ensure that communities are adequately consulted and informed about the project objectives, activities, beneficiary selection criteria, and methodologies before activities begin.
* Lead in the development of the community mobilization roadmap and implement with the consultation and support of the PM and TA.
* Identify ways to promote representative participation, good governance, accountability, and peaceful change.
* Capture lessons learned, innovation in the projects; and
* Provide progress reports on monthly, quarterly, and annually on the progress of the community engagement

Gender and Social Inclusion (GESI), Conflict and Environment programming and mainstreaming

* Ensure that PMT members are familiar and compliant with the JSC approved Gender and Social Inclusion (GESI) framework; (JSC) approved Conflict Sensitivity Programming (CSP) guidelines; Environment and Social Impact Assessment (ESIA) Framework,
* Serve as the primary focal person within the PMT of MoAD in implementing GESI Conflict and Environment endeavors;
* Ensure that downstream partners (contractors) are complaint with the GESI, Conflict Sensitivity programming and environment frameworks.
* Monitor GESI, Conflict and Environment targets in project-level with a consultation with the PM, TA, and Community engagement specialist of Secretariat;
* Make Sure that the GESI, Conflict and Environment activities in the project proposal are implemented accordingly;
* Provide monitoring inputs on MoAD projects in a quarterly progress report in Gender and Social Inclusion, Conflict sensitivity programming, environment mainstreaming at project level; and
* Provide progress reports on monthly, quarterly, and annually on the progress of the GESI, Conflict and Environment targets.
* Make sure that the recommendations proposed by the conflict sensitivity program assessment are followed;
* Lead the implementation of the ESMMP of the project recommended by the ESIA reports;
* Monitor ESIA targets at the project-level with a consultation with the PM, TA, and Community engagement specialist of Secretariat.

**National Specialist (Short term): August-November 2020.**

**Key Responsibilities and Achievements:**

Worked with UNDP Country Team as a UNV National Expert on the development of the five-year country development plan for Somalia. Under the direct supervision of International Consultant for the development of the Country Programme Document (CPD) 2021-2025 UNDP Somalia, the UN Volunteer will undertake the following task: -

* Facilitate Country Programme Development (CPD) stakeholder consultations and analysis of the findings, in collaboration with the drafting team
* Support the international consultant to identify programme priorities (2 to 3 pages) drawing on the Theory of Change, in support of UNDP’s contribution to the UNCF
* Support the international consultant in the preparation of the first draft of the CPD and related annexes ensuring alignment with the NDP9, the UNCF and UNDP strategic plan. The draft CPD will also draw on the outcomes of the problem analysis and the background documents gathered during the data collection and synthesis stage of the CPD preparation.
* Support the international consultant to prepare a first and second draft, pre-PAC, of the CPD Results and Resources Framework in line with the stipulated corporate guidance and template, ensuring alignment with the UNCF and the Corporate Strategic Plan.
* Together with the international consultant, finalize the CPD and all cited annexes and attachments after consultation and validation with key stakeholders incorporating final comments from UNDP programme units, UNDP senior management and UNDP RBAS

**PENHA/SDF SOMALILAND (JULY 2019- March 2020.)**

**Position: Gender and Social Inclusion (GESI) Consultant**

**Key Responsibilities and Achievements:**

* Served as a gender and social inclusion (GESI) expert for PENHA and conducted gender and social inclusion analysis for Somaliland Development Fund. Conducted GESI assessment on the SDF funded roads rehabilitation project from Berbera to Burao.

**BMB Mott Macdonald/Somaliland development fund (SDF), Somaliland (August 2013-May 2017**).

**Position: M&E/Conflict Sensitivity programming advisor.**

**Key Responsibilities and Achievements:**

* Management of the Somaliland Development Fund Secretariat in Hargeisa-Somaliland.
* Served a focal point for the conflict sensitivity framework of the Somaliland Development Fund (SDF1) to ensure that do no harm practices are applied to the financed projects.
* Analyzing and assessing the degree to which conflict sensitivity was taken into account in the design and implementation of interventions, in order to identify promising practice and lessons learnt.
* Programme development, proposals, and concept notes support to the line ministries of health, education, water, environment, agriculture, fishery and roads in Somaliland.
* Supported the project management units of the sector ministries to understand conflict sensitivity framework and the importance of conflict analysis for their project contexts.
* Conducted conflict analysis and coordinated external consultants’ conducted conflict analysis to ensure that they are prepared at project level.
* Ensured comprehensive mainstreaming of conflict-sensitive approaches into all SDF projects in line with the conflict sensitivity framework.
* Served as a focal point for engagement activities of the projects to ensure that communities in the project sites have clear understanding of the project goals and ensure community collaboration and engagement with project management units.
* Advised and provided recommendations on the Somaliland Development Fund on the conflict mitigation, capacities for peace and resolution strategies of the reported conflicts or any unintended harms.
* Supervised and monitored the conflict issues reported in the project sites and community issues.
* Ensured that projects’ contractors are responsive to implement do no harm practices in the project work sites and ensure mutual understanding and working relationship with local communities.
* Served as bid evaluation member for SDF1.
* Served as a focal point for the ministries of health, education and fisheries in SDF1.
* Contributed and advised to the preparation of the political economy analysis for the SDF1 during its preparation.
* As national social expert participated in the field missions with the international consultants engaged in the environmental impact assessments of the SDF1 projects.
* Coordinated with the Project Management Units of health, fishery and education as a focal point.
* Maintained close contacts with the local communities, local authorities and key stakeholders in the project sites to ensure conflict mitigation strategies are implemented.
* Participated in projects procurement plans, work plans of the concerned ministries.
* Participated in the preparation of the project budget forecasts with the other team members and PMUs.
* Ensured that project payment plans from PMUs are timely and in line with allocated budgets.
* Coordinated and supported approved BOQs of the health, education and fishery project activities are submitted on time by the sector ministry.
* Served as the entry point of health, education and fishery project payment requests and field mission authorizations documents for checking and verification against the budget and implementation plans.
* Served as entry point for quarterly reports from health, education and fishery PMUs for the initial review.

**development research and training Centre, Somaliland; (March 2010-July 2013).**

**Position: program coordinator**

**Key Responsibilities and Achievements.**

* Under the supervision of DRTC director led and coordinated the projects in Somaliland.
* Coordinated several projects including livelihoods, conflict assessments, human rights and peace building initiatives, capacity building of community-based organizations (CBOs) and civil society organizations (CSOs).
* Coordinated and supervised the day-to-day activities of the organization including finances, human resources, logistics, and other necessary operational areas.
* Led the professional documents translation, editing and proofreading.
* Participated in the design of the Monitoring and Evaluation systems of the projects including log frame.
* Managed and supervised the field staff, consultants and contractors in Somaliland.
* Developed capacity building plans for staff to ensure that their work efficiency.
* Developed and maintained both single and multi-project work plans.
* Coordinate the development concept papers, proposals, and implementation work plans.
* Established effective relationships key stakeholders including the local communities and local authorities, government ministries, INGOs, UN agencies and LNGOs, contractors, with a particular focus on humanitarian and development sector issues and interventions.
* Prepare and submit the project reports with valuable recommendations for decision making to donors.
* Coordinated and monitored the preparation of monitoring and evaluation plans for the field activities/projects.
* Led the design of data collection tools in order to ensure that best methodology is taken into account.
* Ensured that gender mainstreaming is taken into account and projects are designed into gender sensitive manner.
* Supported the communications staff on the preparation of community and project communication tools to build effective understanding of community of the project goals.

**unops/Somali support secretariat, Somaliland**; **(April 2008-December 2009).**

**Position: Area Coordinator**

**Key Responsibilities and Achievements:**

* Managed and administered the secretariat’s field operations by monitoring the budget, administering staff, procurement, logistics and finance as instructed by the Head of the Secretariat in Nairobi.
* Developed and maintained strategic relationships with counterparts in the relevant ministries, departments and humanitarian agencies with the aim of strengthening support services for development coordination activities in Somaliland.
* Facilitated the travel of the international visitors to Somaliland and the local authorities to attend meetings organized by the Secretariat in and outside Somaliland.
* Supported the Somaliland Authorities in capacity building in secretariat support services for the joint coordination meetings at all levels.
* Developed and made contributions on the field activities to the secretariats quarterly and annual reports.
* Monitored and evaluated the development coordination aspects in Somaliland and Puntland.
* Drafted and edited documents as requested by the various constituencies in the field and translate documents from English to Somali and English to Somali.
* Maintained close collaboration with all the coordination structures that exist in Somalilandand Puntland in the sectoral coordination of education, health, water and livelihoods sectors.
* Collaborated closely with the UNRC office in Hargeisa and the Ministry of National Planning of Somaliland.
* Coordinated regularly with the UN, INGOs, CSOs on the ground as well as the key development and humanitarian actors including UNOCHA.
* Carried out needs assessments and mapping exercises in order to know and document the factual needs and requirements of the Sectoral coordination systems in Somaliland and Puntland.
* Managed the secretariat’s field Project Database Matrix that provides a clear idea of where agencies are operating and in what sectors.
* Acted and served as focal point for the acquisition and dissemination of the requested information.
* Performed other duties as requested by the Head of Secretariat Nairobi.

**PENHA, SOMALILAND/UGANDA (January 2005- December 2006).**

**Position: program coordinator**

**Key Responsibilities and Achievements:**

* Become a member of management team of a Water Supply Study & Environmental Impact Assessment (EIA) for UNDP/Al Nahyan Foundation, providing the basis for a subsequent borehole and water supply program covering 13 communities (2006).
* Led the overall coordination of a Sustainable Livelihoods and Drought Mitigation (funded by UNDP 2005-2006) for drought-affected pastoralists in Sool, Sanaag and Togdheer regions.
* Focal point for disaster risk programming strategies and risk management.
* PENHA become the National focal point for Regional Resource-Based Conflict Network and as a conflict expert provided substantial input to the conflict analysis and resolution.
* Acted as a focal point for Livelihood Support Project for demobilized soldiers, implementing agency for UNDP/DDR, in Hargeisa, Gebiley and Borama towns in the Awdal and Galbeed regions ( 2006)
* Fostered and engaged actively the communities throughout the project cycle from planning to the evaluation in order to build up local ownership and enhance the local community structures capacities to maintain sustainability.
* Engaged in Novib/Oxfam’s Gender Mainstreaming & Leadership Trajectory (GMLT) program, giving civil society organizations in Puntland, Somaliland and South-Central Somalia tools for addressing gender across programs and in organizational development using Gender Traffic Light
* Participated a conflict analysis study of the honey and fodder value chain in Togdher region with PENHA ILO in 2011.
* Designed community engagement plans and strategies to ensure effective community participation in the project areas.
* Supported and maintained the field staff conducted thorough consultation with the local communities and their local governance structures.
* Provided timely performance reviews and feedback to program staff to ensure optimal program outcome performance.
* Designed and developed training materials on business management and literacy for a women’s economic empowerment project funded by DANIDA and implemented by PENHA Somaliland.
* Supported the local communities in the program areas to establish community-based pastoral association and capacity building training provided.
* Reviewed the field project reports such as field assessment reports, community governance structures training reports, etc.
* Coordinated with the all-program stakeholders and liaised with line ministries, departments and institutions.
* . Regularly monitored and supervised the field activities of the program in order to ensure the smooth running of the program and ensure if the program is towards achieving its goals.
* Participated in the review of the environmental impact assessment field report.
* Developed and maintained projects’ implementation work plans.
* Maintained an overview of project financial needs and management.
* Ensured and maintained timely narrative reports (monthly, quarterly and annual).
* Provide effective leadership, supervision and development to the program staff.

**ACTION AID**, **Hargeisa-Somaliland (January-December 2003).**

**Position: Capacity Building consultant**

**Key Responsibilities and Achievements:**

* Led capacity building of community-based organizations for Action Aid Somaliland programme in Togdher and Sanaag regions. I developed tools, materials of the training for the CBOs and facilitated the trainings I conducted a capacity needs assessment of the CBOs and developed a capacity strengthening plan
* Facilitated the training workshops for community based organizations in Togdheer and Sanaag regions of Somaliland.
* Trainings provided to the CBOs included budget preparation and management, developing strategic plans/action plans/ work plans, participatory monitoring and evaluation, community mobilization and development, developing financial strategy, organizational policy development, project design and management, leadership and governance, participatory community needs assessment, fundraising and advocacy, publicity and networking, building managing teams, proposal development and report writing.

**Education**

* **Certificate for P**rogramme **D**esign, **M**onitoring and **E**valuation.
* **Specialised Diploma** on Development Management and Decentralization.
* **Postgraduat**e Diploma on Peace and Conflict Studies.
* **Bachelor** in Business Management

**key Trainings attended**

Disaster risk management. Institutional leadership and Good Governance in Fragile states, Institutional competence, Micro-finance services delivery, Institutional strengthening systems, Participatory Rural Appraisal (PRA), Logical Framework Approach, Participatory development Methodologies, Financial management systems, Developing Financial Policies and Procedures, Human Resource/Personnel Management, Team Building and Leading, Participatory Market System Development. (PMSD), Project cycle management, Organizational Capacity Assessment Tool (OCAT), Budget management. Developing financial Strategy, Advocacy and Promotion. Strategic Planning/Action Planning, Participatory Monitoring and evaluation, Local Economic Development (LED).

**Key Researches participated**

* Comprehensive Scoping Sectoral Study in Somaliland with a team of key figures from Geopolicity Inc as a national expert. The study focused on three key sectors of health, water and education. The study has looked at the decentralization aspect of the Joint Local Governance Programme (JLPG) with its partners of Unicef, Un-habitat, UNDP, ILO, WHO, and key ministries of health, water and education in Somaliland. October-November 2011
* Participated in a comprehensive Socio-economic Baselines Study, under UNDP’s Drought Mitigation and Sustainable Livelihoods Programme, in Sool, Sanaag and Togdher regions. (2005).
* Prepared the Tender Documents and Participated in an Environmental Impact Assessment, involving socio-economic and hydrological studies, under a UNDP/Sheikh Zayed Foundation Water Supply Programme. (2006).
* Contributed to a baseline assessment for DANIDA-funded women’s economic empowerment project in Uganda. (2007).

**Key short term assignments**

* Mapping business skills for women business in Hargeisa/ from 10th -20th Sept 2018 Candlelight
* Mapping and Assessing Organizational Capacity Assessment of Youth Associations- Hargeisa 14/08-06/09/2018- Save the Children
* Entrepreneurship Training for Save the Children Beneficiaries in Sool Region, second batch. 23/07-31/07/2018.
* Vocational Skills Assessment in Hargeisa for Finish Act Aid (FCA) Nov 2017.
* Organizational Leadership and good governance training SRDA 2018 August.
* Baseline Survey Livelihoods GIZ Somaliland-Livestock section expert for GIZ April 2017.
* Vocational Skills Marketability Study in Somaliland, NRC, 3rd Feb-3rd. March 2013.
* Study on Challenges of Free Primary Education Policy in Somaliland, NRC 14th Oct-28Th. Nov-2012.
* Effective leadership skills training provided to SRDA staff in Sool and Sanaag regions 2013.
* DRTC Climate change and its impact on the natural resources study in Togdheer region. 2012.
* SRDA study on the Children situational analysis in Sool and Sanaag regions of Somaliland. 2012
* Monitoring and Evaluation for SAACID NGO projects in Sanaag region. January-February 2012.
* Livelihoods baseline survey for SAACID NGO in Eastern Regions of Somaliland. December 2012.
* Gender Analysis for ISF/ADO/Candlelight in Somaliland. August 2011.