

# RIM DBOUK

## MEAL

### CONTACT

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#### Objective:

*Achieved writer with legal background, proven skills in communication and experience in the humanitarian sector especially in Monitoring and Evaluation.*

#### Certificates:

##### -Analyzing Qualitative data methods-

Social Research Association-20th of May 2022

##### - Protection of Lawyers and Journalists

GCHR @Istanbul, Turkey Feb 2022  
Conflict resolution Training –AVP  
London (Oct 21)

##### -Completion of the course “Introduction to proposal & report writing” by Save the Children

(Sep-20-21)

##### -Completion of the course “Introduction to risk reduction for NGOs” @ NGOi

American University of Beirut. (Aug -6-21)

##### -Participation in the Youth Leadership Program – UNDP Lebanon (April 2021)

### WORK EXPERIENCE

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#### -MEAL Officer @Fe-male

##### August 2022- Continuous

- Study all projects documents (including, but not limited to the project documents and amendments therein, work plans, log frame and result matrix).

- Review the MEAL needs and plans for each project, and extract relevant indicators to monitor the projects outcomes and outputs

- Establish an effective data collection system and reporting forms for capturing quantitative and qualitative information

- Identify sources of verification that the project can use. As much as possible, use existing data sources embedded in existing systems

- Establish an operational manual of MEAL system that includes the above and guides the project team in processing and evaluating the information

- Implement the established M&E system during the life cycle of all the projects ongoing during the period of implementation of the assignment

- Propose new relevant indicators to monitor the outcomes and outputs for all projects in the proposal-writing phase.

#### -Female Leader @She Leads project July 2022 – Sep 2022

- Set and implement a 3-month plan mentioning the methodology to coach and follow up with a group of girls and young women to plan their own advocacy initiative.

- Submit a concept note.

- Submit a final narrative report at the end of the consultancy.

#### -Monitoring & Evaluation Officer @War Child Holland Jan 2022 -Sep 2022

- Focal point for You-Lead project that is funded by Al Ghurair Foundation

- OCHA project M&E focal point

- Developing tools for project monitoring and creating ITT sheets

- Analyzing qualitative and quantitative data through graphs and reports

- Implementing capacity building plans and learning events for partners and internal staff

- Carrying out periodic supervision and data cleaning

- Implementing qualitative data collective methods (FGDs, KII'S, Surveys)

- Producing written reports as per project plans

#### -MEAL Data collection Volunteer @Care International Dec 2021- Feb 2022

Data Collection for a needs assessment @Mount Lebanon area, interviewing the beneficiaries, referring cases and reporting on a daily basis.

#### -Monitoring & Evaluation Consultant @War Child Holland Sep 21-Dec 21

Concept note writing, monitoring, and evaluating a project in North Lebanon.

#### -Monitoring & Evaluation internship @War Child Holland Jun 21-Sep 21

Monitoring and evaluation intern for Future is ours project @ War Child Holland, main role is to communicate with center coordinators, analyze and monitor data, to follow up after the attendance sheets and work plans.

### Languages:

- Fluent in written and spoken Arabic
- Fluent in written and spoken English
- Basics of French (A1&A2 courses certificate @French Embassy in Lebanon
- Basics of German (A1 @University La Sagesse)

Certified Computer skills especially in excel, power BI and Microsoft word.

### -Facilitator @LOWER, Worker's voice for social justice project funded by Diakonia Dec 2021-October 2022

The aim of it is to help youth create an alternative socio-economic council.

My role is to coordinate with the youth group and the project manager, in addition to planning the activities.

### -Field Technician @ Delta NGO

Sep 2020-Dec 2020

This project was funded by Save the Children & UNHCR. Main role was field visits @Bourj Hammoud Area to help rebuild after the Beirut Blast, conducting assessments, writing reports and referrals, communication with beneficiaries and owner of the houses and creating MOU's.

### -Writer@ Lebanon Law Review 2019

Writing articles in a legal newspaper that is connected to Lexis Nexis international.

### -Outreach worker @ CRD 2019

Outreach worker main role was going to field and filling assessments for Next generation project by British council.

## EDUCATION

### -Bachelor's Degree in Law @University La Sagesse

(2019-Expected to graduate in 2022)

### -MEAL course -GHI AUB (March 2021)

-Lebanese Bacc in Sociology & Economics @Phoenix International School – Good distinction (2019)

## SKILLS:

