

JOSEPH ABDAYEM

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DEVELOPMENT and HUMANITARIAN Coach and Consultant

As a Coach and Consultant in the: Humanitarian and Development sectors, I managed to build a trustworthy and resourceful approach partnering with prominent Donors/NGOs on strategically imperative projects inside and outside Lebanon since 2017. While as an Entrepreneur and Startup owner I have also managed to provide business development mentorship and coaching tailored to each of the SME programs objectives

PROFESSIONAL EXPERIENCE:

Freelance Trainer & Consultant

September 2017 - Present

Most recent Clients:

- YMCA – Entrepreneurship Life Coach - April/May 2023
- SAWA Group – Grants Consultant – UNICEF – April/May 2023
- Right to Play – Ficra Prjct – Advanced Financial Literacy for Entrepreneurs – PSL Camps Lebanon - 2023
- SAWA Group - Proposal Specialist for DAI – USAID – Lebanon – 2023
- Right to Play – Ficra Project - Advanced Entrepreneurship Skills Training – PSL Camps Lebanon - 2022
- Welt Hunger Hilfe - Advanced Fundraising Training for INGOs Senior Management – Lebanon – 2022
- IFRC- Project Monitoring, Evaluation and Reporting for NGOs – Lebanon - 2022
- Al Majmouaa - Fundraising and Proposal Writing for NGOs – Beirut – 2022
- Mercy Corps Syria - Food Security and Livelihood for local NGOs – Syria – 2021
- Mercy Corps Lebanon, Youth Work Based Learning – Employability and Business Skills Development training – Lebanon 2021 – 2022
- Al Majmouaa NGOs, CARE Lebanon & Formatech: Training series on Monitoring, Evaluation, Accountability, Learning, Reporting and Fundraising – Lebanon – 2021
- GIZ and Tmayyaz, “20to21” SME and Inclusion support program to 20 Businesses in T5 Area – Lebanon 2021
- British Council & Qualisus – Next Generation Lebanon: Research Project - 2021
- Mercy Corps & Qualisus – IJMAA: Capacity buildings for CBOs – Lebanon – 2021
- Mercy Corps (Syria) – Reporting and MEAL Training – Syria - 2020
- IOM & CDDG - Social Cohesion Consultant
- American University of Beirut – Global Health Institute (AUBGHI) – Fundraising, Donor Identification and Proposal Management Course.
- Medair – Conflict Management Workshop
- Search for Common Ground – “Resilient Local Governments” for Mayor/Municipal boards in Akkar.
- Search for Common Ground – Akkar Organizational Development Project for Local Organizations
- International Rescue Committee - Actor Mapping Consultant
- Mercy Corps – Entrepreneurship ToT Trainer
- Search for Common Ground – Active Leadership Trainer
- Mira-Cle and Relief International – Results Based Management Trainer

Other Clients:

Formatech, USAID, ACTED, LRC, Arcenciel, Caritas, KAYANI Foundation, MSI, LAU, NDU, HRN (Human Rights Network), DRC, UNHCR, Scouts, CLAC, APECL Jeune, The Nawaya Network and Kingdom of the Netherlands.

Coaching and Consultancy topics:

- Humanitarian: Fundraising, Pipeline Management, SPHERE and Core Humanitarian Standards, Local Governance, Organizational Management, PSS, CP, Emergency Response, Human Rights, MEAL ... etc
- Development: Resiliency, Social Cohesion, Civic Engagement, Youth/Women Empowerment, Project Cycle Management, Results Based Management, Project Designing, Proposal Writing, Budgeting, Entrepreneurship, Startups... etc
- Business: Employability, Inclusion, Financial Resilience, SME Management, Governance and Adaptation.
- Life Coaching: Conflict/Stress/Time Management, Negotiation Skills, Active Leadership, Life skills... etc

Certified Trainer from the most prominent Coaching Facilities:

"Institute of Leadership and Management UK", "The City and Guilds of London Institute", PMI (The Project Management Institute USA), Mango – UK, AMIDEAST, Danish Demining Group, Formatech-Lebanon ...

Program Development Field Officer - Lebanon

Management Solutions International – USAID/OTI program

July 2015 – August 2017

As a Program Development Field Officer and (Part-time Communications and Reporting Officer) I was responsible of designing and drafting concept notes and proposals on behalf of identified LCRI LEBANESE COMMUNITY RESILIENCE INITIATIVE partners mainly, in Bekaa region. In addition to coaching and monitoring them throughout the Project Cycle process. My main tasks where to:

- Design short time projects on behalf of the grantees, reaching 250k USD each.
- Develop concept notes, submit proposals, and monitor project implementation and impact.
- Develop the implementation, monitoring and evaluation plans. Branding and Communication material.
- Provide technical and programmatic assistance and trainings to grantees.

Emergency Response Manager- Beqaa – Lebanon

August 2013/Feb 2015

Danish Refugee Council

As ERM (Head of emergency Cell, Distribution and Contingency planning Manager), I was responsible for:

- Designing and Implementing Emergency Response, Psychosocial Support and Assistance programs.
- Managing and Training a team of 3 Officers, 15 Assistant and 20 Volunteers.
- Budget holder on 3 donor projects simultaneously, reaching a total of 10 million USD.
- Writing proposals & developing budgets (UNHCR, ECHO, WFP, UNICEF and DFID).

Distribution Officer- Beqaa

Danish Refugee Council-Lebanon

February 2013/July 2013

Distribution Assistant- Beqaa

Danish Refugee Council-Lebanon

August 2012-January 2013

Quality Control

Advanced Plastic Industries – Lebanon

May/December 2011

EDUCATION:

Bachelor of Sciences in INDUSTRIAL CHEMISTRY - Fall 2011

NOTRE DAME UNIVERSITY- LOUAIZE Keserwan, Lebanon

CORE COMPETENCIES:

- Project Management
- Coaching and Mentoring
- Situational Leadership, Strategic planning
- Team and Stress Management

- Organizational Development

Exam Based/Accredited Certificates:

- *Advanced Security in The Field (UNDSS)*
- *Training of Trainers (PMI)*
- *Arts of Negotiation (Institute of Leadership and Management UK", "The City and Guilds of London Institute")*
- *Project Management for NGOs (Mango)*
- *First Aid certificate (LRC)*
- *Hazardous Environment Awareness Training – HEAT (DRC)*
- *Project Management Professional (PMI)*
- *Psychosocial Protection and Mental Health (DRC)*
- *Safety Management (DRC)*
- *Advanced Stress and Anger Management (DRC)*
- *Financial Management for Effective Programmes (Mango)*
- *Leadership and communication Skills (PMI)*
- *Hostile Environment Training (DDG)*

Volunteer Work:

- Scout member for 15 years.
- Basic Life Assistances Distributor with the *Higher Council for Relief* during 2006, functioning with municipalities and local authorities to help all IDP Lebanese people during/post 2006 War.

Language and Computer Skills:

- Fluent in English and Arabic, Fair in French
- Computer Skills: Microsoft. Office, ChemOffice, Chem3