

## **Ibrahim Tohmaz**

Beirut – Lebanon

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### **Professional Summary**

Grants, Contracts, and Project Management Specialist with nine years of experience in donor-funded projects. Expertise in grants design, compliance, procurement, subcontracting, and regulatory adherence. Adept at managing the full lifecycle of grants and subcontracts, overseeing project design, monitoring, project implementation, and ensuring financial and operational efficiency. Strong ability to coordinate cross-functional teams, build partnerships, and drive impactful programs.

### **Employment History**

#### **Family Health International (FHI) 360**

**February 2022 – January 2025**

Lebanon Civic Action Accelerator Program (LEB-CAAP)

##### **Grants Manager**

##### Grants Design, Solicitation, and Development

- Contributed to the design of funding opportunities, discussions on context challenges, and program strategy.
- Conducted solicitation workshops, disseminated Q&As, screened applications for eligibility, facilitated the evaluation process, contributed to go/no-go decisions, and advised on appropriate grant mechanisms, ensuring creative and compliant uses of grants.
- Worked with partners to develop program designs, grant budgets, and conducted negotiation reviews in compliance with applicable donor regulations and FHI 360 policies.
- Developed grant application packages seeking donor approval and contributed to negotiations.
- Conducted necessary pre-award due diligence per donor and FHI 360 requirements, including management, financial, and technical assessments of applicants.
- Identified risks and recommended mitigation plans, including justification for working at risk.
- Developed and maintained strong relationships with internal and external counterparts.
- Generated and reviewed all aspects of grant agreements at kickoff meetings and during implementation, including scheduling and facilitating meetings to define roles, responsibilities, and timelines for grantees and third parties when applicable.
- Worked as a problem solver with the technical team to learn, adapt, and improve throughout the grant design and solicitation processes.
- Identified, in collaboration with senior management, finance, and technical teams, appropriate special award conditions and/or necessary capacity-building measures to strengthen results, minimize risk, and ensure compliance.

##### Grants Management, Compliance, and Reporting

- Worked with grantees and the broader team to ensure that activities were implemented in accordance with activity design and the terms and conditions of the grant.
- Provided guidance on the implementation of grant activities, including closure and disposition plans.
- Oversaw and coordinated the technical review of reports and other deliverables to ensure the highest quality possible in conformity with organizational and donor requirements.
- Identified grantees' organizational weaknesses and gaps and coordinated the development of relevant capacity-building plans to ensure successful implementation and compliance with grant agreements, as well as to support their sustainable development as organizations.
- Conducted periodic reviews of ongoing and pipeline grants with senior management and donors.
- Delegated specific tasks to grants accountants, ensuring their completion following thoughtful guidance.
- Conducted regular and ad-hoc spot-check visits and prepared necessary field visit reports.

#### **Chemonics International Inc.**

**December 2017 - January 2022**

Community Support Program (CSP) and Lebanon Enterprise Development (LED) projects

##### **Grants and Subcontracts Specialist**

#### Grants Management

- Ensured that all grants are awarded, monitored, and closed out in accordance with regulatory applicable regulations, policies, procedures, and Chemonics internal controls.
- Headed internal and external coordination meetings to discuss progress/updates/successes, raise, address, and act on challenges.
- Participated in field visits for different purposes (i.e., pre-award assessment, new grants discussion, etc.).
- Promoted the highest levels of integrity and transparency in administering grants and subcontract awards and secured the application of donor/Chemonics rules and regulations.
- Contributed to the design of grants program, assessed applications, headed the evaluation committee, conducted the necessary pre-award due diligence processes, negotiated budgets, prepared grant packages, and led the negotiation with donor seeking final approval.
- Monitored financial management of grant funds to ensure consistency with agreed technical plan and actual implementation and monitor the projected expenditures against their actual incurrence.
- Provided monthly reports on grants budget for Chemonics home office.
- Monitored and tracked procurement activities and delivery status of goods/services.
- Ensured the respect and understanding of donor compliance rules and regulations in grants and procurement ensuring appropriate advice is communicated to avoid compliance issues and risks.

#### Subcontracts Management

- Drafted and released Requests for Proposals / Quotations for selection of subcontractors.
- Prepared and executed disbursements.
- Drafted Memorandums of Understanding and other contractual documents for partnerships with municipalities, water establishments, public schools, and other governmental institutions.
- Managed engineering subcontracts for assessing, designing, and implementing infrastructure projects.
- Tracked and reviewed subcontractors' financial reports and payment requests.
- Organized workshops, trainings, and other capacity building exercises.



#### **Management Systems International Inc., Beirut**

Lebanon Community Resilience Initiative

**Grants Assistant**

**Grants Specialist**

**October 2015 – August 2017**

**October 2015 – December 2016**

**January 2017 – August 2017**

- Supported the development and implementation of grants.
- Created and edited grants budgets within a multi-million-dollar portfolio.
- Tracked changes in the financial needs of activities and modified budgets accordingly.
- Supported Grants, Subcontracts and Procurement tasks.
- Drafted contractual agreements for grantees, subcontractors and vendors.
- Conducted cost analysis process and managed payments for contractors.
- Completed grants close-out process.

#### **Skills and Expertise**

- **Grants & Subcontracts Management** – Solicitation, evaluation, due diligence, compliance, reporting.
- **Financial & Budget Management** – Forecasting, expenditure tracking, financial analysis.
- **Procurement & Compliance** – Regulatory adherence, contract negotiation, risk mitigation.
- **Business Development & Fundraising** – Proposal development, donor engagement, partnerships.
- **Strategic Planning & Operations** – Program implementation, process optimization, capacity building.
- **Interpersonal & Cross-functional Collaboration** – Stakeholder engagement, public relations, problem-solving.

#### **Education**

- Bachelor's in Management, Lebanese University, Beirut, Lebanon, 2013

#### **Certifications**

- Power and Influence for Positive Impact, **Harvard Business School** Online, 2023