**Jane Davies**

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**Areas of Expertise**

Learning and development specialist with over 20 years’ experience in international development and humanitarian response. Key areas of work include:

* Engaging training with a focus on participatory adult learning methodologies including case studies and simulations.
* Supporting the full training cycle including learning needs assessment; curriculum and materials design; training delivery; training evaluation.
* Writing of guidance publications used by a range of organisations.
* Consulting with organisations to design specific management policies, systems and processes and support the development of proposals.

Specific expertise in:

* Improving the management of projects and programmes.
* Foundation training in the principles and practice of international development and humanitarian response.

**Current Position**

Independent consultant

Member of the Framework collective of consultants

Associate trainer for RedR, Bond and HAD. Sphere trainer.

**Clients**

Amnesty International l Bond l British Council l The Brooke l Canon Collins l CBM l Client Earth l Commonwealth Parliamentary Association l DAI l Development Initiatives l DFID l The Donkey Sanctuary l ECHO l FCO (Prosperity Fund and CSSF) l Great Britain China Centre l HIV Alliance l Humanitarian Academy for Development (HAD) l Humanitarian U l IPPF l Islamic Development Bank l Islamic Relief l Kew Gardens l LEPRA l Leprosy Mission International l London Zoological Society l MSF Holland l Norwegian Church Aid l Norwegian Refugee Council l Omega Research Foundation l Oxfam GB l Plan International l Practical Action l RedR l Save The Children l SCIAF l Tearfund l Tony Blair Institute l UKRI l UNICEF

**International Experience and Languages**

2 years in Kenya, 5 months in Peru, 2 months in Romania, 2 months in Spain

Training delivery in: Belgium; Ethiopia; Ghana; Hungary; India; Jamaica; Jordan; Kenya; Malawi; Mozambique; Myanmar; Netherlands; Norway; Pakistan; Palestine; Saudi Arabia; South Sudan; Turkey; UAE; UK; USA; Zambia; Zimbabwe

Intermediate Spanish skills (good reading, fair listening and writing, basic speaking; DELE inicial B1 certification)

**Examples of Recent Consultancy Work**

**Management Learning and Development:**

* Project Management for Development Professionals (PMD Pro level 1 and 2) courses designed for Bond, RedR and HAD and delivered to clients including DFID, Islamic Development Bank, Tony Blair Institute. These popular courses involve a range of methodologies including face to face training, distance learning using a workbook, webinars and blended approaches (2008 - 2020).
* Proposal and report writing courses for Islamic Relief and Syrian NGOs (2019 - 2020).
* Bespoke project management courses for Amnesty International (2014, 2015) and Development Initiatives (2017, 2018) based on their specific organisation processes and systems.
* Tailored programme management training for DFID staff on DFID systems and Smart Rules. Masterclasses on Risk and Controls and Commercial Capability. Approximately 40 courses delivered 2013 - 2019 which had a significant impact on DFID programme management capability and practice.
* Programme management training for staff working on CSSF (Conflict, Stability and Security Fund) programmes. Approximately 12 courses (2015-2020) which have improved programme management in FCO and raised the capacity of staff working for the Home Office, MoD, CPA and other government departments.
* An online asynchronous course on commercial capacity for the Prosperity Fund staff (2019).
* People and project management training delivered for the Shelter Cluster in Gaza (2009, 2010).

**Foundation training in International Development and Humanitarian Response:**

* Introduction to International Development training for Bond, DFID, Practical Action, Plan International. Approximately 50 courses delivered 2013 - 2020 and 3 rounds of course development and revisions.
* Courses for those new to the humanitarian sector including: ‘So you think you want to be an aid worker?’; Humanitarian Principles and Practice; Essentials of Humanitarian Practice. Approximately 35 courses delivered 2008 - 2018.
* Disaster management training for local government officials in South Sudan (2010).

**Specialist training:**

* Training of Trainers. Several courses in the UK for RedR and Oxfam (2008 - 2012). Bespoke course for the WASH Cluster in South Sudan with a focus on hygiene promotion training (2010).
* Children in Emergencies. Approximately 5 courses between 2012 - 2019.
* Camp Management course delivered in UK (2012) and South Sudan (2013).
* Designed and facilitated the Camp Management, Project Cycle Management and Protection elements of a 3-day simulation for medical and nursing students and staff at the University of Miami (2019, for Humanitarian U). This significantly improved participants’ confidence and ability to engage in a cyclone relief response a few weeks later.

**Learning Needs Assessment, Evaluation and Capacity Building:**

* Learning Needs Assessment for the Age and Disability Capacity Programme (2015).
* Evaluation of NRCs Camp Management training programme (2012).
* Evaluation of the Programme Management training offered to UK Government staff working on the CSSF and Prosperity fund (2019).
* Capacity building with the RedR Sudan training team including virtual facilitation of a workshop on course development (2010).
* Led Associate Trainer assessment days for RedR Pakistan (2012).

 **Project / Programme Management Consultancy and Guidance:**

* Worked with Tearfund to rewrite their Roots 5 Guide to Project Management (2019-2020).
* Consultancy with SCIAF to improve programme management systems and practice. This included designing grant application and reporting templates and guidance for SCIF partners, and writing a programme management manual for SCIAF staff (2015).
* Wrote a user guide to enable SCIAF staff to consider their framework of Integral Human Development throughout the whole of their programme cycle (2016).
* Researched monitoring and evaluation terminology used by different donors (for Bond, 2013).
* Logframe and proposal reviews for various organisations (2015 - 2020).

**Event Management:**

* Planned, coordinated and managed two workshops for international youth workers and one for education ministers from Ethiopia. Responsible for managing budgets of up to £25,000 for each workshop (British Council, 2013 - 2016).
* Managed a 3-day residential ICT conference for approximately 300 delegates (British Council, 2016).

**Development Education**

* Wrote educational materials and developed and delivered workshops for children and teachers (2007 - 2012).

**Education**

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| May 01 – May 03 | Institute of Education, University of London | MA in Education and International Development - Health Promotion |
| Sep 95 – July 96 | Goldsmiths College, University of London | PGCE (Science) |
| Sep 91 – June 94 | University of Bristol | B.Sc.(Hons) in Pharmacology-2(i) |

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# **Other Qualifications and Training**

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| Project Management - PMD Pro level 1 and 2 | APMG | 2011, 2018 |
| Personal Security in Emergencies  | RedR  | 2008 |
| Spanish for Development Workers | CEDEM | 2012 |
| Sphere ToT | RedR | 2015 |
| Prince2 Project Management – Practitioner | Datrix | 2013 |
| Group Facilitation Methods | ICA:UK | 2019 |

**Employment and Volunteering History**

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| --- | --- | --- |
| Aug 08 – Dec 11 | Trainer (initially part time) | RedR |
| Mar 08 – Jan 10 | Volunteer training coordinator | Tenteleni |
| Aug 07 – Dec 07 | Volunteer teacher/trainer | Bruce Peru / Hands On (in Peru) |
| May 02 – Aug 06 | Senior Education OfficerDeveloping education materials and teacher training | ActionAid |
| Sept 01 ­­– April 02 | Teacher of Science / Enrichment Coordinator | George Green’s school, London |
| Sept 00 – Sept 01 | Teacher of Biology | Queen Elizabeth’s school, London |
| Sept 98 – June 00 | Teacher of Biology and English | VSO Kenya |
| Sept 96 – June 98 | Teacher of Biology | Kemnal Technology College, London |

**Publications**

Davies, Jane and Ling, Anna (2020) Roots 5: Project Management, Tearfund

Also a range of development education materials and articles.

**Other Community Work and Memberships**

Justice of the Peace

RedR Member

Coach in Running Fitness