

Moustapha Abou Hachem

Program Coordination | Program/Project Management | Planning, Monitoring, Evaluation, Accountability and Learning | Training and Development

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PROFESSIONAL EXPERIENCE

Lebanon Red Cross, Disaster Risk Reduction Unit (DRR), Hazmieh, Beirut **May 2020 – Present**

❖ **Program Coordinator** **February 2025 – Present**

- Lead and manage the planning, implementation, and coordination of multiple Development projects, ensuring alignment with strategic goals and donor requirements.
- Supervise and mentor project officers, ensuring capacity building and knowledge transfer for sustainability and ownership of projects.
- Oversee program monitoring, evaluation, reporting, and financial management, ensuring compliance with organization's framework, project plans, budgets, and donor regulations.
- Conduct regular field visits to assess project sites, identifying challenges and addressing operational issues in collaboration with the team.
- Develop and manage project proposals, ensuring alignment with strategic objectives and successful resource mobilization.
- Coordinate technical support and cross-sectoral collaboration with internal teams, external stakeholders, and partners (including NGOs and government entities).
- Guide and train staff and volunteers on project cycle management, accountability frameworks, and DRR approaches and methodologies.
- Ensure the integration of cross-cutting issues such as protection, gender, inclusion, and community engagement within programmatic activities.
- Provide leadership in liaising with donors, managing relationships, and ensuring timely financial tracking and reporting.
- Collaborate with stakeholders for the integration of DRR initiatives within broader humanitarian and development programming.

Projects' Areas: Humanitarian development projects, Disaster Risk Management, Health, Livelihood, MHPSS/PGI, Climate Change Adaptation, Early Warning Early Action Systems, Conflict Preparedness and Response

Partners: Partner National Societies (PNSs), ICRC, IFRC, United Nations Agencies, ECHO, World Bank, INGOs.

❖ **Planning, Monitoring, Evaluation , Accountability and Learning Officer | January 2024- January 2025**

- Overseen the development of unit's annual action plans, logical frameworks, and work plans for national-level projects, aligning with strategic goals and the Community Based Disaster Risk Management (CBDRM) approach.
- Led the creation of project proposals, ensuring strategic alignment and securing funding for large-scale initiatives.
- Managed the development of unit's annual and project-specific budgets and procurement plans, ensuring alignment with operational needs.
- Established robust monitoring systems, including M&E plans and Indicator Tracking Tables and Dashboards to support data-driven decision-making and enhance project outcomes.
- Conducted field assessments and MEAL workshops to monitor project quality and progress, ensuring alignment with targets and standards.
- Trained and coached project teams on monitoring activities, ensuring effective implementation according to project plans.
- Developed accountability frameworks and facilitated feedback mechanisms, ensuring compliance with ethical standards and transparency in all operations.
- Oversaw the preparation of reports, ensuring donor compliance and efficient data management, while documenting and sharing lessons learned and best practices.
- Crafted and reviewed guidance document, SOPs and methodologies to enhance Disaster Risk Reduction (DRR) practices within the unit.
- Actively participated in strategic planning sessions and represented the DRR Unit in PMEAL meetings, supporting program management and project implementation.
- **Acting Program coordinator:** Overseeing financial aspects of projects and successfully led program activities, ensuring smooth execution of ongoing projects and managing risks, ensuring continuity of operations and maintaining communication with stakeholders.

❖ **Planning, Monitoring, Evaluation and Reporting support** **January 2023 – December 2024**

- Enhanced the clarity and efficiency of projects activities planning process by refining the data management flow and setting Standard Operating Procedures (SOP).
- Development of comprehensive project documents, including project concept notes, narrative reports, action plans, and logical framework, showcasing a keen attention to detail and a commitment to project success.
- Collaborated with the PMER team to develop annual Logical frameworks, actively contributing to the establishment of strategic reporting indicators and ensuring alignment with organizational goals.
- Ensured the alignment of various documents with the organization's strategy and vision through meticulous review, guaranteeing consistency and adherence to overarching objectives.

❖ **Learning and Development Officer** **August 2022- December 2023**

- Conducted Comprehensive Training needs analysis (TNA) to inform the development of an effective training strategy, aligning professional growth with organizational objectives
- Oversaw the training path of 500+ volunteers/staff, ensuring their development is in sync with the organization's standard objectives.
- Planned, executed and reported on annual Learning and Development activities
- Conducted workshops and focus group discussions to evaluate and enhance the organization approaches for continuous improvement
- Designed and implemented online and offline tailored training programs, incorporating principles of adult learning, to optimize skill acquisition and knowledge retention for diverse audience

❖ **Learning and Development assistant** **August 2021 – August 2022**

- Coordinated trainings provision for third parties, DRR volunteers and staff, ensuring seamless delivery
- Developed training materials and Information, Education and Communication (IEC) materials to promote understanding
- Conducted training courses; evaluated and reported on learning effectiveness outcomes based on Kirkpatrick's model
- Provided coaching to maintain standard and quality of L&D activities

❖ **Field Operation Support** **May 2020 – August 2021**

- Conducted awareness sessions, fostering community engagement and promoting disaster risk reduction practices.
- Facilitated Hazard, Vulnerability, and Capacity Assessments (HVCA) to identify community needs and inform project planning.
- Conducted thorough data collection to support evidence-based decision-making and program evaluation.
- Assisted in the planning and implementation of field activities, ensuring alignment with project objectives and timelines

Beirut Blast Response:

- Developed and updated GIS survey's questionnaire for data collection and Dashboards for data visualization in collaboration with the GIS team
- Conducted KIIs with over 400 stakeholder who have been supporting in Beirut Blast intervention
- Conducted an evaluation of the LRC GIS-developed operational system, workflow and surveys at Beirut Forward Emergency Room (BFER). Based on lessons learned and recommendations. Created a new prototype model in addition to a guidance document. This system had been approved and being developed to be used for operational response to emergencies at the National and governmental level.
- Documented and reported implemented activities highlighting lessons learned and best practices.
- Supported operating army officers from different operating sections of the Beirut Forward Emergency Room.

HONOR - Medal of Appreciation, Lebanese Army - **Beirut Forward Emergency Operation Room**
Awarded for exceptional work and support provided during the Beirut blast intervention.

Laboratory Le Prince Ringuet, Palaiseau, Île-de-France, France

May 2020 – August 2020

❖ **Experimental Research Intern**

“Photon Identification in Heavy Ion Collision with CMS experiment”

The principal aim of this internship is to separate signal photons (coming from hard scattering Pb-Pb) from Background (coming from neutral mesons), using Machine Learning techniques.

Main software tools: C++, RootCern

EDUCATION

Google Career Certificates

2023

Google Professional Certificate in Project Management

Accomplished Courses: Foundations of Project Management, Project Initiation, Project Planning, Project Executions

Key skills: Project/Risk/Change/Quality/Stakeholder Management, Strategic Thinking, Effective Communication

Lebanese University (LU), Hadat I, Lebanon

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| ➤ Master 2 in Subatomic Physics | 2019-2020 |
| ➤ Master 1 in General Physics | 2018-2019 |
| ➤ Bachelor's in General Physics | 2015-2018 |

PROFESSIONAL TRAININGS & CERTIFICATIONS

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| • Advanced Project Management & M&E Training, Global Golden Group | 2023 |
| • Standard operating procedures training, Lebanese Red Cross | 2022 |
| • Essentials of Project Management and Design Thinking, Loyac, Lebanon | 2021 |

VOLUNTEERING

Emergency Medical Technician – Lebanese Red Cross May 2019 – December 2022

Driver, Emergency Medical Technician and Mission Leader

- Providing vital support as an EMS volunteer, responding to medical emergencies and assisting in lifesaving interventions.

QUALIFICATIONS & SKILLS

Written and Oral communication Arabic, English, and French

Computer Literacy Microsoft Office (word, excel, power point, Power BI, Visio)

Presentation Skills

Leadership/Teamwork

Project management

BOOKS AND DEVELOPPED TRAINING COURSES

Books & Guidance documents:

- Road map to community resilience via eVCA, Contributor, 2023
- DRR in schools, co-author, 2023
- General Guidance for Humanitarian Operations and Crisis/Disaster Management, Case study: Beirut Forward Emergency Room, Author - 2020

TRAINING COURSES:

2021-2023

- Evacuation & Drill Training, Development
- Fire Fighting Training, Development
- Introduction to the road map to community resilience, Development
- Road map to community resilience via eVCA Training course, Contributor in Development
- DRR in schools Training Course, Contributor in Development
- DRR Induction Training Course, Contributor in Development
- Disaster Preparedness Awareness sessions, Contributor in Development
- Shelter and collective sites coordination Training course, Contributor in Development
- Anticipation Training, Development

TRAININGS DELIVERED TO EXTERNAL PARTIES

- Enhanced vulnerability and capacity assessment Training February 2025, Egypt, in collaboration with German Red Cross, International Federation of Red Cross and Red Crescent Societies –IFRC and Netherlands Red Cross.
 - Attendees: Egyptian Red Crescent Staff and Volunteers

- **Shelter and collective sites coordination Training of Trainers (ToT)**, On 18-22 December 2023, Lebanon, in collaboration with Danish Refugee Council, National DRM Unit & IOM UN Migration
 - **Attendees:** Staff from DRC, NUSANED, IOM, ACTED, NRC & LRC
- **Disaster Risk Reduction Introduction Training**, July 2023, Beirut, in collaboration with German Red Cross and Libyan Red Crescent
 - **Attendees:** Libyan Red Crescent staff and Volunteers
- **Global Enhanced vulnerability and capacity assessment Training** August 2022, Germany, in collaboration with German Red Cross
 - **Attendees:** German Red Cross delegates
- **DRR induction & Road map to community resilience Training**, November 2022, Lebanon
 - **Attendees:** Solidarite international (SI) & Centre national de la recherche scientifique (CNRS) Staff
- **Training of trainers (ToT) on the road map to community resilience via enhanced vulnerability and capacity assessment** June 2022, Lebanon, in collaboration with International Federation of Red Cross and Red Crescent Societies –IFRC
 - **Attendees:** MENA national societies representatives