



Maha Abusamra

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KEY QUALIFICATIONS

Accrued more than 20 years of experience in gender equality and mainstreaming, programming, project management and development; incorporating a broad spectrum of results-based management responsibilities. These include; design, stakeholders' inclusion and engagement, partners coordination, implementation, monitoring and evaluation, reporting, risk management, knowledge management, partnerships and external relations.

- Extensive experience in project/programme management and development.
- Extensive experience in civil service and public administration reform, gender in policies and programming, strategic planning, local governance, social accountability, public oversight, with special focus on women, disability and youth.
- Specialized in gender equality, and mainstreaming results, GBV, women economic empowerment, women political participation.
- Experience establishing networking and partnerships with NGOs, CBOs, government institutions, and other development partners to align their work with overall strategies.
- Experience in conducting capacity assessments and strategic plans, as well as, facilitator for the positive deviance approach as a tool for behavior change.
- Designed and implemented training policies, strategies and modules. Also conducted and facilitated training, coaching and mentoring.
- Proven track record as an effective team leader facilitating; team building, working with multi-disciplinary teams, and adopting innovation as an enabling tool.

ACADEMIC BACKGROUND

Master's Degree	2002-2003	Master: MSc. Development Administration and Planning, specialization in Social Development. University College London -Development Planning Unit (DPU), London. (Recipient of the Chevening Scholarship).
Bachelor of Arts	1997- 2000	B.Sc. Major Business Administration., and Minor Finance School of Finance and Management, Hebron University, Palestine.
Certificate	1998	Economic and economic policy, Peace Research and Conflict Resolution. Oslo University – Norway.
Certificate	2008	Training of Trainers "from Capacity Assessment to Capacity Development Strategies in the UNDP Arab States Region. Beirut/Lebanon.
Certificate	2009	Coaching and mentoring, Crown Agent, UK.
Certificate	2012	Training of Trainers on Training Methodologies for development professional, National Institute of Rural Development, Hyderabad, India.

WORK EXPERIENCE

September 2020- current: Programme Specialist Gender Equality and Women Empowerment

UNDP Somalia

Worked with UNDP/Programme of Assistance to the Palestinian People for 13.5 years (2007- 2020) in Gender, Governance and Social Development Projects and Programme Management.

1. January 2016 – April 2020: Programme Manager of Gender Portfolio

- UNDP/PAPP gender expert and programme manager, maintained UNDP gender portfolio, provided support to the programme and operation team, represented UNDP in the gender meetings with donors, UN agencies, government institutions and CBOs.
- Co-led the PAPP gender audit and capacity development. Also, shadowed the international gender advisor from The Swedish Civil Contingencies Agency (MSB) for one year.
- Drafted the first Gender Equality Strategy and Action Plan, as well as, the first Action Plan to Prevent Sexual Harassment (SH) in the Workplace and Sexual Exploitation and Abuse (SEA) 2019-2021.
- Represented UNDP in the gender task force in the Protection from Sexual Abuse and Sexual Exploitation (PSEA) network and GBV cluster meeting with the other UN agencies.
- Provided gender capacity development and coaching to all UNDP staff, facilitated the positive deviance approach for UNDP and other UN agencies. In addition, incorporated gender equality and a human rights-based approach into policy, programming work.
- Successfully led and managed the drafting mapping study on women's economic empowerment in the State of Palestine and design the Inclusive and Equitable Local Development (IELD) programme framework with UNCDF and UNWOMEN.
- Reviewed and corrected the Gender marker in Atlas for all projects and reported on Gender results in the Results-Oriented Annual Reporting (ROAR). Also, reviewed all new projects documents and ensured gender mainstreaming and sensitization in the Local Project Appraisal Committee (LPAC).

Additional roles within the Programme Management Portfolio

2. from Oct 2007 – March 2020: Programme Manager/Analyst, Governance, Social Development and Gender

In addition to my role as Gender Programme Manager, I was also responsible for the overall results-based management (planning, budgeting, implementation, management, monitoring, evaluation, reporting, documentation, success stories, partnerships, resource mobilization and knowledge management) of a wide programme portfolio (Public Administration, Local Governance, Youth, Public Oversight, Social Accountability and Reconciliation). This involved working alongside with the national partners, i.e. General Personnel Council (GPC), Ministry of Foreign Affairs (MOFA), Palestinian International Cooperation Agency (PICA), Ministry of Women Affairs (MOWA), CBOs, municipalities and other.

3. January 2019 – March 2020: SHUFUNA -Women in Reconciliation and Decision-Making project.

- Led SHUFUNA (see us) Women in Reconciliation and Decision-Making project in both West Bank and Gaza and supervised the field coordinator in Gaza. Ensured effective and efficient implementation of the project by supporting on daily basis the overall management of the project with the national partners.
- Succeeded in managing project budget and work plans as planned. Also, generated and developed the project financial reports periodically, managed and updated project data in Atlas, successfully managed the knowledge products and shared it with colleagues and partners.
- Established SHUFUNA platform network from diverse groups of multi sector actors and contributed to drafting the first strategic plan for women in reconciliation and decision making. Conducted field visits, monitored, evaluated the SHUFUNA activities and provided feedback, reviewed the financial reports from partners and made the spot checks for the financial records. Also, drafted the baseline survey questions about women's engagement in reconciliation.
- Led the advocacy, knowledge management and communication efforts. Successful advocacy, with 2.9 million views and 3.7 million reach in six months, through a multi-media campaign, carried out successful intensive advocacy campaign through multimedia (multimedia talk shows, online surveys, Radio spots, electronic banners and pops-up).

4. Also, in 2019: Support to the Public Administration

- Supported the International Public Administration Round Table Meeting in Palestine (Ministerial meeting at the Global level) and received a special reward from both the General Personnel Council Minister, and the President of Palestine.
- Successfully contributed to the global initiative on Gender Equality in Public Administration, gender data in Palestine "Report on Tracking Gender Equality in the Public Administration in Arab countries GEPA". Also, contributed to the global study of intrinsic motivation in public officials, by UNDP Global Centre for Public Service Excellence (GCPSE) in Singapore.

5. Also, 2007-2018: Support to the Public Administration in Palestine

During this period, I managed several projects; civil service, local governance, public oversight, social accountability, youth, women and disability).

- Led the UNDP civil service integration programme, identified and gathered data from both authorities in the West Bank and Gaza and contributed to drafting the civil service integration framework/proposal. Also, drafted mapping and diagnostic study in the public administration in the State of Palestine.
- led the UNDP the civil service development portfolio in Palestine as part of the public sector reform; pioneered the UNDP/PAPP's flagship civil service/public administration reform and Core Government functions; successfully managed the Civil Service Leadership and Development Training Programme, which targeted 800 senior officials' servants in 44 government institutions.
- Supported drafting Strategic Plans at the National level; the first Civil Servant Strategic plan 2013-2015, Public Administration Strategic Plan 2017-2022 with the General Personal Council (GPC). Also, one for the Ministry of Foreign Affair, and another for the Palestinian International Cooperation Agency (PICA).
- Carried out research; and drafted studies; "Building a Meritocratic Civil Service: The Example of the State of Palestine", jointly with GPC team and UNDP Singapore Global Centre for Public Service Excellence (GCPS).
- Drafted several concept notes for modernization of public administration in the State of Palestine and a policy paper for public administration reform, leadership training programme, and National School of Administration in Palestine, Job planning, Human Resource Management and Development.
- Drafted, project proposals, policy formulation, donor reports, and other narrative and financial reports. In addition, documented UNDP best practices and lesson learnt.
- Initiated and facilitated the partnership South-South Cooperation (SSC) between General Personnel Council (GPC) and Bahrain Institution for Public Administration (BIPA), as Singapore USA, Bahrain and others, which resulted of an MOUs as part of strengthen south-south cooperation and exchange experience, best practices and technical support.
- Successful strategic technical support and policy advice provided to national partners.as well as training and coaching whenever required.
- Represented UNDP/PAPP successfully at the national, regional, and international workshops, conferences, meetings with partners, CSOs, UN agencies and donors.
- Successfully supported the IASIA-MENAPAR 2017 Conference (*Public Administration's Role in Building and Consolidating Post-Conflict States*) 2017, where I positioned UNDP's position as a key-actor in advancing public administration reform support in Palestine. In addition, supported the development of GPC researches and good practice in the public administration development, in the conference EURO MENA 2016 with Middle East and North Africa Public Administration Research (MENAPAR) in Oman, I was rewarded for the best practices.
- Successfully managed and implemented social accountability/ Youth in Local Public Oversight programme with the Civil Society Organizations in both Gaza and West Bank, it is led by youth, increased youth participation in decision making at the local level and contributed to drafting Palestine social accountability policy paper and guideline manual.
- led the creation of Palestine Gender Innovation Lab, using the Positive Deviance Approach to advance gender equality, and provided facilitation to other UN agencies such as UNCIEF, UNFPA, and UNWOMEN.

- Successfully preparation and hosting of the first stakeholder forum for the Young People's Agenda (YPA) in the State of Palestine in cooperation with another UN agencies UNICEF, UNFPA, national partner, youth and Gaza colleague.
- Successfully supported and managed complex joint UN programme on disability (UN Partnership on the Rights of Persons with Disabilities -UNPRPD): (ILO, UNDP, UNSCO, UNICEF, WHO and OHCHR).
- Provided technical assistance for the establishment of the Palestinian International Cooperation Agency (PICA), starting from drafting the concept note to the setup of the initialization framework and first strategic plan. Also, successfully supported PICA mission in 12 countries, where PICA signed at least 10 MOUs as part of south-south and triangle cooperation, and technical support.
- Successfully carried out more than 30 capacity assessment with other UNDP colleagues, to the General Personnel Council, Ministry of Foreign Affairs, and Bahrain Institution for Public Administration. In addition, supported the Local Governance programme, and carried out a comprehensive capacity assessment of all 25 municipalities.
- Created strategic partnerships with government institutions, bi-lateral and multi-lateral donors, private sector, civil society organizations...etc., and supported the resource mobilization, donor's relation.
- Provided any other necessary support in coaching, guidance for the project team and partners that will boost their capacity to deliver.
- Provided translation, and simultaneous interpretation in both Arabic and English.
- Ensured that the project management module in the financial system "ATLAS" and updated on a quarterly basis.
- Acted as Knowledge Management and learning focal person for UNDP governance team (around 60 persons) for two years. As well as, successfully managed the knowledge products and shared it with colleagues and partner. Also ensured synergies with other projects and programmes at UNDP.
- Active member in the Local Staff Association for three years, and member of the UNDP Security Zone Warden System for one year.

November 2003 – July 2007. Job Creation Programme Manager (JCPM).

Emergency Employment Generation Programme in the West Bank. UNRWA, Jerusalem

Overall management of the Emergency Employment Generation Programme in Jerusalem and West Bank (EU founded project), and supervised 33 staff directly in the different cities, with a budget exceed \$12 million. Managed one of the biggest job creation programmes targeting the refugees in Jerusalem and West Bank for The United Nations Relief and Works Agency (UNRWA,) and succeeded in the resource mobilization. Advised the Deputy Director on job creation programme polices and any other related issues.

- Drafted proposals for donors, preparing monthly, quarterly reports, factsheets and infographics.
- Prepared work plans Monitoring and evaluation of the programme, prepared budget, monitoring and reporting on expenditures. Also, overall management of the emergency payroll.
- Liaison and coordination with UNRWA installation and camps, officials, and UN agencies.
- Carried out need Assessments, developed strategic plans, and research for the programme.
- Maintained an up-to-date analysis of the socio-political and institutional context for ongoing and potential emergency work in relevant countries and regions, as well as the types of humanitarian crisis likely to occur.
- Carried out field visits throughout the West Bank, visit the programme sites, UNRWA refugee camps and municipalities.

Sep.2001 – Aug. 2002

Administrative Officer at Catholic Relief Services/Palestine.

My work with the Catholic Relief Services (CRS) was major shift from private sector work to Humanitarian and development work. Therefore, I used my experience, partnership and networks to maximize the impact.

Carried out the administrative work, including drafted letters, prepared payment sheets, maintained the connection with the partners and local community, prepared correspondence, maintained up to date files,

maintained personnel records, prepared monthly reports, and carried out field visits. I was good in time management, prioritization, partnerships and networking.

January 1994– Sep. 2001 Administrative and Executive Manager at Eagleflex Abrasive Inc.

Worked in a private sector company, supervised over 20 employees, maintained the overall management, attended meetings, drafted reports, built successful partnerships, managed the quality assurance process, export and import of products, and oversaw logistics, managed all procurement process at national and international levels.

I faced big challenge, was the only female working in the company and attended all male business meetings with the Chamber of Commerce and business forum in Hebron city. I prove myself as women leader in business.

SCIENTIFIC ACTIVITIES/MEMBERSHIP:

Member of the scientific committee for the Middle East and North Africa Public Administration Research (MENAPAR), <http://menapar.net/>.

PUBLICATIONS

- Drafted study "Building a Meritocratic Civil Service: case study: State of Palestine", jointly with GPC team and UNDP Singapore Global Centre for Public Service Excellence (GCPS).
- Study on the civil servants' integrations and institutions unifications scenarios in the State of Palestine.
- Drafting mapping and diagnostic study of the core government functions/ public administration in the State of Palestine.
- Drafted paper: Inspiring Social Change: Social Accountability towards active participation though youth empowermen.
- Contributed to the global study of intrinsic motivation in public officials, by UNDP Global Centre for Public Service Excellence (GCPSE) in Singapore. Also, contributed to the global initiative on Gender Equality in Public Administration (GEPA), with the UNDP Regional Bureau for Arab States (RBA).
- Contributed to drafting of the social accountably national policy paper, and guideline manual in the State of Palestine.

LANGUAGES

- Arabic: Mother tongue,
- English: Excellent,
- Hebrew: Fair
- German: Fair
- Translation of documents form English to Arabic and from Arabic to English, with ability to provide interpretation between the two languages.

REFERENCES AVAILABLE UPON REQUEST