

# Jessica El Hachem

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## Experience

Digital  
Opportunity  
Trust, Lebanon

Senior  
Business  
Development  
and Quality  
Assurance  
Officer  
January 2024 - Present

- Member of the Senior Management Team.
- Lead the Business Development and Quality Assurance Unit, overseeing all activities and ensuring alignment with the organization's mission and goals.
- Collaborate with cross-functional teams to integrate quality assurance processes into all aspects of project management and execution.
- Develop and implement comprehensive organizational strategies to drive growth, enhance quality, and achieve long-term objectives.
- Manage the entire grants lifecycle, from identifying opportunities and developing proposals to securing funding and ensuring compliance with donor requirements.
- Develop detailed and persuasive proposals, including project plans, budgets, timelines, and impact assessments, tailored to the specific interests and guidelines of potential donors.
- Represent the organization at meetings, conferences, and networking events to build relationships, promote the organization's work, and explore new opportunities for collaboration and funding.
- Lead the design and execution of the quality assurance framework, establishing standards and best practices to ensure high-quality outputs and continuous improvement.
- Analyze data and feedback to identify areas for improvement and implement corrective actions to enhance program effectiveness and impact.
- Supervise the preparation and submission of comprehensive donor and organizational reports, ensuring accuracy, clarity, and adherence to reporting requirements.
- Coordinate with external partners and stakeholders to ensure successful project implementation and compliance with contractual obligations.
- Develop and refine data collection tools, including Key Informant Interviews (KIIs), surveys, and Focus Group Discussions (FGDs), to gather relevant and reliable data for program evaluation and decision-making.

Digital  
Opportunity  
Trust, Lebanon

Part-time  
Business  
Development  
June 2023 - December 2023

- Identify and research potential funding opportunities from various sources, including government agencies, private foundations, and international organizations.
- Analyze grant requirements and eligibility criteria to ensure alignment with organizational goals and project capabilities.
- Develop comprehensive and compelling proposals, including project descriptions, budgets, timelines, and expected outcomes.
- Build and maintain relationships with potential donors and funding partners to explore new opportunities and strengthen existing collaborations.
- Review and edit proposals to ensure clarity, coherence, and adherence to donor guidelines.
- Provide feedback and recommendations to improve the organization's business development processes and strategies.

Digital  
Opportunity  
Trust, Lebanon

MEAL Analyst  
January 2023 - December 2023

- Head the Quality Assurance Framework, ensuring all processes and outputs met the highest standards.
- Conduct and facilitate internal lessons learned workshops, promoting continuous improvement and knowledge sharing within the organization.
- Conduct detailed data analysis and provided actionable insights to enhance project outcomes and impact.
- Coordinate with project teams to ensure effective data collection, management, and reporting processes.
- Train staff and field teams on MEAL methodologies, data collection tools, and data management practices, enhancing their capacity and ensuring consistency.
- Conduct field visits to monitor project implementation, verify data accuracy, and gather qualitative feedback from beneficiaries.
- Collaborate with external evaluators and partners to conduct impact assessments and evaluations.

## Digital Opportunity Trust, Lebanon

### Design, Monitoring, and Evaluation Officer

August 2019 -  
December 2022

- Process and analyze both quantitative and qualitative data, providing comprehensive reports and visualizations to support decision-making.
- Ensured compliance with ethical standards and data protection regulations in all MEAL activities.

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- Develop more than 15 progress reports per month, including monthly, quarterly, and annual reports for over 10 active projects.
  - Coordinate with Operations, Communication, Finance, Learning, HR, and Procurement units to provide timely input to donors.
  - Analyze, process, and visualize data for reports.
  - Assist in developing project log-frames.
  - Clean and validated data to ensure accuracy.
  - Develop and revise data collection tools, including baseline surveys, focus group discussions, and M&E tools.
  - Process and analyze data, including pre- and post-results, biodata, and others.
  - Prepare data sheets and supporting documents for various donors based on respective requirements.
  - Monitor targets and follow up based on the log frame.
  - Train the field team on data collection tools and data entry on the online platform.
  - Conduct research studies for strategic and project design purposes.
  - Collect secondary data resources.

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## Education

### Notre Dame University Louaize, Lebanon — Master's Degree in Business Strategy

September 2020 - Present

Fulfilled all requirements and currently working on the thesis

### Notre Dame University Louaize, Lebanon — Bachelor's Degree in International Affairs and Diplomacy

September 2015 - December 2018

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## Skills

### Computer Skills

Proficiency in data cleaning, data validation, and information presentation techniques (graphing, charting, tabling)

Database and Learning Platforms: Tahaki, ActivityInfo, Moodle, and Unicef Youth Online Platform, Airtable, Google Data Studio

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## Languages

English: Fluent

French: Intermediate

Arabic: Native