

AYA YAGAN

PERSONAL INFORMATION

Full Name: Aya Yagan
Date of Birth: 1- 1 - 1986
Nationality: Syrian
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EDUCATION

Bachelor of Economics, Financial & Banking Sciences

Faculty of Trade and Economics, Aleppo University, Syria 2010

WORK EXPERIENCE

- MEAL (Monitoring Evaluation Accountability and Learning) manager at SCI Antakya, 01/08/2014- present

Key Responsibilities:

- Providing leadership, motivation, guidance and technical support to the MEAL team.
- Participating in designing and implementation of studies, assessments and learning in coordination and cooperation with sectors' technical coordinators and programme staff.
- Ensuring that staff at all levels, including senior managers and directors, fully understand and promote accountability to beneficiaries, and to children in particular, through training and coaching.
- Overseeing the Syria Programme accountability system for staff, partners and beneficiaries in line with existing policies and procedures to enhance effective accountability for SCI and Partners.
- Ensuring that project activities are designed to promote feedback and response mechanisms and include systems to effectively manage complaints.
- Strengthening the MEAL system to ensure a qualitative balance of data and analysis.
- Ensuring effective scheduling of programme assessments (Syria and Turkey) as well as the analysis and dissemination of findings.
- Contributing to child-focused programme implementation by promoting child-friendly qualitative methodologies and supporting Child Protection to mainstream protection into project monitoring.

- MEAL (Monitoring Evaluation Accountability and Learning) coordinator at SCI Antakya, 01/3/2014- 30/07/2015

Key Responsibilities:

- Coordinating the implementation of SCI Syria MEAL System.
- Coordinating programme quality tools such as (PDMs, quality checklists)
- Managing MEAL field team to increase data quality through supervision, verification and feedback on monthly submissions providing training and mentoring.
- Managing Information Management Officer to ensure that data is being managed promptly, effectively
- Encouraging a culture of data use and evidence based decision making by displaying updated data in the office to demonstrate progress and areas of concern
- Leading on programme data analysis and comparison to best support project adjustment and decision making via drafting MAR (monthly analysis report)

- Managing implementation of programme assessment, MSNA, surveys, including facilitating itineraries, training field staff for data collection; facilitate focus groups and other qualitative data collection exercises.
- Coordinating, directly and through the MEAL Partnership Officer, support to partners to strengthen their data collection, entry and review.
- Conducting remote training and awareness raising activities for operations and programme technical staff at field and country-office level regarding MEAL priorities and quality standards.

- **MEAL (Monitoring Evaluation Accountability Learning) officer at SCI Antakya, 01/6/2013- 1/3/2014**

Key Responsibilities:

- Contributed to programme updates for the response management and internal information sharing, including SitReps
- Worked with programming teams to assist with development of tools, checklists and monitoring forms, according to the objectives and targets of each project based in Antakya.
- Provided support to partners to review their reporting mechanisms and monitoring data
- Supported Beneficiary Accountability across all programmes in keeping with the Accountability Framework, ensure prompt follow-up on feedback received
- Supported programming and field staff to ensure that projects are carried out with participation from all affected communities (including children) and that information is shared with affected communities.
- Conducted field monitoring visits as appropriate

- **ACU Free-lance (Translator)2013 (4 months) Gaziantep/Turkey**

- **Air transport operations head at Keichour Int. Transport & Trading Aleppo, Syria 2011-2012**

Key Responsibilities:

- Managed air shipments.
- Dealt with airlines firms , clearance customs
- Built relations with international airports to get best services and prices for clients.
- Followed up with key customers , solving customer problems
- Insured high quality services delivered to clients
- Arranged insurance and assisting the client in the event of a claim
- Worked closely with customers, colleagues and third parties to ensure smooth operations to deadlines.

- **First Aid Trainer at Syrian Red Crescent , Aleppo 2011-2013**

TRAINING & COURSES

- Mid-level humanitarian response training SC UK – Antakya 16-20/08/2015
- MFHP (management for high performance) course- SCI-Antakya 23-26/ 6/ 2014
- Sphere standards TOT sponsored by the Sphere Project Office and the United Nations Office in Dubai 26/10/2013- 3/11/2013.
- Humanitarian Operations Programme (HOP) one week residential training course in humanitarian essentials- SCI –Istanbul -01/01/2014
- EMMA (Emergency Market Mapping and Analysis) training by IRC in Istanbul 2013
- Workshop in leadership, conflict resolution and electronic advocacy campaigns-Menapolis-Istanbul 2013
- Course in international humanitarian law , Syrian Red Crescent, Aleppo 2012
- Course in the principles of disaster management , Syrian Red Crescent, Aleppo 2012
- Course in psychological support , Syrian Red Crescent, Aleppo 2012
- Vocational training at Global One for financial investments (2 months).2011
- Sales & Marketing vocational training at Al-Halabi Textile Company (4 months) 2011
- First Aid – Advanced level course, Syrian Red Crescent, Aleppo 2011

LANGUAGES

Arabic: (Mother Tongue) English: (fluent) Turkish: (Fair)

EXTRA CURRICULAR ACTIVITIES

Syrian Red Crescent: Volunteer
Soul NGO Syria: Member of the Board of Directors

REFERENCES

Hannah Sanderson Post Deputy Director of PDQ at SCI
Sophie Daniel MEAL Manager at CRS

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