

PAOLA DE LUCA

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EMPLOYMENT HISTORY

**Applied Research Institute Jerusalem (ARIJ)
Bank**

Palestine, West

May 2013 November 2013

Monitoring and Evaluation Officer

I am working in Monitoring and Evaluation Department as consultant. I am elaborating ARIJ Project Cycle Management Manual (PCM) according to main internal organization's procedures and donors requirements. I am monitoring the main ARIJ ongoing projects focusing on Result Based Management Approach to elaborate best practices to insert in the Manual as guidelines for ARIJ future interventions.

Istituto per gli Studi di Politica Internazionale (ISPI)

Italy, Rome

February 2013-May 2013

Tutorship and Consultant

ISPI is a research centre specialized in international political affairs and in managing high level training on Humanitarian Aid in conflict and risk areas. I worked in assisting the trainers during the course period and in preparing the material to submit to the students. The main issue was in Emergency context and how elaborate and write project proposals in humanitarian aid referring to the main international standards (SPHERE, Education in Emergency, Wash and Shelter).

Intersos Humanitarian Aid Organization

Tchad, N'Djamena

May 2012-August 2012

Coordination Support and Protection Assistant

The work was based in N'Djamena with frequent travel to Koukou Angarana and other field sites.

- Elaborated proposals referring to ECHO, UNICEF and UNHCR formats.
- Coordinate activities at the site level including activities related to protection sharing information with other relevant partners
- Coordination support elaborating and implementing protection projects
- Wrote narrative monitoring weekly reports, interim reports and final reports
- Elaborated data collected by the field staff on the field in protection mains problems and implemented activities to avoid and manage these incident

- Represented Intersos in main donors meeting and coordination meeting (OCHA e CAP) in nutrition, protection and early recovery clusters)

Relief International

Sudan, Darfur, El Fasher, Zamzam IDPs Camp

January 2012-March 2012

Nutrition Monitor for children U5

The work was based in Zamzam IDPs camp in El Fasher district in Nord Darfur in implementing the activities of Building Resilience and Advancing Sustainable Service (BRASS) Sector Nutrition.

- Emergency Nutrition Management according to Community Based Management of Acute Malnutrition Protocol (CMAM)
- Elaborating project proposals according to UNICEF, UNHCR, OFDA/USAID formats
- Screening and admission of malnutrition cases
- Growth monitoring and counseling
- Management of Moderate Acute Malnutrition through supplementary feeding program protocol
- Management of Severe Acute Malnutrition through outpatient therapeutic program protocol
- Planning of weekly and monthly health education meeting in behalf of mothers beneficiaries
- Arrangement and management of workshops aiming to involve the mothers beneficiaries and traditional healers to increase their awareness about health and nutrition good practices
- Weekly, bi-weekly and monthly financial and narrative reports
- Collecting and elaborating data according to SMART procedures and guidelines
- Camp Management in partnership with WFP providing delivery service

CISS (Cooperazione Internazionale Sud Sud)

Palestine, West Bank

March 2010-September 2010

Monitoring decentralized cooperation program Palestinian Municipality Support Program (PMSP)

CISS is an Italian Ngo with a very strong experience in Palestinian Occupied Territories. It was involved in Palestinian Municipality Support Program. It was a decentralized cooperation program aiming to involve Italian and Palestinian local actors in capacity building sector to improve their competencies and skills in this issue.

- Sub-sector coordination of the projects refer to Palestinian Municipality Support Program
- Monitoring if projects activities according to ECHO, EuropeAid and MAE requirements and agreements
- Coordination activities among ong and local actors involving in the program in partnership with CISS

- Regular meeting with Italian decentralized cooperation representatives (Regione Toscana e Emilia Romagna)
- Weekly meeting with Joint Service Councils for Planning and Development representatives (Ramallah city and Al Bireh)
- Weekly and biweekly narrative reports

Italian Cooperation

**Etiopia, Addis Ababa
August-October 2006**

Internship in Rendicontation activities

Participation in budgeting management and rendicontation activities of the project related to Sanitation Program financed by Italian Cooperation.

EDUCATION HISTORY

II LEVEL MASTER DEGREE-PROJECT DESIGN

**Centro Interuniversitario di Ricerca per lo Sviluppo
(CIRPS)**

**January-October 2011
Rome**

Focus: Project Cycle Management, Logical Framework Approach, EuropeAid, ECHO, UN agencies mission and requirements, Humanitarian Aid, Sphere Standards Indicators, Education in Emergencies.

MASTER DEGREE-Politiche della Cooperazione allo Sviluppo Universita' l'Orientale di Napoli

October 2007-2010

Focus: Politics, International Law, Economy, Anthropology, Sociology, Languages, Geopolitics, International Development and Humanitarian Aid

BACHELOR'S DEGREE-Political Science Universita' Federico II di Napoli

June 2006

Focus: Politics, Economy, Statistic, International law, Public law, Private law, Political Science

ADDITIONAL TRAININGS

COOPI Cooperazione Internazionale

February-March 2013

Il ciclo del progetto, il budget e la rendicontazione

Focus: Project Cycle Management, the Logical Framework Approach, the budget elaboration according to ECHO e EuropeAid and COOPI procedures

**Intersos Humanitarian Aid Organization
Working in Emergencies Training**

April 2012

Focus: Sphere Minimum Standards. Collecting data and elaborating indicators to write proposals and implementing activities according to Sphere Minimum Standards”

**Camera di Commercio di Napoli
Euro-Progettazione Training**

June 2010

Focus: elaborating proposals according to ECHO and EuropeAid formats

OTHER COMPETENCIES AND SKILLS

Languages: Italian (native)
English (fluent)
French (fluent)

Computer: Proficient with Microsoft Office (Word, Excel, Power Point, Outlook)

CIVIC ENGAGEMENT AND VOLUNTEERING

- Volunteering in Kenya to support the children. Meru Children’s Home was the structure and I worked to support them in daily activities. Period: August- October 2005
- Volunteering in Ethiopia to support the HIV/AIDS children. Period: August –October 2006
- Participation to VIK2GAZA convoy during may 2011. Enter to Gaza through Rafah border. Objective of the convoy: assessment and elaboration of a work plan to develop a project to support the media and information system in Gaza and outside Gaza. The activities were supported by the Palestinian Centre for Human Rights.