

WORK EXPERIENCE**Director of Civil Society Initiative, UCA**

Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan

01/2018 – present

- Manage all aspects of UCA's Civil Society Initiative work required for the strategic plan
- Build strong relationships with a broad range of civil society actors at the regional and country levels
- Develop position papers on strategies for the Civil Society Initiative's development
- Develop and implement a communications strategy
- Identify innovative best practices in the region and internationally
- Effective reporting to the Steering Committee and donors.

Executive Director Eurasia Foundation of Central Asia (EFCA)

Bishkek-Osh offices

09/2012 – 20/12/2017

Strategic planning

- Develop strategic direction of EFCA's programs
- Lead needs assessment and background research to guide and inform EFCA programs
- Liaise with local development actors to ensure coordination of EFCA programs with others, and support overall aid effectiveness
- Represent EFCA in relevant Donor/Implementer coordination forums

Project development and fundraising

- Build and maintain relationships with donors and identify funding opportunities
- Conceptualise and design projects and develop local partnerships
- Lead the drafting of concept notes and proposals, including budget development
- Edit and approve all submission to donors

Evaluation, reporting and knowledge management

- Lead internal and external programme/project evaluations
- Edit and approve project reports for submission to donors
- Oversee EFCA communications strategy and approve media materials for publication
- Lead internal learning processes to ensure continuous improvement of EFCA programmes and development of institutional knowledge

Chief of Party USAID's Local Transparency and Community Initiative Program

09/12 – 01/2015

- Lead program implementation (\$1,200 000)
- Edit and approve project reports for submission to USAID
- Oversee programme communications strategy and approve media materials for publication
- Lead internal and external programme evaluations
- Liaise with local development actors to ensure coordination of the program with others, and support overall aid effectiveness
- Represent program in relevant Donor/Implementer coordination forums
- Lead internal learning processes to ensure continuous improvement of the programme and development of institutional knowledge

Chief of Party USAID's Women's Peace Banks

09/12 – 09/14

- Lead program implementation (\$1,300 000)
- Edit and approve project reports for submission to USAID
- Oversee programme communications strategy and approve media materials for publication
- Lead internal and external programme evaluations
- Liaise with local development actors to ensure coordination of the program with others, and support overall aid effectiveness
- Represent the program in relevant Donor/Implementer coordination forums
- Lead internal learning processes to ensure continuous improvement of the program and development of institutional knowledge

Director of Public Administration Program, Soros Foundation Kyrgyzstan

01/2012 – 09/2012

- Organization of management, monitoring and evaluation of the Program
- Responsible for developing, implementation, monitoring and evaluation of the operational/grants projects
- Responsible for fundraising for the Program, developing donor proposals and donor reports

Head of Project Management Department, Eurasia Foundation of Central Asia (EFCA)

09/2007 – 01/2012

- Organization of management, monitoring and evaluation of projects implemented by EFCA
- Institutional development of project management, diversification of services
- Management and development of project management staff
- Responsible for developing, implementation, monitoring and evaluation of the operational programs
- Manage the regional Rule of Law Program - Finnish Government (\$5,000,000)
- Manage the regional program on media journalism (kloop.kg, kloop.tj, kloop.kz) – DRL (\$400,000)
- Manage the operational program on student`s loans – USAID (\$250,000)
- Manage the operational labor migration program – USAID, Soros Foundation, UNESCO, OSCE (\$400,000)
- Manage the operational Trade liberalization program – RTLC, USAID (\$400,000)
- Grant implementation monitoring - \$500,000 portfolio grants

Program/Communication and Outreach Associate, Eurasia Foundation of Central Asia (EFCA)

06/2005 – 09/2007

- Responsible for developing, implementation, monitoring and evaluation of the operational programs;
- Supervise operational programs – \$300,000 (labor migration, vocational training, expert council)
- Grant implementation monitoring - \$100,000 portfolio grants
- Responsible for communication and outreach management

Expert, Free Economic Zone "Bishkek", Headquarters Office

09/2001 – 06/2005

- Registration, termination/liquidation and extension of the activities of enterprises;
- Preparation of reports on enterprises' activities to respective financial agencies;
- Establishment of partnerships with foreign investors;
- Visa support to board members of enterprises.

**Intern Assistant, Ministry of External Trade and Industry,
Department of International Relations and World Trade Organization**

09/2000 – 09/2001

- Monitoring and distribution of information on WTO to the government ministries and other agencies;
- Maintenance of a WTO database;
- Translation of projects of the World Bank, the Asian Development Bank and other documents on WTO;
- Organization of events (seminars, conferences, roundtables, meetings, and others).

RESEARCH /TRAINER EXPERIENCE AND MEMBERSHIPS

Member of the Open Government National Forum

Bishkek, Kyrgyzstan

- Planning for the development of the forthcoming NAP;
- Promotion of mechanisms for the formation of transparent and accountable state bodies through the development and implementation of NAPs;
- Approval of the NAP and its submission to the government of the Kyrgyz Republic for consideration and approval by the government;
- Development of recommendations on the results of hearing and discussion of reports of state bodies, as well as alternative reports of civil society organizations on the implementation of NAPs;
- Regular monitoring and evaluation of NAP implementation;
- involvement of other stakeholders in NAP implementation;
- Raising public awareness of NAP implementation;

Consultant - Partner II, Global Fund New Funding Model

Washington USA

- Program reporting, indicator definition and data collection systems;
- Performance frameworks of Global Fund assignments;
- Monitoring and capacity strengthening of SRs in M&E.
- Supply chain management;
- Monitoring and capacity strengthening in project management.

Consultant – Peer Assisted Learning and Practice Sharing (TABPAL), World Bank

Washington, USA

- Review PAL best practice and existing capacity

- Assess the local 'market' for PAL activities and identify leading local examples and practitioners
- Develop and pilot PAL trainings
- Support to establish the Communities of Practice

Consultant – EFCA Capacity Mapping Initiative

Bishkek, Kyrgyzstan

- Assess the institutional capacity of the local organizations
- Develop the internal procedures and policies (organizational/financial)
- Conduct ToT on project management, fundraising, M&E

Member of IPEN (evaluator's network)

Moscow, Russia

- Coordinate with evaluators from EEC countries
- Participate in IPEN seminars, conferences
- Exchange skills with IPEN members

Expert, member of Expert Council of Inter Parliamentary Assembly EurAsEC (Eurasian Economic Community)

St.Petersburg, Russia

- Responsible for developing recommendations on labor migration policy;
- Developing recommendations on social policy to IPA EurAsEC;
- Responsible for coordinate with expert group`s work from Kyrgyzstan
- Responsible for developing model law on migrants rights for EEC countries

National Expert, Development Researchers' Network

Brussels, Belgium

- Responsible for meetings by identifying the key informants to be met in relation to field of competence and following the evaluation questions
- To carry out interviews and/or focus group and/or project visits, with the identified informants related to the issues under his/her responsibility following the agreed methodology and guidelines
- To contribute to the preparation of the de-briefing that the TL will carry out at the EC HQ
- To write an end of mission report following the format that will be provided.

National expert on labor migration, World Bank

Bishkek, Kyrgyzstan

- Responsible for developing research`s methodology
- Responsible for developing recommendations for the national strategic papers on migration
- Participate in a national discussions on migration issues

PUBLICATIONS

- Policies, Practices, and Legal Frameworks for the Development of Enabling Civil Society in CA, AKF US, 2018
- Capacity-Building of Civil Society Actors through Training and University Programmes in CA, AKF US, 2018
- Philanthropy Infrastructure in CA, AKF US, 2018
- New actors of civil society – community associations, AKF US, 2018
- Conflict Management Guidebook, PeaceNexus, 2017
- EITI Mainstreaming feasibility assessment, WB, 2017
- Gender Inequality in Labor Code, ADB, 2016
- Handbook on basic job skills for students and graduates, USAID, 2010
- The model Law on social protection of labor migrants for IPA EurAsEC members, 2010
- Report on social-economic problems of returning migrants, PACT, 2009
- The model Law on policy of labor migrants for IPA EurAsEC members, 2008
- Methodology on develop vocational short-term courses for migrants, EF, 2007

RELEVANT TRAINING/SEMINARS AND ACHIEVEMENTS

- Certification of recognition for an active role in the development of the first NAP "Achyk Okmot", KG Government, 2018
- Training "Global Fund: rules and principles of new Partners II", GMS, DC, USA, 2017
- Intl Human Rights Principles, Institute on Human Rights, Tallinn, Estonia, 2016
- ToT for Youth Banks coordinators, Dublin, Ireland, 2015
- Training "Global Fund: rules and principles of new funding model", GMS, Jonesburg, South Africa, 2014
- Training "Global Fund: rules and principles of new funding model", GMS, Arlington, USA, 2014
- Certificate of honor - the Employee of the Year, the Employee of the winning Respect for programmatic accomplishments, EFCA, Bishkek, 2009
- Certificate of honor - the Employee of the Year, as the Most Consistent Employee who demonstrates consistently high quality work, EFCA, Bishkek, 2007
- Training "Rules and Regulations of WTO" Kyrgyz-Japanese Center for human development, (06/2000, Bishkek, Kyrgyzstan)

- Courses on application of untraditional technologies, Institute of untraditional technologies (06/2001, Lanzhou, China)
- Training “Communications/Outreach Structure Strategy and Policy”, The Eurasia Foundation, (08/2005, Almaty, Kazakhstan)
- USAID Security Training (08/2006, Bishkek, Kyrgyzstan)
- USAID Rules and Regulations Training (09/2006, Bishkek, Kyrgyzstan)
- Higher education assessment training provided by Professor V. Briller from New Jersey Institute of Technology (10/2006, Bishkek, Kyrgyzstan)
- Training “Evaluation and monitoring”, Eurasia Foundation of Central Asia, (02/2007, Almaty, Kazakhstan)
- Training “Immigration policy in Eurasian countries”, New Eurasia Foundation, (06/2007, Almaty, Kazakhstan)
- Training “Evaluation of the governmental programs”, IPEN, (10/2007, Moscow, Russia)

EDUCATION

Comprehensive secondary school #13, #68 – Certificate with honor, 1985 - 1995

Bishkek Humanities University,

Oriental languages and International Economic Relations Faculty – economist / diploma, 1995-2000

LANGUAGES AND COMPUTER/SOFTWARE SKILLS

- Kyrgyz (native), Russian (fluent), English (fluent), Chinese (fair)
- Proficient in MS Office (MS Word, Excel, PowerPoint and Access)
- Grants Management System (GMS), DDB (Donor database), Intranet (EF), PMS (Project Management System)