

Reem A. Al Qazzaz

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Date of Birth: 26/7/1975
Nationality: Palestinian
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Educational qualifications and Professional training

- 1994-1999** Islamic University – Gaza Strip
Bachelor Degree Business Administration
For the graduation requirements I had conducted a research project about Marketing for micro-enterprises run by women micro-entrepreneurs
- 2001-2002** WUS University - Cyprus
Training of Trainers (Advanced Advocacy and Lobbying)
- 1998** International Labour Organization ILO, Torino
Methodic Training of Trainers - 45hr

Employment

2013- ongoing :

Consultant in the field of development– Arab Center (Activist)

April 2011- January 2012:

Program Manager of Legal Aid & Empowerment for Vulnerable Groups in Gaza projects supported and supervised by the UNDP with a generous fund from the Government of Japan/ Palestinian Bar Association (PBA)

Roles and Responsibilities:

- 1- Developing the project proposal, including the action plan and the budget
- 2- Managing the project team including 5 lawyers, communication officer, and admin assistant
- 3- With regard to the legal aid secretary, I followed up the 22 legal units
- 4- Followed up the research team that conducted the research for the legal aid

- 5- Analyzing the electronic system that process legal aid flow (legal consultation, representation at courts, legal awareness)
- 6- Preparing memorandum of understanding and Terms of references for the legal aid program
- 7- Responsible for the procurement for the program
- 8- Developing progress reports, and final report

September 2009- July 2010:

Project Manager of children's literature / **Tamer** for Community Education

Roles and Responsibilities:

- 1- Assisting the team in developing the program strategy in line with the institution strategy
- 2- Managing board of trustees network for libraries in targeted areas, that included 70 libraries in total in Gaza Strip different areas
- 3- Managing the annual campaign (Reading for all) in Gaza
- 4- Designing and implementing the training program in creative writing
- 5- Organization of meeting (to discuss books) for the youth and those interested in children literature
- 6- Managing interventions planned for schools, like interventions to distribute back bags and stationary to schools
- 7- Following up with media and documenting the project's events and activities

February 2007 -April 2009:

Director of Programs "The Palestinian Association For Development And Reconstruction" – PADR,

Roles and Responsibilities:

- 1- Developing proposals for developmental projects for the empowerment of youth in community development and economic development too
- 2- Writing progress and programmatic annual report
- 3- Developing the institutions profile based on the developed strategic document
- 4- Internal evaluation for main events and activities of the institution
- 5- Following up the information system, and developing the referral system to other partner institutions

- 6- Building the capacities of the team members in field research and voluntary activities
- 7- Representing the institution in meetings related to fundraising and writing proposals
- 8- Direct management of the program team consisting of translator, data entry officer, accountant, admin assistant

January, 2005- August 2006:

Director of Mymas Center: funded by the European Union

Roles and Responsibilities:

- 1- Assisting the team in developing monthly plans, and the annual plan for the center
- 2- Managing the energizers team (13 energizers) in educational and psychological support fields
- 3- Finding funding opportunities for the center
- 4- Preparing the operational manual for the center
- 5- Producing the center's publications
- 6- Managing the parents network
- 7- Following up all financial and administrative affairs in accordance to the financial and administrative systems in place
- 8- Preparing progress and annual reports
- 9- Covering the media and communication functions

December 2004-June, 2005:

Project Coordinator – UNICEF/MOE

Roles and Responsibilities:

- 1- Training teachers in community planning to promote children rights at schools
- 2- Preparing a booklet on how to manage extra curriculum activities , how to plan them, implement them, following them up and evaluate them
- 3- Evaluating of submitted proposals, and accepting 100 proposals, funding them with small grants
- 4- Implementing the 100 grants in Gaza and Jenin schools
- 5- Preparing the progress and final reports
- 6- Forming lobbying network to improve educations of schools counselors inside governmental schools
- 7- Documenting and providing media coverage for all the project's events

April, 2003 –October, 2004:

Capacity Building Unit Coordinator at Ma'an
Development Center – Gaza

Roles and Responsibilities:

- 1- Assessing the training needs by using different tools (questionnaires, focus groups, literature review)
- 2- Designing the training programs in accordance to the project's proposal
- 3- Coordinating with the targeted groups nominated from the community based organizations (CBOs)
- 4- Responsible for the media coverage of the training programs
- 5- Responsible for the contractual issues with consultants, and preparing memorandum of understanding and needed contracts
- 6- Revision of training manuals and evaluation material
- 7- Coordinating with logistic services providers
- 8- Preparing technical reports for the training programs
- 9- Developing the concept notes to the headquarter office in Ramallah
- 10- Coordinating field visits in case of training farmers in particular
- 11- Implementing the training for micro projects
- 12- Representing the institution in PNGO meetings – training and rehabilitation sector

April 2002-March 2003:

Projects Coordinator at Maan Development Center – Gaza

1998 to 2001:

Training Unit Coordinator at Maan Development Center –
Gaza

1997 to 1998:

Credit and Saving specialist as a part time job at Care
International Organization

Roles and Responsibilities:

- 1- Forming women fishers – crafts women, women farmers
- 2- Building the capacities of women in saving through the village bank project
- 3- Training women in micro projects and focusing on marketing skills
- 4- Providing group grants

- 5- Coordinating with the legal consultant supervising the women group
- 6- Following up individual grants in accordance to the paper and electronic systems in place
- 7- Annual evaluation of the micro individual projects
- 8- Periodical evaluation of the village bank formed
- 9- Archiving files in accordance to beneficiaries and development of each case
- 10- Raising the awareness of women and educating them continually through group life cycle training

1996 to 1997: **Co-trainer** at UNRWA's Small and Micro Enterprise Training program

May to July 1997: **Training co-coordinator** at Development clinic program run by Women's Affairs Center.

Published Research Papers

The role of economic empowerment of Arab Women in promoting social justice and social cohesion.

Conference on: "Arabs /Regional Democratic transformation and the rule of law" Amman - Jordan / Dec. 15th, 2013

Research paper on: Gender perspective to how women reach their rights and their advance position in social change processes towards social justice

Prepared by Eman Melhem and Reem Qazzaz

Conference on: "Arabs /Regional Democratic transformation and the rule of law" Amman - Jordan / Dec. 20, 2015

Membership in Civil Society Organizations:

➤ **Ard El Insan Palestinian**

Position: Member of the Board of Directors

- <http://ardelinsan.ps> (2010- until now)

➤ **Aisha Association for Woman and Child Protection(AISHA)**

Position: member of the General Assembly(1996-until now)

www.facebook.com/pages/Aisha-Association-for-Woman-and-Child-Protection/384723171613657

Training provided by the applicant to different target groups:

- Conflict management and crisis-10Group – 20hr/G , An average of 200 hours of training – SYFS, <http://www.syfpal.org>
- Advocacy and lobbying course : (25Hrs) –Tamer center , <http://www.tamerinst.org>
- Marketing Skills: This training was delivered to handworkers groups that would like to start their own business. (40Hrs.) Ilia Association.
- Start your own Business / Ma`an center
- Feasibility studies and monitoring.
- Management & Leadership Skills / Co-trainer. Ma`an
- accountability and transparency/ concept-basic
- participation/ concept-basic
- Communication skills
- Organizational Culture
- Public Relation Management
- Training of Trainers (TOT)
- The project life cycle /Oxfam

Participation in the delivery of the following trainings

- **Conflict transformation – 5 days** , supported and supervised by the GIZ with a (MAAN Center)during Feb. 2015
- **Skills to work in legal aid - 40 hours** ,supported and supervised by the UNDP with a generous fund from the Government of Japan/ Palestinian Bar Association (PBA)during June 2011
- **Project management "** for "25" hours – UNDP- DEEP during Feb. 2008
- **Sustainable livelihood assessment** for "25" hours – UNDP- DEEP during Dec. 2007
- **Regional meeting between childhood specialists and children caregivers in the middle-East**, Cyprus March 25th-27th,2006
- **Training seminar on project development and proposal writing of the Anna Lindh Euro-Mediterranean foundation** for the Dialogue between Cultures (December 2005)
- **Advanced Training Best Practices Program**, TAMKEEN Project, funded by USAID Five Modules (March 2006)
- **Capacity Building Program** for total 75 hrs. From November 9th ,2003- December 11th ,2003 sponsored by NPA-Norwegian Peoples Aid
Program included: Project Cycle Management , MS Outlook&Time Management , financial Management for project coordinator.
- **Training of Trainers (Micro and Small Business)**
UNRWA (SMET) – 40 hr. (1999).

- **Evaluation and monitoring project**
UNDP /GEF (Global Environment Facility /Small Grants Programme
40 hr. (April 2001)
- **Training of Trainers** , UNRWA – Small and Micro Enterprise Training
Program , 60 hr. (October. 2001)
- **Training programs design**
TMKEEN project, 15 hr. (August 2001).
- **Training of Trainers**
TOT promotion of Palestinian Women's Entrepreneurship in Regional
Program for Arab states, International Labour Organization (ILO) – 90hr.
(April 1999). Torino
- **Methodic Training of Trainers**
International Labour Organization ILO – 45hr. (Dec.1998). Torino
- **Business Awareness**
(SMET) - UNRWA 5hr. (Sep.1998).
- **Start Your Own Business course based on CEFE (SYB)**
Palestinian German Business start – up program 90hr. (Aug.1998).
- **Communication skills and lobbying**
Democratic human law, in Jerusalem Center – 90 hr. (1998).
- **Training of Trainers**
UNRWA (SMET) – 40 hr. (Sep. 1997).

Languages

Arabic Native language

English Very Good

Skills

- Researcher in the social and economic field
- Building strategies (lobbying and advocacy), focusing on the issues of protection against poverty
- Design development and relief interventions
- Managing Training programs - Focus on the training of small business feasibility study

References

1- Ibrahim Abu-shammalah

ibrahim.abu-shammalah@undp.org

- Rule of Law Expert - United Nations Development Programme
- Legal Reform & Development Expert - UNDP Palestinian territory

2- Renad Qobaj

generaldirector@tamerinst.org

- General director - TAMER Institute for Community Education