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**ZEYNEP M. SANDUVAC/ CV**

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| Nationality: Turkish Sex: FemaleEmail: zeynep.sanduvac@me.com | Address: Soyak Yenisehir Palmiye A5 D:58 Umraniye 34770 Istanbul - Turkey Tel: +90 533 439 70 92 (mobile) |

**PERSONAL INFORMATION**

**A) EDUCATION**

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| Name of Schoo/l Location | Major Subjects | Years | Degree |
| Gazi University, Ankara, Turkey | *Department of Administration Science* *Public Administration* | 1979 – 1981 | Master (MA) |
| Hacettepe University, Ankara, Turkey | *Department of Social* *Work* | 1974 – 1978 | Bachelor (BA) |

**B) TRAININGS\_CERTIFICATES (Selected related ones with this consultancy)**

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| Name | Venue | Date |
| CHS Alliance. Investigations Training of Trainers Workshop | Istanbul, Turkey | 2015 |
| CHS Alliance, Core Humanitarian Standards Training of Trainers Program. Co Facilitator.  | Bishkek, Tajikistan | 2015 |
| Two Tomorrows. Corporate Responsibility, Stakeholder Engagement, Reporting. AA1000 Assurance S. | London, UK | 2010 |
| California Specialized Training Institute. Multi-Hazard Emergency Planning for Organisations ToT Prog. | California, USA | 2008 |
| Church World Service/ Pakistan Afghanistan. Training of Trainers Program.Sphere \_Minimum Standards in Disaster Response and Humanitarian Charter.  | Islamabad, Pakistan | 2008 |
| Bournemouth University, Bournemouth, UK. Training of Trainers Program | U.K Bournemouth | 2003 |

**C) PUBLICATIONS (Selected related ones with this position)**

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| * **Sanduvac Turkmen Zeynep** (2017). The Blog: Refugee Girls Must not Fear Their Periods

<https://plan-international.org/blog/2017/06/refugee-girls-must-not-fear-their-periods> (Re: Gender sens. WASH facilit.)* **Sanduvac Turkmen Zeynep (2015).** Editor-Lead Translator. Multi-Cluster/Sector Initial Rapid Assessment (MIRA) in Turkish. EU - Civil Society Disaster Platform. Istanbul
* **Sanduvac Turkmen Zeynep (2015).** Editor-Lead Translator. Core Humanitarian Standard in Turkish. CHS Alliance.
* **Sanduvac Turkmen Zeynep (2014).** Knowledge and Practices (KAP) Survey: Disaster Risk Reduction and Resilience in Ramallah for related stakeholders, oPT. Save the Children.
* **Sanduvac Turkmen Zeynep (2013).** The Needs Analysis on Syrian Refugees In Turkey: A Study Of Non-Camp Refugees In Şanlıurfa. Concern WW Turkey.
* **Sanduvac Turkmen Zeynep (2013).** Collaborative Mentoring Workshop for Strategic Planning: Education In Emergencies for Syrian IDP Educators and Emergency First Responders Working in Syria. NRC Syria-Turkey.
 |

**D) LECTURES on CONFERENCES, WORKSHOPS (Selected, related to this position)**

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| * Lead Redactor-Sphere 2018 Handbook in Turkish for TR Red Cresent (on going)
* Sphere Geneva – Secretariat, Team member of Revision Process of Sphere 2019 E-learning Training (on-going)
* Lead Facilitator- Instructor, The Sphere and Core Humanitarian Standards ToT Workshop for Syrian NGOs. Kudra Organisation, Gaziantep, 2017
* Co-Facilitator, the Core Humanitarian Standards Training of Trainers Program, Bishkek, 2015 and Istanbul, 2016.
* Lead Facilitator- Instructor, The Core Humanitarian Standard Testing Process and Findings, Core Humanitarian Standard Introductory Meetings in Istanbul and Gaziantep. 23-24 March 2015.
* Lead Researcher, the Research Findings on Turkish NGOs’ DRR Mitigation, Response and Recovery Level. Civil Society Disaster Platform. Istanbul. 12 November 2013.
* Co Facilitator- Caucasus Regional Disaster Risk Reduction Programme- Sphere Standards based Multi-Organizational Drill (Exercise). Baku. 3-8 November 2012.
* Lead Facilitator- Presenter, Disaster Readiness: Lessons from the First Great Southern California ShakeOut.
* International Universities, Sphere Standards based Early Recovery Drill. The Turkish Republic of Northern Cyprus (TRNC), Civil Defense Presidency, Lefkosa, TR Northern Cyprus. 25-29 April, 2011.
* Presenter, Accreditation and Certification Standards in Disaster and Emergency Trainings according to Sphere standards, T.C Disaster and Emergency Management Presidency, AFEM. March 30th 2010. Ankara, Turkey.
* Presenter, The Sphere \_ Humanitarian Charter and Minimum Standards in Disaster ResponseCase: Turkey Sphere Project, International Symposium on Disaster Management, 3-6 October 2009, Riyadh, Kingdom of Saudi Arabia.
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**E) PROFESSIONAL EXPERIENCE**

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| **Contact Name & Address - Years** | **Position & Responsibilities ( Sphere- CHS related listed)** |
| **NİER, Marco Buldrini**Area HSEE&Q – Area Manager, Specialist HSE [www.niering.it](http://www.niering.it/)M.Buldrini@niering.it2019 June – on going | **Pilot Study on Business Continuity Plans (BCP) under the project for supporting Critical Infrastructure Resilience and Disaster-risk awareness. World Bank implementation and GFDRR funded**The client is AFAD, Turkey Disaster and Management Authority.The Implementation Partner is the World Bank. The Funder is GFDRR.Main Responsibilities:To provide consultancy and management services to NIER and AFAD in terms of- development of a Manual on Preparation and Implementation of Business Continuity Plans (BCPs) will be developed and piloted in the selected organized industrial zones (OIZs) to roll-out at the national scale.- development of a Training of Trainers (ToT) program will be delivered to AFAD experts and relevant sector experts. |
| **Nirengi Association, İstanbul, Turkey****Zeynep M. Sanduvac**Board Member and Programs Coordinatorzsanduvac@nirengidernegi.org2018 – 2019 June | **WHO- INSPIRE: Seven strategies for ending violence against children is an evidence-based technical package**To lead the overall, INSPIRE translation, adaptation and introduction project in TurkeyTo closely work with Child Protection, Education and Child Rights- Legal Sector Partners including UNICEF Turkey and UNHCR Turkey, MoFSH, MoNE, MoJ, Bar Association, TUIK, etc. To provide the INSPIRE Training package *(*core document, handbook, accountability indicators hard and soft copies); translated INSPIRE video.To conduct the INSPIRE Introductory and Reflective Discussions Roundtable Workshop with participatory and inclusive approach; produced the INSPIRE Workshop Report produced including participants’ detailed reflections about the INSPIRE Training package; participant evaluation report, audio- visual materials of the event. |
| **Nirengi Association, İstanbul, Turkey****Zeynep M. Sanduvac**Board Member and Programs Coordinatorzsanduvac@nirengidernegi.org2017- 2018 June | **World Bank Group- Supporting of Young Mothers and their babies. The first 1000 Days for a Healthy Future. With SPHERE MS adaptation.** Funded by Australian Embassy Ankara.To provide technical support to project development and localisation of the first 1000 Days for a Healthy Future Program with Sphere MA adaptation for ensuring the supporting of Girls and Young Mothers component and World Bank, Stepping up Early Childhood Development, cross cutting issues were met.To facilitate the first 1000 days ToT Workshop for a. Syrian teachers – field workers; b. ECD related both Syrian and host community NGOs and CBOs.To set up a dissemination and monitoring system for tracking of households’ field visits, data collection and analysis, reporting,To set up a monitoring system for reporting, data collection and analysis for both addressing refugee young women’ reflections/ feedbacks/ complains and project real time impact evaluation.To set up a referral system with all related stakeholders in Istanbul (Province FWSH Community Centers, Health, Police, Education, Red Crescent Community Centers, ASAM, and also UNHCR İstanbul, etc.) |
| **Plan International, Ireland****Emilia Sorrentino,** Education in Emergency Specialist Bangladesh, Cox’s Bazar**Emilia.Sorrentino@plan-international.org**Skype: emilianapoli2018 Jan- 2017 Nov | **Deployment: Joint EIE/CPIE Rapid Assessment Consultant.**To closely work with Education Sector Partners and Child Protection Sub-Sector PartnersTo lead/conduct the Joint Rapid EiE and CPiE Need Assessment with gender perspective, including supporting the enumerators training, and data collection in the field.To carry out the Joint Rapid EiE and CPiE Need Assessment data analysis. And also, to draft and finalise the JRNA report with the close consultation of the Child Protection and Education Sector Working Groups in Cox’s Bazar.To determine the scale of the education needs and protection risks for children affected by the Rohingya crisis.To examine barriers to access to services, and seek feedback from children and community members in how to address those barriers (ex: gender, CEFM, ability, camp management, language, etc.).To evaluated the current protective mechanisms and capacities within the Rohingya community to address child protection and education concerns (special attention to CEFM).  |
| **Plan International Ethiopia,****Country Office****Manoj Kumar,** Country Directormanoj.kumar@plan-international.orgSkype: cw\_manoj.kumarPankaj Kumar, Program DirectorPankaj.Kumar@plan-international.orgSkype: Pankaj KumarJune 2017-  | **Education in Emergencies (EiE) Specialist – Ethiopia County Office** -Support for the Education Cluster and Ethiopian National Disaster Risk Management Commission (NDRMC), analysing the Multi Sectoral Belg Assessment data in drought-hit areas (in terms of Sphere MS).- Conducted interviews with related stakeholders in Gambella; Teachers college, Education Bureau, the Administration for Refugees and Returnees Affairs(ARRA)ARRA, Gambella University;- Provided recommendations/ support and facilitated proposal writing on gender sensitive WASH facilities and the security of food in the education sector in the light of Sphere MS.  |
| **Plan International** **Emergency Roster Member****Roger Yates**Director of Disaster Risk Management Roger.Yates@plan-international.org2016 Jan – 2016 Dec  | **Global Emergency Roster Member-** Middle East Refugee crisis**Current mission: Focal Point & Education in Emergency Specialist** * Led and established Plan’s presence as an influential humanitarian organisation on educational issues in the refugee response programme.
* Ensured that the program design and quality adhered to international standards and Plan’s approach.
* Worked in Middle East and with the Plan work for other countries
* Supported local partners in terms of technical assistance: including human resources that needed strengthening, especially in the key fields of education planning and management in terms of INEE MS, SPHERE MS and CHS approaches.
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| **Disaster Risk Reduction Planning for** Civil Society Disaster Platform (CSDP)Gonca Girit McDanielgoncagirit@gmail.comggirit@hayatadestek.org2015 - | **Senior DRR Planning Advisor – Sphere MS and CHS Instructor*** Conducted a DRR/ Sphere standards needs assessment among CSDP platform members.
* Developed DRR Capacity Development Planning and facilitated/ delivered Sphere MS and CHS Trainings.
* Finalised the DRR Planning Module for prisons.
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| **CHS Testing Process**HAP InternationalMarian Casey-Maslen,  (HAP) Executive DirectorMCASEY-MASLEN@hapinternational.org2014  | **Consultant – Facilitator for CHS Testing Process in Turkey*** Membership of CHS Technical Steering Committee
* Facilitation of testing the of CHS with 3 organisations; 2 national NGOs and 1 Int. NGO
* Leading of NGOs in order to provide feedback on test findings to CHS
* Reporting of testing findings to CHS
* Leading the organisation of Introductory CHS Meetings for national and Int. NGOs in Turkey
* Preparing policy paper on CHS
* Facilitating getting the Turkish Government’s commitment on CHS.
* Facilitating getting the Turkish Government’s contribution regarding CHS on World Humanitarian Summit 2106 in Istanbul
 |
| **Emergency Preparedness Plan & Community centered DRR in**Save the Children, Ramallah, oPTAgnes Bjorn, Technical AdvoserAgnes.Bjorn@savethechildren.org2014 – 2015 | **Technical Adviser on Conflict - Disaster Risk Reduction and KAP Survey*** Situation analysis and contextualisation of materials: in the country for meetings with key informants/consultants, feedback on materials and combination/light revision and development or modification of ToT tools to support the delivery of on-going skills building for related stakeholders; Ministry of Education, Field Follow up Unit personnel through the national education training institute (NIET), Civil Defence and Fire services, local NGO-MA’AN.
* Developed the Training of Trainers (ToT) tools: Developed designed and tailored the content of EEP & DRR training (in terms of Sphere MS)
* Delivered the ToT to the MoE and Civil Society Organisations up to 20 participants.
* Knowledge and Practice (KAP Survey:) Finalization and Delivery of School-based KAP: The school-based pre and post KAPs, as baseline (and final) evaluation were finalised and KAP implementation was provided with involvement of key stakeholders.
* Wrote up the mission evaluation report
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| **The Capacity Development toward Effective Disaster Risk Management in the Republic of Turkey:**JICA & OYO International– Expert Team Koichi Shiwaku, Team Leadershiwaku@oyointer.comTomoko Shaw. Team Leadershaw@oyointer.com2013 - 2014 | **Baseline Survey in Bursa (pilot province)****Sub Contractor Research Team Leader:**Prepared information and data for formulation of disaster risk reduction plan in Bursa Province. * Identified relevant DRR related stakeholders
* Collected emergency preparedness and capacity information/data; in-depth Interviews, focus groups and questionnaire application. Analysed and processed data. Reported the findings using the 7S logical framework and proposed evaluation indicators for DRR capacity development.
* Closely worked with the Bursa Disaster and Emergency Directorate (DED)- top management to convince them of Bursa DED’s role in the ‘coordination of all DRR related stakeholders’, and the implementation role on ‘Risk Assessment & Planning’.
* Conducted serial Sphere MS training for Bursa DED personnel and related DRR stakeholders.
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| **The Sphere Translation, Adaptation, Training and Dissemination Program**OXFAM UK & Mavi Kalem Social Assistance& Charity AssociationDr.Filiz Aylafilizayla@mavikalem.orgAzer S. HasanovRegional Development OfficerOxfam GB, MEEECISAHasanov@oxfam.org.uk2008 - 2010 | **Social Development and Training Consultant**  \* Worked with closely T.C Ministry of Health (MoH) decision makers based on policy and strategy dialogs; Director of First Aid and Emergency Health Services.\* Coached the SPHERE Director in the co-ordination of training within different provinces. \* Designed tested and standardised needs assessment documentation and conducted field visits \* Gave orientation to SPHERE Instructors and follow up meetings\* Work on SPHERE training curricula; translation, adaptation\* Design Monitoring and Evaluation indicators \* Reported the related outcomes of activities to the project coordinator |

**E) PROFESSIONAL EXPERIENCE: LANGUAGE ABILITY**

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| Language | Speak | Read | Write |
| Fair | Good | Excellent | Fair | Good | Excellent | Fair | Good | Excellent |
| Turkish (native) |  |  | x |  |  | x |  |  | x |
| English |  | X |  |  | X |  |  | X |  |

**F) REFERENCES**

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| --- | --- | --- | --- |
| Name\_Position | Contact Address | Tel. No. | Email/ Skype |
| **Mohammed Dahlan,** OXFAM Procurement Officer | Oxfam | Gaza, Occupied Palestinian Territory and Israel | Whatsapp: +972598047478 | mohammed.dahlan@oxfam.orgSkype: dahlanmk |
| **Azer Hasanlı,** OXFAMInternational Programme Quality Lead for the Middle East and North Africa | 75 Av. Kheireddine Pacha, Pacha Centre, Bloc C, 1073 Tunis, Tunisie | Office: +216 29232164 Whatsapp:+ 99450 2209512 | azer.hasanli@oxfam.org  atagam@gmail.comSkype: azer.hasanov (Atagam) |
| **Kamil Erdem Güler,** TR Red Crescent. Refugee Programs Coordinator | Türk Kızılayı, Mustafa Kemal Mah. 2143.sok. No:14 Ankara, Turkey | Whatsapp:+90 537 956 24 37 | kamil.guler@kizilay.org.trSkype: kamilerdemguler |