901-105 Champagne Av. S • Ottawa, K1S 5E5, ON • **Mobile:** 613-415-9675 • **Email:** saourifai17@gmail.com

**Summary of Qualifications**

* **Bilingual International Development Consultant with extensive experience in Project Management, Policy Analysis and Training:** Specific experience in programming, planning and implementation of development projects, specifically targeting **Women and Youth**
* **15 years of Research experience in socio-economic, rights-based, and gender-based development**
* **Areas of intervention:** Socio-economic Development, Employment Policies,Women’s economic and political empowerment, gender mainstreaming and analysis, poverty reduction, and human rights
* **Donor Experience**: IRCC, EDSC (Canada), USAID and MCC (USA), World Bank and UNDP development frameworks; working knowledge of EU, DFID, GTZ and JICA frameworks
* **Country & Regional Expertise:** Canada, United States, Morocco, Jordan and Tunisia
* **Trained in Project Management frameworks:** Logframe, PMI, CMM, Agile, Lean Six Sigma
* **Trained in Peacebuilding Frameworks:** Do No Harm, Conflict Sensitivity, Early Warning and Conflict Prevention Systems, Change Theory

**Interpersonal qualifications:**

Strong analytical skills. Ability to deliver projects under tight deadlines and budgets. Enjoys working with multi-cultural teams; possesses a high capacity to facilitate meetings and to lead multi-stakeholder negotiation; known for being problem solver; quickly adjusts to different working styles; highly autonomous.

**Professional Experience**

**Professional Experience (CANADA)**

**\* Aug 2022- Present: Curriculum Developer (Contract), YMCA-YWCA of the National Capital Region**

**- Aug to Oct 2022:** Created content of 4 weeks of training with the Power of Trades Provincial (PTP) Program. Tasks I performed include needs assessment, conducting focus groups with program managers and employment liaison, analysis of Y’s employment policies, analysis of Ontario’s Employment policies specific to Skilled Trades, creation of content strategy, development of training material in themes relevant to job search, skills assessment, resume review, and interviewing. Supported PTP in areas of risk assessment, project monitoring, and reporting.

Produced reports and power point presentations for the PTP Director, presented the project’s methodology to the VP of Y’s Employment Services

- **Currently:** Assisting the Y’s Employment Services in the review and upgrade of training resources relevant to employment services. My tasks include Analysis of Stakeholders, mapping existing documentation and resources, creation of strategic guideline on how to develop a knowledge repository to manage internal training, creation of service guidelines to improve communication between clients and employment consultants

**Jan 2022 – Mar 2022: Data Analyst, CBC-Radio Canada (Contract)**

Used existing databases to extract and analyze data related to media landscape in Canada: this included viewership, use of existing technology and devices, generational consumers’ behavior, pattern differences across linguistic and socio-demographic groups

Contributed to the production of reports and analytical pieces (including power point presentations)

**\* Sep 2019 – Dec 2021: Teaching & Research Assistant – University of Ottawa**

-Assisted with correction and evaluation of students’ work; maintained weekly office hours with students Provided technical support in online course creation using the Brightspace educational platform

**Courses: ‘Introduction to Research Methods’, ‘Methods in International Financing’, ‘Introduction to International Development’**

**-**Produced academic research papers including my thesis proposal on the role and impact of businesswomen in the creation and implementation of Corporate Social Responsibility policies relevant to gender equality.

**\* Jan 2020 to April 2020: Research Assistant – Venture Initiative, School of Art - uOttawa**

Provided Programmatic Support including communication with professors, presentation of the program to Ottawa U students, translation of documents, facilitation of information sessions on social innovation, as well production of presentations and other documents pertaining to the venture initiative.

**\*Jan 2019 to Feb 2019: Volunteer Project Technical Adviser, RDEE Canada, Ottawa**

* Provided technical assistance, content review and quality audits as well as project management training for new staff

**\* July 2018 – December 2018:** **Immigration and Economic Integration Agent, RDEE Canada, Ottawa**

* Successfully managed the implementation of 2 projects relevant to the creation of a guideline for immigrant entrepreneurs and the organization of a virtual job fair matching Canadian employers to new immigrants. **Tasks included:** Policy Analysis and Research of Canada’s Socio-economic development framework integrating linguistic minorities (especially Francophone ones) outside of Quebec; Business Analysis and needs assessment, liaison with internal teams and vendors, quality assurance, coordination between clients and vendors, project reporting and documentation (including progress reports, RFP documents, power-point presentations)
* Successfully reviewed RDEEs Dept. of Immigration’s strategic plan; coordinated meetings and follow ups; wrote projects agreements; negotiated with vendors/project partners. Represented RDEE Canada at events and consultations promoting employment and entrepreneurship for immigrants. [www.rdee.ca](http://www.rdee.ca)

**Achievements:**

* Successful implementation of project’s period goals within the budget and quality guidelines
* Established new working process and communication guidelines to involve members of the Immigration Working Group of RDEE Canada
* Successful team building strategy, as seen through the increased involvement of Working group members’ throughout my tenure, and is likely to continue

**Policy Analysis, Research & Project Management Experience (outside of Canada)**

\***Jan 2018 – July 2018: Coordinator for Maghreb Connecting Circles, United Religion International (URI)**

- Organized the 1st Regional Maghreb Meeting that gathered civil society organizations in Maghreb countries.

- Facilitated working sessions with members of URI-Maghreb to develop their strategic plans.

- Prepared communication tools (posters, social media posts) for the event

\***April - June 2017: Gender Consultant & Trainer, Espace Associatif (EA), Rabat (EU-funded project), Morocco**

**-Conducted desk research on Gender Policies in Morocco and Gender Analysis Frameworks**

**-Developed a training portfolio including reports and training presentations the local language**

Trained over 80 participants and more than 20 Civil Society Organizations (CSOs) affiliated with ‘Espace Associatif’ on Gender Analysis as well as Monitoring & Evaluation of Gender Policies in the Moroccan Context.

**\*Jul 2016 to Jun 2017: Founding Member of the ETII (English Teaching Internship Initiative) project, Morocco**

- Conducted feasibility analysis and policy analysis of English Language teaching in Morocco

- Wrote the final proposal for The English Teaching Internship Initiative **funded by the US State Dept**. meant to provide graduate students the opportunity to receive teachers’ training and to connect them to youth centers for volunteer opportunities. <http://etii.co/leadership.html>

\***Jan – May 2016:** **Consultant, Ray Marshall Center, University of Texas at Austin, (Consultancy in Morocco)**

- **Conducted field and desk research regarding youth employment policies in both Tunisia and Morocco**: Performed context analysis, literature review, and stakeholder identification in both Morocco and Tunisia; coauthored the evaluation sections on Morocco and Tunisia’s Youth Development policies.

- Provided logistical support and contacts with governmental departments during this research mission

\***Oct 2015- Jan 2016: Gender Expert, Checchi & Company Consulting Inc., Washington DC & Rabat, Morocco**

- Conducted the final qualitative evaluation of the USAID-Funded ‘Local Governance Program (LGP)’ with a focus on capacity building impact among Women Elected officials in Morocco: This included data collection, liaison with project beneficiaries and stakeholders, analysis of gender development policies in Morocco, analysis of gender development framework of USAID

- Wrote the final gender evaluation report; presented the gender analysis findings to USAID.

***Report of evaluation could be accessed at:*** <http://pdf.usaid.gov/pdf_docs/PA00M1NH.pdf>

**\*March – Oct 2015: Program Officer US-Grantees, Moroccan Fulbright Commission (MACECE),** Morocco

- Managed the Fulbright US-Grantees Program until a new Officer was recruited in October 2015: This included preparation of students/scholars’ intake, service mapping, logistical preparation of their arrival, guidance on how to improve the program’s response time, how to properly communicate with program’s stakeholders

- Liaised between the Fulbright Commission and **relevant governmental institutions in the US & Morocco**

**-** Prepared official correspondence documents

- Prepared presentations for the Managing General Secretary when needed

- Oversaw the planning and implementation of 2 academic conferences: tasks included the organization of conference schedule, correspondence with speakers and presenters, facilitation of a few sessions

\***Jan 20- Feb 6, 2015: Consultant, International Research Exchange, Irex, Washington DC (Based in Morocco):** - Conducted desk research on major Moroccan CSOs, governmental programs and policies targeting youth employability skill development through education, and ICT access.

- Coordinated field research for IREX delegates. Liaised and organized meetings for IREX delegates with relevant organizations, prepared official correspondence in English, French and Arabic

\***December 2014:** **Facilitator, Euro-Mediterranean Forum for Youth, World Forum of Human Rights, Morocco**

- Facilitated discussions evaluating Youth’s participation in local governance in Morocco. Contributed to facilitation of discussion sessions producing NGO’s final declaration on how Youth political participation in Human Rights development

\***Nov 2014:** **Trainer, United Religions Initiative URI- Mena, Annual Regional Meeting, Madaba, Jordan**

Trained over 30 NGO participants and Mena countries’ delegates on Tri-sector partnership

\***Oct 2014:** **Consultant, International Research Exchange, Irex, Washington DC** (**Based in Morocco):**

*Conducted a field and desk research* focusing on informal education and primary education policy in Morocco: **reviewed existing literature** on evaluation metrics for enhancing reading among children and its applicability in Moroccan school system.

\* **Apr 2014:** **Regional Seminar on Gender in Conflict & Emergency, Amman, Jordan**

Contributed as ‘Morocco Gender Specialist’ to the working sessions on **mitigation of gender violence in conflict settings** (focus on the MENA region women and youth subject to violence). Contributed to the Final conference report

**\* September 2013:** **Freelance Consultant, Rabat, Morocco**

Conducted a background policy analysis on child labor in Morocco (including legislation and current programs’ gaps), focusing on Ministry of Education’s Youth Integration Programs and Assistance against school drop-out

\***Mar 2013- Sep 2013:** **Researcher, Dept. of Coexistence & Conflict, Heller School, Brandeis University, USA**

- Conducted literature review **on Capacity Building of Women Leadership in the Middle East region**

- Participated in the research design & developed needs’ assessment’s methods

- Wrote concept notes, presentations, and proposals sent to donors. Liaised with project partners

\***Sep 2010- Jan 2011:** **Program Manager, Consortium Triodos Facet- Attitude Conseil, Casablanca, Morocco**

**Program ES2-OFPPT Technical Assistance to Small Businesses (Funded by the US Millenium Challenge MCC):**

 (Program Budget: $2 million USD; 193 small business beneficiaries)

**-Assessed** and **managed** the program’s components (including technical assistance services, implementation methodology, risks, and resources’ allocation); reviewed project plan, established new implementation strategy

- Negotiated contract requirements, wrote project reports sent to the Moroccan Governmental Partners; liaised between Triodos Facet and Governmental agency of OFPPT

\***Sep 2009 – Apr 2010:** **Counselor and Mentor, HEC- SIFE (Student in Free Enterprise) Chapter,** Rabat

Reorganized the HEC-SIFE group through the recruitment of new members and the development of a program chart; increased membership of the chapter by 50% in 6 months; 5 new projects started

\***Apr 2008- Feb 2009: Program Manager for Small Business Development, US Peace Corps,** Rabat

**-Liaised between the Peace Corps and Moroccan government partners (at the Ministry of Artisanal Industry)**

-Provided programmatic support to roughly **60 projects** mentored by Peace Corps’s volunteers, 80% of which targeted rural women’s socio-economic development. My tasks included: Analysis of the Social Development Policies in Morocco and the relevance of Peace Corps’ frameworks, development of monthly progress reports, liaison with governmental partners (including the Moroccan Ministry of Artisanat), and Monitoring & Evaluation of field projects

-Reviewed the Small Business Development programs’ strategic plan and indicators as well as volunteer training; organized and managed the Peace Corps volunteer in-country training

- Reviewed and validated project grant proposals submitted by Peace Corps Volunteers

\***Dec 2007- Mar 2008:** **Research Consultant, Management Systems International (MSI Inc.),** Rabat

Conducted a field research preceding the company’s response to an RFP related to the development of training of trainers’ tools for Business Development Agencies

\***Jan 2000- Apr 2000:** **Research Assistant, Hillary Clinton Center for Women Empowerment,** Ifrane, Morocco Conducted needs’ assessment interviews with rural and suburban women in the Atlas Region

**Teaching Experience (outside of Canada)**

SIST-British University/Cardiff Metropolitan University, Rabat & Casablanca campuses, Morocco

**As a Professor of ‘Human Resources Management’ and ‘Change Management’ Academic year 2016-2017**

* Taught 02 MBA classes & 01 Bachelor of Business Fall semester class focusing on **strategic models of change management**, **Human Resources Policies and Practices**, and **Leadership Development**
* Developed course modules, content, and case studies; mentored students; conducted course evaluation (correction & grading)

**As a Professor of ‘Strategic Management’ and ‘Business in a Global Context’** **Academic years 2013-2016**

* Taught 05 undergraduate courses to a total of 98 business students, focusing on aspects of strategic management frameworks, local and international business case studies, and analytical tools; evaluated learning indicators; and delivered a total of 240 hours; corrected all course assignments and exams

Ecole Supérieur de l’Informatique et de Gestion (ESIG), Rabat, Morocco **Academic year 2010-2011**

**As a Lecturer of ‘Project Management’ and Academic Counselor for the Student-training Program**

* + Taught an introductory course to junior business students focusing on principles and methods of business project management;
	+ Developed the case studies, course module, and course evaluation
	+ Trained a total of 9 groups (27 students) on business analysis, project management and consulting methodologies during a 2 months winter internship (February-March); mentored and supervised students’ during their internships

**VOLUNTEERING EXPERIENCE**

* Representative of Francophone PhD Student at the Graduate Student Association for. **2020-2021**

International development student, University of Ottawa

* Volunteer at the Newcomer Information Center of the YMCA-YWCA (Ottawa) **2018**
* Volunteer at the Gender Working Group and the Heller School Fund Raising Campaign (US) **2012**
* Founding Member of the Moroccan Women Network of Mentoring **2010 - 2014**
* Former member and vice secretary of the Moroccan Fulbright Alumni Association **2007- 2011**
* Former research Assistant with the Hillary Clinton Center for Women Empowerment **2000**

**CONFERENCES & SPEAKING ENGAGEMENTS**

**First Regional Maghreb Meeting – United Religion International, Tunis, Tunisia March 2018**

Organizer and Panel Moderator

**Fulbright Scholars and researchers’ Annual Symposium**, Rabat, Morocco **May 2016**

Participant and discussant at the Panel on Crossroad of Change: Developments on the Land

**Participant at the Fragility Summit of the World Bank, Washington DC, USA March 2016**

**Fulbright Orientation for American Scholars and Students**, Washington DC, USA **June 2015**

Participant and Moderator in the Panels on **Morocco’s *Educational* System**

**Human Rights Summit Workshop on Youth Local Council**, Marrakech, Morocco **Nov 2014**

Speaker on the Panel on ***Youth Skill Development & Employability***

**Global Entrepreneurship Summit (GES)**, Marrakech, Morocco **Nov 2014**

Speaker on Women Entrepreneurship & Mentoring at ***the Endeavor Panel on Entrepreneurship***

**Brandeis University DEIS**, Waltham, MA, USA **Feb 2013**

Speaker at the Panel on ***Handling Values-Based Conflicts: A Workshop on Conflict Resolution***,

**The 4th annual assembly of the Moroccan Fulbright Alumni Association,** Rabat, Morocco **Oct 2007**

Moderator of the Panel on the role of Business Education in promoting young graduates’ employability

**EDUCATION**

\* **2019 – 2021:** PhD student in International Development, **University of Ottawa (no degree obtained)**

\***2011- 2013:** MA in Coexistence and Conflict, **Brandeis University, Waltham, MA, USA**

\***2003- 2005:** MS in Information Technologies, **Bentley University, Waltham, MA, USA**

\***1995 – 1999:** Bachelor of Business Administration, **Al Akhawayn University, Ifrane, Morocco**

**HONORS AND AWARDS**

\* **2021:** Recipient of **The Globalization Department Scholarship**, Faculty of Social Sciences, University of Ottawa

\* **2020:** Recipient of the prestigious **Huguette Labelle Scholarship**

\* **2020:** Recipient of the **Monique Lussier Scholarship**

\* **2019-2023: PhD Admission Scholarship,** School of Social Sciences, University of Ottawa

\***2011-2012:** **Shared Society Scholarship**, Heller School for Social Policy, Brandeis University, USA

**\*2003-2005:** **Fulbright Scholarship (granted by the US State Dept. & MACECE),** USA