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| **Caroline C. Ruto** | Nairobi, Kenya Cell phone: 0723733011  [carolruto@gmail.com](mailto:carolruto@gmail.com)  https://www.linkedin.com/in/caroline-ruto-5892a340/  Skype ID: ruto. caroline1 |

**Community Engagement, Governance, Gender, Advocacy Specialist & both Sphere and CHS Certified Trainer**

*12+ years of success enhancing transparency and accountability in the humanitarian sector*

Motivated, results-oriented, and dynamic professional with proven expertise developing and executing key strategies to enhance Accountability to the affected populations (AAP), and build consensus across diverse issues and cultures. Intuitive leader and skilled communicator able to forge relationships with cross-functional peers, engage donors and partners to inspire buy-in, and empower teams to exceed objectives. Analytical and organized as well as highly adaptable, innovative, and proactive in solving complex problems.

**Highlights of Expertise**

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| * Accountability to the Affected population (AAP) * Programme Management * Complaints handling and management * Community engagement and social safeguards * Lobbying and advocacy | * Consortium/Partners management * Relationship building * Budgeting & Cost Control * Resource Mobilization * Community based and Emergency programming * Sphere certified trainer | * Human Rights * Civic engagement and women empowerment * Governance * Social accountability * Social Protection & inclusion * Research * Core Humanitarian Standard Certified Trainer |

**Career Experience**

**European Commission’s European Civil protection and Humanitarian aid Operations (ECHO)- Temporary Program Assistant, Southern Africa, Indian Ocean Region – December 2021- date**

* Situation assessments and high-quality technical support to projects implemented in **Zimbabwe, Madagascar, Eswatini, Lesotho, Namibia, Angola, South Africa, Mozambique and Malawi.**
* Analysis and appraisal of ECHO partners’ proposals in the SAIO region.
* Regular monitoring of project implementation throughout the SAIO on a regular basis
* Evaluation and coordination of projects in the SAIO region.
* Reporting and programme administration.
* Liaising with partners in a consultative and advisory capacity.

**Centre for Humanitarian Analytics - Zimbabwe, Harare – Technical Associate (September 2020 – Novemver 2021**

**Launch of Sphere handbook and roll out of Sphere /Core Humanitarian standards Trainings in Mozambique in partnership with Tearfund and CEDES Mozambique.**

* Conducted National Launch of the 2018 Portuguese version of the Sphere handbook targeting 40 agencies.
* Conducted 11 physical trainings in all the provinces across Mozambique.
* Conducted online Sphere information awareness sessions for 2 provinces.
* Conducted the ToT for the target audience of 12 experienced trainers who undertook the foundation trainings.
* Followed- up, coached and mentored Trainees and of the freshly graduated Sphere Trainers plus the identified Sphere Focal points.
* Built and nurtured relationships with regional bodies as well as national and local organisations and individuals to promote humanitarian quality and accountability activities in East and southern Africa.
* Supported Africa candidate Focal Points and Trainers in meeting the Humanitarian Standards full accreditation criteria for recognition as HSP practitioners, as set out by the Focal Points & Trainers guidelines.
* Provided peer support for compliance with Humanitarian Standards and Training standards and mitigate or flag humanitarian standards violations as appropriate during humanitarian responses across Africa.
* Built relationships with national and subnational government ministries, CSOs and/or private sector partners.
* Designed and undertook an online training for **Trocaire Uganda and Tearfund** **Mozambique** on Core Humanitarian Standard and Sphere Handbook.
* Documented African best practices, learning and report progress to Sphere Standards Geneva.

**ASAL Stakeholder Forum - Nairobi, Kenya - Independent Consultant, Social Accountability and Communication with Communities (CWC) (July to August 2020)**

* Conducted initial assessment of the county ASAL Stakeholder Forum in order to ascertain the capability to do stakeholder led citizen participation.
* Mobilised County Stakeholder forums for capacity building on their role on advocacy, social accountability and sustainability of the forums.
* Engaged of the county stakeholders through an initial briefing workshop, initiating an election of officials and giving the initial training on the SOPs and overall governance of the county forum.
* Trained County Forum’s stakeholders and community social auditors on Social Accountability and use of social media for public relations.
* Supported mapping, re-establishment and capacity building of County ASF forums in the 4 counties.
* Supported ASAL County Stakeholder Forums with development of a Social Accountability Framework.

**Transparency International Kenya – Nairobi, Kenya - Programme Officer, Accountability and Community Engagement on Climate Change and Humanitarian Aid /Chair to the Resource Mobilisation Committee - ECHO and BMZ funded project (December 2014 to 30th June 2020)**

* Defined Humanitarian Aid and Climate change priorities and objectives in line with gender equality and women empowerment and communicate to staff and partners for mutual understanding and ownership.
* Amplified voices of communities and protect their human rights and environment through community driven and policy level strategies to access justice.
* Designed and implemented gender sensitive programs in democracy, human rights, governance; human capacity development on accountability in the development and, humanitarian assistance
* Designed and undertook trainings for Humanitarian actors and other capacity building initiatives in line with Sphere Standard.
* Led and oversaw the policy and gender advocacy work of TI-Kenya, Humanitarian Aid Programme in the 7 ASAL counties (Wajir, West Pokot, Turkana, Samburu, Isiolo, Kilifi and Marsabit).
* Participated in internal and external technical reviews processes and meetings including taking lead in proposals development processes and gender responsive budgeting as the chair to the Resource Mobilisation team.
* Served as the main point of communication for county governments, CSOs and project partners
* Coordinated monthly coordination meetings with all partners’ agencies and institutions at County level to discuss the operationalisation of the complaint and referral system and information campaigns to the affected populations.
* Coordinated project reporting and ensure quality and timely submission of all donor reports.
* Supported project team and ensured effective people management for efficient project performance and effective management of project team.
* Monitored project plan implementation and tracking timelines and milestones of each project and reported variations or discrepancies to management.
* Coordinated schedules for team members and county partners staff including attending beneficiaries/partners meetings and assisted with determination of project requirements.
* Developed global, regional, national and county advocacy actions and strategies to promote and improve transparency, accountability and gender equality in both humanitarian aid and climate financing. These includes interventions to policy development, designing and producing policy and working papers, convening high visibility events and campaigns to increase awareness.
* Provided leadership as chair to the Resource mobilisation Committee (RMC).

**Transparency International Kenya – Nairobi, Kenya -Deputy Programme officer – Accountability to the Affected Population (Integrated Complaint and Referral Mechanism) (August 2011 to December 2014**)- **ECHO funded Project**

* Assisted in the implementation of the programme activities and ensured timely delivery of project output including ensuring all the logistic and administrative preparation of stakeholder’s meetings, workshops, conference and field visits.
* Assisted in developing exceptional proposals / concepts for financial support and sustainability of the programme.

**Prasol Consultants Ltd – Nairobi, Kenya** -**Deputy Research Officer (January 2011- to July 2011)**

* Established the most effective method or combination of methods to gain valid data through use of Questionnaires, interviews, telephone surveys, focus groups or 'hall tests' and designing of relevant tools.
* Drafted and finalized reports for the organization and made presentations to the coalition groups and other stakeholders
* Ensured adherence to research methodology and evaluation standards and ethical protocols are adhered.
* Identified staff capacity building needs facilitating access to capacity building opportunities that led to the provision of training and mentorship programmes

**Horn Relief-Nairobi, Kenya**-**Assistant Programme Officer-Livelihoods (July 2009- to Dec 2010)**

* Assisted in coordinating field staff involved in the implementation of Livelihood programme leading to timely delivery of programme activities
* Participated in the collection of data to measure the performance of the programme and in the identification of the needy beneficiaries to benefit from targeted food distribution in the drought-stricken area of Mwingi.

**World Concern-Nairobi, Kenya**-**Assistant Project officer (May 2008- June 2009)**

* Established and maintained relationships with local authorities, CBO’s civil society organizations and donor organizations
* Assisted in coordination of project Implementation, including allocation of resources and ensuring that appropriate controls are maintained at all levels
* Supported in preparing narrative reports for the organization

**Crossfield Securities Ltd, Nairobi, Kenya**-**Intern Market Analyst Stocks and Shares (Jan 2008- April 2008)**

* Organized information dissemination forums and identified new target markets and growth strategies for the company
* Created and developed a strong business relationship through well-developed networking skills
* Prepared monthly, quarterly and annual business statistics for the company products and markets;

**Education & Credentials**

**Bachelor of Commerce**, Egerton University – Nakuru, Kenya

**Diploma in Project Management**, Kenya Institute of Management – Nairobi, Kenya

**Professional Development**

* Core Humanitarian Standard ToT Training (2021)
* Implementing a DG ECHO funded action under the model Grant Agreement (2021)
* Participatory Budgeting ToT Training by World Bank, Nairobi (2020)
* Sphere ToT Regional Training-Sphere (2019)
* Realizing the Full potential of Sphere training workshop for East Africa by IAWG, Nairobi (2019)
* Mental Health Training (2018) by Tezlo Consulting Ltd
* Training of Trainers (ToT) by RedR UK, Nairobi (2018)
* Transparency School on Transparency and Integrity by Transparency International and Mykolas Romeris University (2018) – Vilnius, Lithuania, 6 ECTS
* Proposal and Report Writing by RedR UK, Nairobi (2018)
* Change Management Training (2018) by Tezlo Consulting Ltd.
* Do No Harm by RedR UK, Nairobi (2017)
* Introduction to Gender mainstreaming, Gender Analysis & Gender Integration by SPERK consortium (2016)
* Communicating with Communities training by CDAC Network Foundation, Nairobi (2016)
* Personal Safety and Security in the field (HEAT) by RedR UK, Nairobi (2016)
* Core Humanitarian Standard and Sphere training workshop for East Africa by IAWG, Nairobi (2016)
* How to identify and curb Corruption Risks in the climate change and Humanitarian Operations-TI-Norway and RedR UK (2014)
* Effective programme delivery training - Wiseman Consultants Mombasa (2010)

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| **Referees** | | |
| 1. **Victoria Chifeche** | 1. **Wonder Mufunda** | 1. **Harriet Wachira** |
| Head of Programs | Executive Director | Programmes Coordinator, |
| Comité Ecuménico para o Desenvolvimento Social (CEDES) -Mozambique | Centre for Humanitarian Analytics - Zimbabwe | Transparency International Kenya |
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