

Curriculum Vitae

PERSONAL DETAILS

Name: Mbiri Takomborerwa Shiripinda
Nationality: Zimbabwean
Year of Birth: 14 June 1970
Profession: Development, Management and Training Consultant
Physical Address: 114 Golden Hope Close, Goodhope, Westgate, Harare
Postal Address: Box WGT 350, Westgate, Harare
Languages: English, Shona, French (Beginners)
Contact Numbers: +263 772303125 and +263 772359879
Emails: mbirishiripinda@hotmail.com
lockwoodrussell@yahoo.co.uk

KEY COMPETENCIES

As the Principal Consultant of Lockwood, Seamus and Russell Zimbabwe Limited, I have extensive experience gained through working with local and international NGOs in the Southern Africa region, private institutions in many sectors. My areas of speciality are, but not limited to, the following: -

1. **Monitoring and Evaluation** - Have qualifications and experience in the monitoring and evaluation of donor, public and private programmes. I have conducted several programme and project monitoring and evaluations in Zimbabwe since 1993. This includes both organisational and financial aspects of all donor operations.
2. **Training and Workshop Facilitation:** - A specialist in developing tailor made training materials for donor/client requirements on a wide range of topics. Have trained United Nations WFP staff and all its Cooperating Partners (12 organisations¹), UNICEF staff and its partners (8 organisations), Save the Children and its partner organisations. Have also been trained as a Trainer in many Humanitarian and Relief aspects by international organisations including the use of the SPHERE Guidelines, Humanitarian Accountability Principles (HAP), Inter Agency Standing Committee (IASC) guidelines and many other humanitarian aspects.
3. **Baseline Surveys:** - Have conducted several surveys and assessments for clients as part of initial assessments before project formulation.
4. **Report Writing:** - Have conducted numerous final project reports, project proposals and training reports for large institutions in local and international forums. Contracted by some International NGOs to compile end of projects/programmes reports. Have also trained numerous organisations in report writing.
5. **Associate Consultant:** - Pricewaterhouse Coopers - Local Fund Agent of The Global Fund.

¹ SC UK, Christian Care, Concern, GOAL, CRS, CARE International, ORAP, HelpAge, Plan International, Help Germany, World Vision, LDS,

EDUCATION

1995 Postgraduate Diploma in Project Planning and Management, University of South Africa.

1992 BSc. Honours Degree in Politics and Administration, University of Zimbabwe, Zimbabwe.

1991/2 Industrial Psychology, Department of Psychology, University of Zimbabwe, Zimbabwe.

COMPUTER QUALIFICATIONS AND EXPERIENCE

Have qualifications in Network Administration - Intranetware 4.11 Administration Advanced Course (network administration) and am very conversant with all Microsoft applications such as Word, Excel, PowerPoint, Projects, Access, Outlook and Publisher.

EMPLOYMENT AND EXPERIENCE RECORD

1. Principal Consultant, Lockwood, Seamus & Russell (Pvt) Ltd (1998 – to date)

My responsibilities include drafting bids and proposals on behalf of the organisation, conducting training of trainers courses for LSR staff, undertaking any contractual work on behalf of LSR as per client's requirements.

2. Finance, Administration and IT Manager, Hivos Foundation (1997 – 1998)

Under the responsibility of the Director of the Regional Office, I was responsible for financial management of all projects (budget assessment, approval and assessment of audited accounts) and the management of the computer network of Hivos. I was also in charge of all administrative issues within the regional office and liaised with the Head office in The Hague, Netherlands on all financial and administrative issues. Ensured smooth operation and usage of the computerised project cycle management system and the remittance of funds to all counterparts.

3. Programme Officer Zimbabwe and Zambia programmes, Department for International Development (DFID) (1995 – 1997)

Supported a team of senior expatriate staff with the preparation, management and administration of development projects as well as taking the lead in all financial aspects of all projects. Co-ordinated project work in 12 sectors that DFID covered. Was personally responsible for monitoring and reviewing all emergency aid programmes, NGO's and poverty projects in the rural areas of Zambia and Zimbabwe. Provided expert advice on computer-based applications used in the office – Overseas Forecasting System and Microsoft applications.

4. Project Manager, Health Management Strengthening Project, Ministry of Health and Child Welfare/Overseas Development Administration (1993 – 1995)

Was personally responsible for the day to day running of the project (financial, programme and administrative issues). Key resource person in the review of the programme with the Ministry of Health and Child Welfare, British High Commission, Department for International Development (DFID), Overseas Development Consultants and other related parties.

SPHERE EXPERIENCE

SPHERE Project Training of Trainers September 2004	Was one of the 13 participants selected in Southern Africa to participate in the SPHERE Project Training of Trainers in Zimbabwe conducted by Sean Lowrie, the then SPHERE Project Training Manager. The SPHERE Project aims to improve the quality of assistance provided to people affected by disasters, and to enhance the accountability of the humanitarian system in disaster response.
CARE International in Zimbabwe Sept - Nov 2007	Facilitated 7 workshops targeting more 140 participants from CARE International on Compliance and Introduction to Humanitarian Aid work. The workshop topics included the SPHERE guidelines, Humanitarian principles, Codes of Conduct for NGOs in Disaster Relief, Core Values for humanitarian workers and Humanitarian Accountability Partnership (HAP) principles.
Save the Children Jan/Feb 2008	The purpose of the consultancy was to develop awareness and understanding of SC UK staff, partners and beneficiaries, of factors that put beneficiaries, especially women and children, at risk of abuse or exploitation in the food aid process. The other objective was to capacity build SC UK staff, partners and beneficiary communities in understanding and implementing existing guidelines and codes that protect the dignity and safety of food aid beneficiaries. The project was carried out in Save the Children operational project areas of Binga and Nyaminyami.
Humanitarian Aid Worker Training Course Jun – Oct 2008	<p>Personally designed the Humanitarian Aid Worker (HAW) Course. The HAW course content covered SPHERE standards, Humanitarian Charter, IFRC Code of Conduct for NGOs in Disaster Relief, Child Protection, Humanitarian Accountability Principles, Community Approaches, ISAC Guidelines on the Prevention of Sexual Abuse and Exploitation in Humanitarian Crisis, PVO Act, Incidence Management Protocol in Food Aid, among others. The aim of the HAW course was to: -</p> <ol style="list-style-type: none"> i. Increase knowledge and practice of interdependent and mutually reinforcing policies, procedures, regulations, standards, guidelines, codes guarding the behaviour of humanitarian workers in the provision of assistance to reduce the poverty and suffering of beneficiaries while protecting their right to dignity. ii. Develop capacity of humanitarian workers to deal effectively with beneficiaries, local leaders, government officials, other NGOs and UN agencies in all aspects of humanitarian relief and development operations. <p>The following organisations were trained: -</p> <ol style="list-style-type: none"> a) CARE International in Zimbabwe (5 workshops, 150 participants) b) World Vision International (3 workshops, 90 participants) c) Concern Worldwide (1 workshop, 2 participants) d) Zimbabwe Peace Project (1 workshop, 34 participants) e) Plan International (4 workshops, 120 participants) f) Save the Children UK (2 workshop, 60 participants) g) Practical Action (1 workshop, 20 participants)
World Vision International Sept 2008	Conducted humanitarian aid worker training course for six (6) WVI Protracted Relief Project Phase II partners namely Family Impact, Disability Association of Zimbabwe (DAZ), Ebenezer, Jairos Jiri Association, Zimbabwe Parents of Handicapped Children Association (ZPHCA) and Matebeleland AIDS Council (MAC). The workshop had a special focus on the legal requirements for registration of NGOs in Zimbabwe.
Plan	

International in Zimbabwe Jan 2009	Conducted two (2) Humanitarian Aid Worker Training course workshops for Plan International Chiredzi staff (42 staff members).
SPHERE Geneva Switzerland Sept 2009	Was the lead consultant in the revision of the Sphere handbook Consultative Workshop held in Zimbabwe on two chapters of the Sphere Handbook: - Standards Common to All Sectors and Food Aid technical chapter. The workshop was attended by people from 13 international organisations.
HEKS - EPER Jul - Aug 2009	The aim of the evaluation was to assess the results achieved and the lessons learnt by LDS and also to detect the most effective and feasible stratagem to food insecurity in the next phase. The project's goal was to alleviate immediate hunger and mitigate against the effects of food insecurity and HIV and AIDS for vulnerable households in Gwanda district.
Practical Action June 2009	The work objective was to evaluate Practical Action's approach in response to cholera in Kadoma under the Participatory Local Empowerment in Urban Service Delivery Cholera Scale Up project and to assess the impact of the intervention.
LDS Feb 2010	Facilitated a five-day workshop on Do No Harm, Sphere Project and prevention of Sexual Abuse and Sexual Exploitation, Corruption and Abuse of Authority for LDS staff and stakeholders. The workshop also identified key areas of focus in the current project.
TROCAIRE Oct 2010	The overall objective of the Sphere Conference (SC) was to showcase a number of key humanitarian aid tools (Sphere Project, Good Enough Guide, Humanitarian Accountability Principles and Livestock Emergencies Guidelines and Standards) in order to contribute towards enhancing best practice in Zimbabwe - with a primary focus on the new elements of the Sphere Project. Coordinated all aspects and facilitated some sessions of the Conference.
Sphere Geneva April 2011	Was part of the regional trainers invited for the Launch of the Sphere Project 2011 Handbook in Johannesburg, South Africa. Sphere Project 2011 handbook launch participants were drawn from several regional countries.
TROCAIRE Sept 2011	Was one of the key note speakers for the country-specific launch of The Sphere Project 2011 Handbook launch in Zimbabwe. My speech addressed the experiences from other global launch events including the one I attended in Johannesburg as well as encouraging the use of the Sphere standards by local, international, private and the public sector.
Trocaire Mar 2012	Lead facilitator for the Inter Agency Refresher Training of Trainers in SPHERE minimum standards. Responsible for designing the course sessions as well as facilitating specific sessions. The purpose of the Refresher ToT was to bring all the Zimbabwe based SPHERE graduates up to date with the newly launched Sphere 2011 Handbook.

OTHER CONSULTANCY WORK

TechnoServe Zimbabwe Mar 2012	Facilitated a two-day team building exercise for the entire staff at TechnoServe Zimbabwe. The major objective of the team building exercise was to build a cohesive team for TechnoServe as well as conduct a SWOT analysis of individuals and team and maximise utilise these for the benefit of TechnoServe.
GFATM Dec/Jan 2012	Leading evaluation of the Global Fund Round 8 Phase 11 Capacity Development Programme. This includes reviewing the capacity development activities of seven Sub-Recipients of GF in Zimbabwe and the Principal recipient (UNDP) through the Local Fund Agent (LFA) PwC.
Save the Children/ Ministry of Justice	Conducted a ToT for the Ministry of Justice, Save the Children and UNICEF Partnership Pre-Trial Diversion Programme. The trainers would then be responsible for training all stakeholders of the programme nationally, including prosecutors, magistrates, police and social workers.
Save the Children Oct 2011	Conducted a Training of Trainers workshop for Save the Children managers on Child Safeguarding Policy. The objective of the workshop was to train senior staff in facilitation skills specifically on Save the Children Child Safeguarding Policy.
YETT Oct/Nov 2011	Strategic Planning Process and Team Building Workshop for the entire staff at YETT. The assignment entailed revising YETT 2010-2014 Strategic Plan, workshop facilitation on the same as well as carrying out a team building exercise for YETT Secretariat and Board of Trustees.
UN World Food Programme Oct 2011	Carried out a Report Writing Skills Workshop for middle level managers of World Food Programme. The training covered the principles of report writing and general communication within the office setting.
Save the Children Oct 2011	Conducted a Training of Trainers workshop for Save the Children managers on Child Safeguarding Policy. The objective of the workshop was to train senior staff in facilitation skills specifically on Save the Children Child Safeguarding Policy.
YETT Sida Aug 2011	Facilitated a Governance Training workshop for 15 YETT partners. The workshop involved equipping participants with governance knowledge and specific roles and responsibilities of board members. The workshop also addressed various challenges faced by different partner organisations.
Concern Worldwide Zimbabwe June 2011	Conducted a team building exercise for Concern Worldwide Zimbabwe Senior Management Team. This was necessitated by the expansion of the SMT from three to seven members.

HEKS-EPER March 2011	Compiled a Manual with guidelines on project, financial and human resources issues for its programme partners. I was contracted to coach the participants from HEKS's six partners on the Project Cycle Management and Human Resources issues.
YETT Sida Nov - Dec 2010	The purpose of the evaluation was to assess the impact of Youth Empowerment Trust and Transformation (YETT) Youth Fund in the youth sector. The evaluation answered some of these questions; what difference has the YETT really made in the youth sector? Is the support through the Youth Fund still relevant in the Zimbabwean context? Who has benefited and to what extent?
ZACRAS Sida Nov 2010	The purpose of the baseline survey was to establish a baseline for the community radios by identifying and noting the various initiatives across the country; To establish the capacities of the community radio initiatives along with nature and degree of such capacities; To establish the demographic, social and economic status of the targeted beneficiaries as well as their level of access to media and information; To assess the extent of community participation and interest in community radio; To assess the role of community structures in the operations of community radios; To assess the type, nature, extent, degree of impact of the proposed project components on various sections of the community.
LDS October 2010	Facilitated a three-day workshop on Do No Harm, Sphere Project and prevention of Sexual Abuse and Sexual Exploitation, Corruption and Abuse of Authority for LDS staff and stakeholders. The workshop also identified key areas of focus in the current project.
Sida Jul-Aug 2010	The overall objective of the end of project evaluation was to find out the progress and impact of the programme implemented by Justice for Children Trust.
Freedom House Jun 2010	The purpose of the evaluation was to assess the success of the nineteen months long "Institutionalizing Self-Support for Zimbabwean Civil Society" project interventions against the objectives delineated in the initial proposal and work plan.
Lutheran Development Services Jun-Jul 2010	The aim of the mid-term evaluation was to assess the results achieved and the lessons learnt by LDS under their nutrition support to People Living with HIV/AIDS (PLWHAs) in the Gwanda district. The project's goal is to improve drug intake and adherence amongst the PLWHAs.
Uluntu Community Foundation Jun 2010	Conducted a Board Management Training workshop for UCF. The objective of the training was to equip UCF board members with governance and management skills of the board. This entails imparting knowledge on the roles and responsibilities of board members including governance issues.
HEKS-EPER Jun 2010	Trained 6 Partner organisations of Heks-Eper, a Swedish donor on the Do No Harm Approach (DNH). The specific objective was to train participants on how to mainstream the DNH approach and to use it at every stage of the project cycle management.

<p>TROCAIRE Apr 2010</p>	<p>Designed and facilitated a two-day 'Protection Workshop' for Trocaire and its partner organisation, Caritas International. The objective of the workshop was to enable participants to understand the basic principles of protection in humanitarian situations, know what protection means in practice and feel able to apply it in their work.</p>
<p>CCMT Apr 2010</p>	<p>Facilitated a two-day workshop for the Peace building network of Zimbabwe hosted by the Centre for Conflict Management and Transformation. The purpose of the workshop was to educate PBNZ members of various legislation instruments – PVO Act, POSA, AIPPA as well as introduce them to the Do No Harm approach.</p>
<p>Freedom House South Africa Apr 2010</p>	<p>Carried out an evaluation of the Civil Society Self-support Project (CSSP). The purpose of the evaluation was to evaluate the extent to which the CSSP met its objectives and also to recommend the way forward.</p>
<p>University of Amsterdam STOP AIDS NOW! Mar 2010</p>	<p>Engaged as the Principal Researcher for Zimbabwe for the baseline Survey of STOP AIDS NOW! And University of Amsterdam (Holland). Main tasks include gathering data on Youth Life Skills Programme from eight partner organisations in Zimbabwe. The project runs for 1.5 years with a staff compliment of 14 people.</p>
<p>LDS Feb 2010</p>	<p>Facilitated a five-day workshop on Do No Harm, Sphere Project and prevention of Sexual Abuse and Sexual Exploitation, Corruption and Abuse of Authority for LDS staff and stakeholders. The workshop also identified key areas of focus in the current project.</p>
<p>KFM Jan 2010</p>	<p>Held a one day workshop for non programme staff of KFM Consultants – an accounting and auditing firm in Zimbabwe. The purpose of the workshop was to train financial specialists in programming issues and how they relate to financial management.</p>
<p>Capernaum Trust Dec 2009</p>	<p>Teambuilding workshop for Capernaum Trust a subsidiary humanitarian arm of ECONET.</p>
<p>SIDA Oct - Nov 2009</p>	<p>The purpose of the end of project evaluation was to assess results achieved through the Legal Assistance project, implemented by Legal Resources Foundation (LRF) since 2006. The evaluation will provide recommendations and will be used as a planning tool by both Sida and LRF.</p>
<p>SPHERE Geneva Switzerland Sept 2009</p>	<p>Was the lead consultant in the revision of the Sphere handbook Consultative Workshop held in Zimbabwe on two chapters of the Sphere Handbook: - Standards Common to All Sectors and Food Aid technical chapter. The workshop was attended by people from 13 international organisations.</p>

<p>HEKS - EPER Jul - Aug 2009</p>	<p>The aim of the evaluation was to assess the results achieved and the lessons learnt by LDS and also to detect the most effective and feasible stratagem to food insecurity in the next phase. The project's goal was to alleviate immediate hunger and mitigate against the effects of food insecurity and HIV and AIDS for vulnerable households in Gwanda district.</p>
<p>Practical Action June 2009</p>	<p>The work objective was to evaluate Practical Action's approach in response to cholera in Kadoma under the Participatory Local Empowerment in Urban Service Delivery Cholera Scale Up project and to assess the impact of the intervention.</p>
<p>CARE International June 2009</p>	<p>Consolidation of CARE International in Zimbabwe's Cholera Program Budget. The purpose of the budget consolidation was to revise existing cholera budgets based on past expenditures and future spending needs, and to determine to which fund codes future charges should be made.</p>
<p>CARE International June 2009</p>	<p>Facilitated the Programme Review Meeting for CARE International senior managers. The purpose of the workshop was to help staff understand the "bigger picture" of the organisation; identify programming gaps and opportunities for synergy and to prepare them for the long range strategic plan (LRSP) decision-making process to be held later in the year.</p>
<p>CARE International June 2009</p>	<p>Orphans & Vulnerable Children Annual Review & Planning Workshop. The objective of the workshop was to review the progress made between April 2008 and June 2009; share achievements, lessons learnt and challenges encountered during the period under review; give recommendations for Year 3 and to help the organisation come up with plans for Year 3.</p>
<p>CARE International March 2009</p>	<p>Documentation workshop for CARE International partners and staff. The overall objective of the training was to equip the participants with skills and knowledge that would enable them to effectively document activities done and use the National Action Plan for Orphans and Vulnerable Children reporting templates effectively. Staff from seven partner organisations attended the workshop.</p>
<p>Save the Children UK Jan 2009</p>	<p>Conducted training for Save the Children Protracted Relief Project (PRP) Phase II partners on Child Safeguarding Policy, Child Protection and the IASC guidelines. The partners were Binga Trees, Basilizwi Trust, KMTC, Environment Africa, Christian Care and National Council for Disabled Persons in Zimbabwe. The objectives were to increase awareness and understanding of factors that may (or are) putting beneficiaries, especially women and children, at risk of abuse or exploitation in the food aid process, or that may be otherwise preventing beneficiaries from accessing their entitlements. Equip participants to better understand and be able to implement existing guidelines and codes that protect the dignity and safety of beneficiaries; and to increase awareness and</p>

	understanding of SC UK's Child Safeguarding Policy.
Plan International in Zimbabwe Jan 2009	Conducted two (2) Humanitarian Aid Worker Training course workshops for Plan International Chiredzi staff (42 staff members).
World Vision Sept - Nov 2008	Conducted district level training workshops on the Registration and Verification process in food aid distribution under the C-SAFE programme for World Vision Zimbabwe staff in seven districts namely Rushinga, Insiza, Gwanda, Beitbridge, Matobo, Bulilima and Mangwe. The workshop covered topics on WV and C-SAFE, Roles and responsibilities of staff, registration procedures, verification procedures, international standards, information provision (per WV standards), Help Desk operation (per WV standards) and ways of dealing with community leaders and members (community approaches) focusing on dignity and respect. A total of 191 staff members were trained during this period.
World Vision International Sept 2008	Conducted humanitarian aid worker training course for six (6) WVI Protracted Relief Project Phase II partners namely Family Impact, Disability Association of Zimbabwe (DAZ), Ebenezer, Jairos Jiri Association, Zimbabwe Parents of Handicapped Children Association (ZPHCA) and Matebeleland AIDS Council (MAC). The workshop had a special focus on the legal requirements for registration of NGOs in Zimbabwe.
Humanitarian Aid Worker Training Course Jun – Oct 2008	<p>Personally designed the Humanitarian Aid Worker (HAW) Course. The HAW course content covered SPHERE standards, Humanitarian Charter, IFRC Code of Conduct for NGOs in Disaster Relief, Child Protection, Humanitarian Accountability Principles, Community Approaches, ISAC Guidelines on the Prevention of Sexual Abuse and Exploitation in Humanitarian Crisis, PVO Act, Incidence Management Protocol in Food Aid, among others. The aim of the HAW course was to: -</p> <ul style="list-style-type: none"> ii. Increase knowledge and practice of interdependent and mutually reinforcing policies, procedures, regulations, standards, guidelines, codes guarding the behaviour of humanitarian workers in the provision of assistance to reduce the poverty and suffering of beneficiaries while protecting their right to dignity. v. Develop capacity of humanitarian workers to deal effectively with beneficiaries, local leaders, government officials, other NGOs and UN agencies in all aspects of humanitarian relief and development operations. <p>The following organisations were trained: -</p> <ul style="list-style-type: none"> a) CARE International in Zimbabwe (5 workshops, 150 participants) b) World Vision International (3 workshops, 90 participants) c) Concern Worldwide (1 workshop, 2 participants) d) Zimbabwe Peace Project (1 workshop, 34 participants) e) Plan International (4 workshops, 120 participants) f) Save the Children UK (2 workshop, 60 participants)

	g) Practical Action (1 workshop, 20 participants)
Law Society of Zimbabwe Jul 2008	Evaluation of the Law Society of Zimbabwe programme on the "Strengthening of the democratic process in human rights issues on children, women and torture". The project period was from April 2007 to March 2008.
GRM International Apr - Jul 2008	Contracted by GRM International to undertake a study on the feasibility and desirability of a Corporate HIV/AIDS Employee Volunteer Programme in Zimbabwe. The research outputs were a study report with recommendations of the suitable model to be piloted in Zimbabwe.
MAK Investments Feb 2008	Conducted a two-day Customer Care course for MAK investments management and staff. The course aimed at significantly improving the quality of customer service by MAK Investments employees. The workshop assisted staff in identifying their individual role in improving the customer care aspects of the entire organisation.
CARE International Jan 2008	The purpose of the training consultancy was to provide a management overview to CARE International in Zimbabwe management and staff. The workshops oriented staff to various principles of management with the aim of influencing the attitude and perceptions of managers in their work ethics and approaches
Save the Children Jan/Feb 2008	The purpose of the consultancy was to develop awareness and understanding of SC UK staff, partners and beneficiaries, of factors that put beneficiaries, especially women and children, at risk of abuse or exploitation in the food aid process. The other objective was to capacity build SC UK staff, partners and beneficiary communities in understanding and implementing existing guidelines and codes that protect the dignity and safety of food aid beneficiaries. The project was carried out in Save the Children operational project areas of Binga and Nyaminyami.
Save the Children UK Dec 2007	Conducted a two day workshop for 75 staff members of Save the Children UK on the Introduction to Child Protection issues, the Child Protection Policy of the organisation as well as the Introduction to the Inter Agency Standing Committee guidelines on the prevention of sexual abuse and sexual exploitation in the humanitarian crisis.
The Women's Coalition of Zimbabwe Dec 2007	Conducted an Evaluation Workshop for WCoZ 2007 activities. The purpose of the workshop was to provide an opportunity for the organisation to assess itself through a SWOT analysis methodology and drawing lessons from it. The evaluation process led to the formulation of the WCoZ's plans for 2008. The workshop was attended by the WCoZ Secretariat, Coordinating Committee, Board members and national Chapter members.

<p>GOAL Zimbabwe Dec 2007 - Jan 2008</p>	<p>Facilitated 4 workshops targeting 115 GOAL Zimbabwe employees in Harare, Karoi, Rusape and Buhera on 'HIV and AIDS in the Workplace and Prevention of Sexual Abuse and Sexual Exploitation in the Humanitarian Crisis'. The workshops emphasised the need to uphold humanitarian standards by humanitarian workers at all times as a major part in fighting HIV and AIDS at the workplace.</p>
<p>CARE International in Zimbabwe Sept - Nov 2007</p>	<p>Facilitated 7 workshops targeting more 140 participants from CARE International on Compliance and Introduction to Humanitarian Aid work. The workshop topics included the SPHERE guidelines, Humanitarian principles, Codes of Conduct for NGOs in Disaster Relief, Core Values for humanitarian workers and Humanitarian Accountability Partnership (HAP) principles.</p>
<p>Southern Africa AIDS Trust August 2007</p>	<p>Facilitated a workshop for 24 partners of SAT on 'Financial Skills Capacity Development' at the Bulawayo Rainbow Hotel. The aim of the workshop was to enhance the basic financial knowledge and skills of new and existing contracted SAT partners. In addition the workshop facilitated the development of basic financial skills for the partners in order to achieve the standards, expectations and obligations required of them by the partnership as well as sharing of ideas amongst the partners during the workshop.</p>
<p>Women and Law in Southern Africa Research and Education Trust (WLSA) July 2007</p>	<p>Was the Workshop Facilitator and Rapporteur for the workshop entitled 'Gender, Women's Sexual reproductive health Rights and the Law'. The workshop objectives were to discuss the emerging issues in relation to gender, women's sexual reproductive health rights and the law, Domestic Violence Act (implementation strategies and challenges), experiences in handling cases involving women and children as well as improving women and children's access to the justice delivery system. Was also responsible for producing the final workshop report.</p>
<p>Konrad Adenauer Foundation May - June 2007</p>	<p>Conducted a five-day Training of Trainers Course for KAF partners in Facilitation Skills. The aim of the workshop was to equip 7 partner organisations of KAF with facilitation skills so that they would be able to host workshops and public meetings. The partners are Centre for Conflict Management and Transformation, Self Help Development, Bulawayo Agenda, Lupane Agenda, Community Radio Harare, Patsaka Wambulani and Zimbabwe National Students Union.</p>
<p>United Nations World Food Programme (WFP) Apr - May 2007</p>	<p>Facilitated 6 workshop targeting more than 150 staff members in Harare, Mutare, Masvingo, Beitbridge and Bulawayo of the United World Food Programme on Harassment, Sexual Harassment and Power Abuse in the Workplace. The other workshop objective was to build strong reporting channels within WFP and build staff confidence in the peer support group.</p>
<p>Women and Law in Southern Africa Research and Education Trust</p>	<p>Facilitated a two day Team Building and Planning workshop for WLSA and its partners (Gweru Women's AIDS Prevention Association [GWAPA] and Ntengwe for Community Development [NFCD]) in Gweru. The overall</p>

<p>(WLSA) February 2007</p>	<p>objective of the consultancy was to build a formidable team, develop comprehensive and combined implementation, monitoring and evaluation work plans. A detailed report covering the workshop process was also produced.</p>
<p>SAVE the CHILDREN UK January 2007</p>	<p>Was responsible for planning, developing and facilitating a 2 day Child Protection workshop for the Joint Initiative partners - CARE International and Practical Action. Produced a detailed workshop report and work plan for the two partner organisations. The workshop also aimed at building capacity of these two organisations in child protection issues for mainstreaming in their organisation specific programmes in Zimbabwe.</p>
<p>SAVE the CHILDREN UK November - December 2006</p>	<p>Provided technical support to SC UK and its 3 partners (Just Joy Bridging, Girl Child Network and New Hope Zimbabwe) for the UNICEF funded project. Consultancy involved giving technical support to SC UK staff and partner staff in designing, planning, implementing and evaluating a series of community level child protection workshops. Also developed a Report Writing template for use by partner organisations in report writing.</p>
<p>SAVE the CHILDREN UK October - November 2006</p>	<p>Conducted three Training of Trainers workshops for SC UK cooperating partners (Just Joy Bridging, New Hope Zimbabwe and Girl Child Network) and Joint Initiative members (Oxfam, Catholic Relief Services, Mercy Corps, CARE International and Practical Action). LSR also provided technical backstopping (supporting workshops, advisory support and report writing) to SC UK and its cooperating partner organisations for the contract period. Developed a Training Manual in child protection to be used in mainstreaming child protection issues in humanitarian agencies.</p>
<p>SAVE the CHILDREN UK September 2006</p>	<p>Was the lead Facilitator in a three day Child Protection Awareness Workshop facilitated for Joint Initiative and SC UK partners at Cresta Lodge Harare. The workshop aimed at raising the level of awareness of child protection issues and IASC Code of Conduct among Joint Initiative and SC UK partners. The partners that attended the workshop were Oxfam, CRS, Mercy Corps, Care International, Just Joy Bridging, New Hope Zimbabwe and Girl Child Network.</p>
<p>UN World Food Programme August 2006</p>	<p>Facilitated a workshop for UN WFP and its Cooperating partners on the following topics: -</p> <ul style="list-style-type: none"> ▪ Mainstreaming of HIV/AIDS in Emergency (Humanitarian) Settings ▪ IASC Code of Conduct on Prevention of Sexual Exploitation/Abuse ▪ Code of Conduct on HIV/AIDS in the Workplace <p>The workshop was attended by participants from WFP, Dachicare, ORAP, Goal, SC UK, SC Norway, IOM, Christian Care, IPA, Africare, COSV and 7 private transporters.</p>
<p>SAVE the CHILDREN UK July 2006</p>	<p>Provided field technical support to Facilitators as part of Facilitator capacity building in a three day workshop held in Binga. The workshop focused on SC UK Child Protection Policy and also on the IASC Code of Conduct.</p>

<p>SAVE the CHILDREN UK July 2006</p>	<p>Facilitated a three day workshop for SC UK Facilitators. The process aimed at assisting them to develop a workshop programme for future workshops covering their internal Child Protection Policy; provided Facilitators with an opportunity to demonstrate their facilitation skills and knowledge; provide hands on practice and support on facilitation skills to the Facilitators and provide technical advice on challenging issues regarding facilitation of Child Protection Policy and IASC Code of Conduct.</p>
<p>SAVE the CHILDREN UK April 2006</p>	<p>Provided technical backstopping and advisor support to the Facilitators of SC UK based in Nyaminyami. Two workshops were conducted in Chief Negande area. Participants were drawn from various stakeholders working with SC UK.</p>
<p>SAVE the CHILDREN UK April 2006</p>	<p>Conducted a Training of Trainers Course for 12 key Save the Children Fund UK staff in Facilitation Skills, Child Protection Policy and prevention of Sexual Abuse and Sexual Exploitation. Provided further backstopping field support in Binga and Nyaminyami.</p>
<p>CONCERN Dec 2005 – Jan 2006</p>	<p>Facilitate three workshops for CONCERN staff in Gokwe South, Gokwe North and Nyanga on the "prevention of sexual abuse and sexual exploitation in Zimbabwe". Workshop objectives were to strengthen staff understanding of the concept of SA/SE and change participant's attitudes and perceptions with regards to sexual abuse and exploitation in humanitarian work.</p>
<p>CHRISTIAN CARE Dec. 2005 Gweru</p>	<p>Facilitated a two-day workshop in Gweru entitled "Disaster Preparedness and Conflict Resolution" for Christian Care Regional Church leaders and Advocacy Committee members. The objectives were to empower the pastors and stakeholders with disaster preparedness and conflict resolution skills.</p>
<p>SAVE THE CHILDREN UK November 2005</p>	<p>Facilitated a workshop for Save the Children UK staff in Zimbabwe. The objective of the workshop was to integrate in training the concepts of "prevention of sexual abuse and exploitation" into the Child Protection Training offered to all staff at Save the Children UK. Facilitated Day 2 of the workshop attended by 26 participants at Kadoma Ranch Motel.</p>
<p>UNICEF October 2005</p>	<p>Facilitated a workshop for UNICEF Zimbabwe Child Protection Section partners on the "prevention of sexual abuse and sexual exploitation of children in Zimbabwe". Workshop was attended by 28 participants from 8 UNICEF partners (SC UK, Christian Care, ZPCDA, Streets Ahead, Childline, Girl Child Network, Mavambo Trust, Zimbabwe Red Cross).</p>
<p>WFP/UNICEF Sept – Oct 2005</p>	<p>Was one of the main Facilitators in the WFP workshops on Vulnerable Group Feeding. Was responsible for facilitating the session on "preventing sexual abuse and exploitation in the current humanitarian crisis" in Bulawayo, Harare and Mutare and Masvingo. All WFP Cooperating</p>

	Partners were represented in these workshops (181 participants). Was contracted by UNICEF.
Quickprint Cartridges May 2005	Trained Quickprint Cartridges staff on Presentation Skills. This workshop is designed to improve their presentation skills through planning, preparation, and performance. Participants were taught techniques for speaking with confidence, choosing audio-visual aids, and dealing with questions from an audience, among other things.
Consoltech Pvt Ltd May 2005	Trained Consoltech (Pvt) Ltd staff in Motivating Skills. The workshop on Motivating People shows taught participants how best to put motivational theories into practice to create and sustain a positive environment in the workplace. All important motivational techniques were comprehensively explained – from analyzing the needs of different staff members, to offering incentives, and using multi-skilling and training to increase job satisfaction.
CARE International November 2004	Produced the final report on project activities undertaken by CARE International in Zimbabwe for WFP as a cooperating partner in Emergency Operations 10290.
PAPLRR Nairobi, Kenya October 2004	Chaired the Pan African Programme for Land and Resource Rights (PAPLRR) International Workshop in Nairobi, Kenya. Was also responsible for producing the final Workshop Report. The workshop was hosted by the African Centre for Technology Studies (ACTS) and included delegates from 25 countries.
SPHERE Project Training of Trainers September 2004	Was one of the 13 participants selected in Southern Africa to participate in the SPHERE Project Training of Trainers in Zimbabwe conducted by Sean Lowrie, the then SPHERE Project Training Manager. The SPHERE Project aims to improve the quality of assistance provided to people affected by disasters, and to enhance the accountability of the humanitarian system in disaster response.
PAPLRR Pretoria July 2004	Chaired the Pan African Programme for Land and Resource Rights (PAPLRR) Regional Workshop in Pretoria, South Africa. Produced the Final Workshop Report. The workshop was hosted by the University of the Western Cape and included members from 13 countries in Africa, Sub Sahara region.
CONCERN Worldwide May 2004	Trained CONCERN Worldwide core staff in Participatory Rural Appraisal (PRA) techniques to be used in gathering information in their programmes and projects countrywide. The process involved manual preparation and actual training.
World Food Programme/ECHO Project 03 Dec 2003 – 24	Lockwood, Seamus & Russell was contracted by WFP/ECHO to train all WFP Cooperating Partners (CPs) (through 27 workshops) in the "Prevention of Sexual Abuse and Exploitation in the Southern Africa

Feb 2004	Humanitarian Crisis". The CPs were CRS, CARE International, CONCERN, GOAL, ORAP, HelpAge, Plan International, Christian Care, Help Germany, Save the Children UK, World Vision and Lutheran Development Services.
CARE International in Zimbabwe Sept 2003 – Feb 2004	Trained CARE International in Zimbabwe staff (325) in Harare, Gweru, Zvishavane and Masvingo in order to increase their knowledge and practice of CARE policies, regulations, guidelines and codes towards the reduction of poverty and suffering of beneficiaries. Training was also aimed at developing staff capacity to deal effectively with beneficiaries, local leaders, government officials, other NGOs and UN agencies in all aspects of humanitarian relief and development operations. Lockwood, Seamus & Russell trainers facilitated 19 workshops under this project.
CARE International in Zimbabwe 15 September – 15 October 2003	Trained CARE Zimbabwe staff (100) people through a series of lectures, group discussions, presentations in Harare, Gweru, Zvishavane, Masvingo in order to change attitudes and perceptions on " Prevention of Sexual Abuse and Exploitation in the Humanitarian Crisis ". Developed internal processes to deal with issues of sexual abuse and exploitation for CARE International. LSR trainers facilitated 6 workshops.
CARE International in Zimbabwe 3 - 17 September 2003	Facilitated a workshop for CARE International in Zimbabwe Supplementary Feeding Programme (SFP) staff (150) in Masvingo for two days. Compiled written documentation, summarised workshop presentations and plenary discussions and produced final report on the workshop's activities and recommendations.
CARE International in Zimbabwe 19 May - 30 July 2003	Trained CARE International in Zimbabwe staff (533) through a series of lectures, group discussions, presentations in Harare, Gweru, Zvishavane, Masvingo in order to change attitudes and perceptions on " Prevention of Sexual Abuse and Exploitation in the Humanitarian Crisis ". Developed internal processes to deal with issues of sexual abuse and exploitation for CARE International. LSR trainers facilitated 22 workshops in one month under this project.
World Food Programme and UNICEF Nov '02 - Feb '03	Attended a Training of Trainers (ToT) workshop at Imba Matombo, Harare conducted by Malitaba (from South Africa). The ToT focused on the "Prevention of sexual abuse and exploitation of women and children in the humanitarian crisis in Southern Africa". The training also dealt with the issues of HIV/AIDS in detail. Coordinated trainers in the first phase. Personally facilitated fifteen (15) workshops for WFP IPs.
Child Protection Society October 2002	Drafted a project proposal for Child Protection Society (CPS) following specific Catholic Relief Services requirements for the STRIVE Project. The project received funding.
Child Protection Society July 2002	Lockwood, Seamus & Russell carried out a Baseline Survey in the areas of Kambuzuma, Westwood and Rugare. The purpose of the baseline survey was to ascertain the extent of problems facing children in these areas and

	recommending a clear and appropriate intervention strategy. A Baseline Survey Report was produced and utilised in the formulation of the Orphan Care Project in Kambuzuma, Westwood and Rugare.
Child Protection Society 13 - 27 May 2002	Conducted an evaluation of Child Protection Society's Highfield Community based Child Care Project. The purpose of the evaluation was to identify opportunities and problems in the project's organisational and administrative structures and to provide staff and stakeholders with reliable information from which to address problems and build on strengths and opportunities.
Child Protection Society 9 April 2002	Facilitated workshop on the development of a House Unit Management Manual to be used by parents heading the House Units. Produced a workshop report that is being used as a House Unit Management Manual. Stakeholders from various organisations dealing with child issues participated in the workshop.
Child Protection Society 25 - 26 March 2002	Designed a manual on Project Planning and Management (PPM) targeting Volunteers of the Orphan Care Programme of the Highfield Community Child Care Project. Trained the Volunteers and project staff on all aspects of PPM at Mandel Training Centre in Harare.
Catholic Relief Services (CRS) (Harare) 25 January 2002	Participated as a Consultant in the Project Appraisal Committee Meetings for Diocese of Chinhoyi HIV/AIDS Project. The purposes of the meetings were to appraise project proposals with a view of funding and coming up with well-designed projects.
Mweleko wa NGO (MWENGO) Sept 2001	Study on the size of the philanthropy market in relation to the corporate sector in Zimbabwe. The study aimed to establish the extent to which civil society, in particular NGOs, recognise the potential of domestic resource mobilisation and those that had mobilised resources from the corporate sector.
Child Protection Society 28 September 2001	Conducted training for Child Protection Society Secretariat and Community Child Care Committee members in constructing a Logical Framework. The output of the workshop was that attendants were equipped with the skills of how to construct a Log Frame.
Community Foundation for the Western Region 11 - 28 July 2001	Evaluation of the Home Based Support Groups responsible for the Orphan Care Programme. The purpose of the evaluation was to assess the activities and effectiveness of the intervention programmes on the orphans by the eight home based support groups in western Zimbabwe.
Umzingwane Aids Network 9 - 28 June 2001	Was part of the evaluation team that evaluated Umzingwane Aids Network. Responsible for Organisational Analysis of the evaluation, which focused on structure, systems, resources (human and financial), culture, management and financial management systems.

<p>Child Protection Society 29 March - 12 April 2001</p>	<p>The task involved developing a project proposal based on the Logical Framework format. The organisation received funding from Bernard van Leer Foundation based on the proposal I had written.</p>
<p>Financial and Management Training Workshop (Mozambique) 2000</p>	<p>Conducted a workshop on the financial and management reporting guidelines for all Hivos partners in Mozambique. The training was aimed at strengthening the reporting and accounting systems for all Hivos partners in Mozambique as well as provide information to potential partners.</p>
<p>Mass Public Opinion Institute 2000</p>	<p>Evaluation of the Management and Accounting systems of the Mass Public Opinion Institute. The evaluation resulted in the development of a management and accounting procedures for the organisation.</p>
<p>Zimbabwe Council of Churches and SOMO 2000</p>	<p>Conducted a research on international investment agreements in Zimbabwe. The purpose of the research was to gain insight in the existing practice of International Investment regulation in Zimbabwe and to consider to what extent the international investment agreements serve the purpose of sustainable development.</p>
<p>NMB Bank Oct 2000</p>	<p>Designed and trained senior bank staff on Making and Marketing Computer based Presentations. This was in response to a specialised and specific request for in house training for the banking staff.</p>
<p>UAN Gender Strategy Workshop Facilitation 2000</p>	<p>Facilitated a workshop for the Secretariat of Umzingwane Aids Network on Gender Mainstreaming Strategy. The workshop resulted in the development of a Gender Strategy that focused on engendering policy, organisation and programmes.</p>
<p>AFRODAD 1999 – 2002</p>	<p>Prepared the annual accounts for the organisation as well as conducted a financial management programme for the programme staff.</p>
<p>Life Sowing Ministries and CARE Zimbabwe 1996</p>	<p>Evaluation of Child/School Supplementary Feeding Programmes. Overall objective was to produce a detailed report on the effectiveness and appropriateness of the Child/School Supplementary Feeding Programme undertaken by both CARE Zimbabwe and Life Sowing Ministries (local NGO) and to make recommendations as to how similar such projects should be implemented in future.</p>
<p>Ministry of Health and Child Welfare/ODA HMSP Evaluation 1994</p>	<p>Was part of an international team from Northern Ireland and United Kingdom that evaluated the Health Management and Strengthening Project. The purpose of the evaluation was to review progress of the individual components against work plans; review progress of the project overall against project objectives and to produce an agreed report on progress which was to inform and guide the project plans and budget for the incoming year.</p>

PAPERS PRESENTED

<p>Zimbabwe Council of Churches December 2000</p>	<p>Presented a paper entitled "<u>The Role of Churches in Transforming Society</u>" at the workshop held at Monomatapa Crowne Plaza, Harare.</p>
<p>ARLAC/ILO August 2002</p>	<p>The theme of the Workshop was 'Reinventing Labour Migration in Africa' and ARLAC Member countries attended the conference from Egypt, South Africa, Botswana, Zambia, Nigeria and Kenya. The paper was entitled – <u>Regional Integration in a Global Economy</u>.</p>
<p>ARLAC/ILO August 2002</p>	<p>The theme of the Workshop was 'Reinventing Labour Migration in Africa' and ARLAC Member countries attended the conference from Egypt, South Africa, Botswana, Zambia, Nigeria and Kenya. The paper was entitled – <u>Labour Market Information systems: Targeting Labour Migration</u>.</p>
<p>ARLAC/ILO August 2002</p>	<p>The theme of the Workshop was 'Reinventing Labour Migration in Africa' and ARLAC Member countries attended the conference from Egypt, South Africa, Botswana, Zambia, Nigeria and Kenya. The paper was entitled - <u>Social Protection and Welfare for Migrant Workers</u>.</p>

REFEREES

Steve Gwynne Vaughan

Country Director
CARE International Kenya
Mucai Road off Ngong Road
P.O. Box 43864 -001 GPO
Nairobi, Kenya

Phone: 054 02032710069
Cell: +254 723519359
Email: stephengv@care.or.ke

Christine Lipohar

Regional CP Advisor Southern Africa
Save the Children (Zimbabwe)
HARARE

Phone: 00263 4 701446
Cell: 00(263) 712882009

Email: christinel@savethechildrenzw.org
chris_lipohar@yahoo.com

Juliana Manjengwa

The Zimbabwe Programme Coordinator
HEKS/EPER
No 7 Sharon Court
7 Charles Road
Avondale West
Harare

Phone/Fax +263 4 332611
Cell: 077 2 364414
Email: juliana@zol.co.zw / hekseper@zol.co.zw