

# ABDALLAH MUSTAFA JINDI

## PROGRAM & PROJECT MANAGEMENT PROFESSIONAL

Humanitarian & Development Programming | Education & Education in Emergencies | Livelihoods & Youth Employability | Consortium & Partnership Management | MEAL & Data Management | Donor Reporting

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## PROFESSIONAL SUMMARY

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Humanitarian and development professional with more than 12 years of experience managing and coordinating multi-sector programs across Education, Education in Emergencies (EiE), Livelihoods, Youth Employability, Protection, Cash Assistance, and Community Development in Lebanon. Experienced in program and project cycle management, consortium and partnership coordination, emergency response, MEAL, data and information management, donor reporting, budget monitoring, stakeholder engagement, capacity strengthening, and team supervision. Proven ability to manage education and livelihoods programming, coordinate multi-partner projects, and work with NGOs, local partners, municipalities, UN agencies, schools, vocational training providers, and private-sector stakeholders to deliver quality programs and emergency interventions in complex humanitarian contexts.

## CORE COMPETENCIES

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- Program & Consortium Management: Project cycle management, partnership coordination, donor compliance, grant oversight
- Education & Livelihoods: EiE, vocational training, youth employability, entrepreneurship, MSME development
- MEAL & Data Systems: Monitoring, evaluation, accountability, digital data collection, reporting, quality assurance
- Stakeholder Engagement: Donor relations, advocacy, community mobilization, safeguarding, capacity building
- Operational Leadership: Budget monitoring, procurement coordination, risk management, team supervision

## SELECTED PROFESSIONAL ACHIEVEMENTS

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- Enabled more **than 8,000 children** and adolescents from refugee and host communities to access formal, non-formal, and emergency education services through outreach, enrollment, referrals, and rapid response.
- Improved teaching quality **by 25 to 30 percent** through teacher training, coaching, classroom observations, curriculum adaptation, and evidence-based program improvements.
- Connected **over 4000 vulnerable youth** to vocational training, internships, entrepreneurship opportunities, and employment pathways, strengthening access to sustainable livelihoods.
- Supported **more than 100 entrepreneurs, MSMEs, farmers, and cooperatives** with business planning, grants, technical assistance, and market-readiness interventions.
- Coordinated **over 3,000 child protection referrals** and strengthened pathways with schools, municipalities, NGOs, UN agencies, and shelters to improve access to essential services.
- Built and managed partnerships with **100 stakeholders and municipalities/CBOs**, coordinating education, protection, livelihoods, and community-based interventions across Lebanon.
- Increased beneficiary data accuracy **by 70 percent** through standardized registration, verification, and database management, strengthening monitoring, reporting, and donor accountability.
- Enhanced performance of **50 partner organizations** through organizational assessments, tailored coaching, training, and compliance support.

## PROFESSIONAL EXPERIENCE

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**Consortium Program Officer** | Save the Children International | Beirut, Lebanon | 01/2025 – 04/2026

### Key Achievements

- Improved nutrition outcomes for **600 pregnant** and lactating women by coordinating nutrition counseling, Cash Plus activities, and Mother Community Groups leading awareness sessions and community initiatives.
- Strengthened livelihoods and employability for **300 vulnerable youth** through vocational and technical training, internships, cash grants, and entrepreneurship pathways.
- Oversaw MSME selection and partner-led business support packages, enabling targeted entrepreneurs to strengthen business growth and sustainability.
- Directed partner-led youth groups and community initiatives, ensuring alignment with program objectives, local needs, and community priorities.
- Standardized consortium systems across North Lebanon, Beirut, Mount Lebanon, and Bekaa by harmonizing reporting, data collection, project management, and digital systems, while improving data quality, accountability, partner capacity, and compliance through coaching and organizational assessments.

### Core Responsibilities

- Led and coordinated program implementation, data management, and partnership functions across a multi-partner humanitarian consortium, serving as focal point for partner coordination and Steering Committee decision-making.

- Managed centralized databases, OneDrive structures, digital data collection systems, and backups, ensuring data protection, quality assurance, validation, and information management standards.
- Coordinated partner workplans and performance, identified implementation bottlenecks, facilitated capacity building and coaching, and supported organizational development and compliance improvement.
- Consolidated and quality-assured monthly, quarterly, and annual narrative reports, supported donor reporting and external visits, and contributed to MEAL, IPTT tracking, field verification, learning, and adaptive management.
- Coordinated advocacy, communications, and donor visibility outputs, including case studies and success stories, while providing operational support for documentation, procurement follow-up, meetings, and action-point track

**Emergency Response Project Coordinator** | Secours Catholique Caritas France (SCCF) in partnership with Assabil Association | Tripoli, Lebanon | 12/2024 – 06/2025 (Consultancy)

#### Key Achievements

- Supported **1,500 displaced and crisis-affected children** to access Education in Emergencies (EiE) services in schools and collective shelters.
- Coordinated emergency protection and assistance interventions reaching **1000 vulnerable children and families**, including food and non-food item (FI/NFI) support.
- Strengthened referral pathways by coordinating with **10 schools, shelters, local stakeholders, and service providers** to connect vulnerable children and families with protection and essential services.
- Supported rapid emergency response planning and implementation, ensuring timely adaptation of EiE, protection, and basic assistance activities to evolving needs.
- Improved program accountability through systematic activity tracking, field monitoring, documentation, and reporting against project targets.

#### Core Responsibilities

- Coordinated implementation of EiE, Child Protection, and Basic Assistance activities across schools and shelters, liaising with partners, authorities, and stakeholders.
- Worked with SCCF HQ in Paris on program planning, technical guidance, implementation, and follow-up of emergency response activities.
- Monitored progress, conducted needs assessments, identified gaps, and supported referrals, follow-up, and corrective actions for vulnerable children and families.
- Provided capacity building and technical guidance to field teams and stakeholders, ensuring integration of protection, safeguarding, accountability, and Do No Harm principles.
- Managed program documentation, FI/NFI distribution records, monitoring data, and consolidated narrative/donor reports to ensure accuracy and timeliness.

**Project Coordinator** | Secours Catholique Caritas France (SCCF) in partnership with Assabil Association | Beirut, Lebanon | 09/2023 – 09/2024

#### Key Achievements

- Coordinated a multi-stakeholder pilot project **supporting five Lebanese civil society organizations** to strengthen education and youth programming in crisis-affected communities.
- Developed project management tools, including implementation timelines, MEAL plan, Do No Harm strategy, and budget monitoring tools, ensuring alignment with donor requirements.
- Led organizational assessments and co-developed tailored technical and organizational support plans to strengthen partner capacity and sustainability.
- Facilitated a multi-actor cooperation framework enabling knowledge exchange, mutual learning, and coordinated implementation across partner organizations.
- Produced consolidated narrative and financial reports, supporting accountability to SCCF, partners, and beneficiary communities.

#### Core Responsibilities

- Managed project implementation across education and youth components, ensuring objectives, workplans, timelines, budgets, and donor requirements were met.
- Coordinated between SCCF, Assabil, partner organizations, and the Steering Committee to facilitate decision-making, governance, and progress monitoring.
- Oversaw partner grants, activity proposals, procurement, and accountability systems, ensuring compliance, transparency, and effective resource use.
- Led partner capacity strengthening through organizational assessments, tailored coaching, training, peer learning, and technical support.
- Advanced donor engagement, advocacy, and project learning by consolidating updates, documenting lessons learned, and disseminating recommendations and best practices to stakeholders.

**Livelihood Program Coordinator** | Relief International | Bekaa & South, Lebanon | 09/2022 – 03/2023

#### Key Achievements

- Enhanced youth employability by coordinating vocational and technical training, internships, and cash grants, supporting 200 vulnerable youth to access long-term livelihood pathways.

- Strengthened MSMEs and cooperatives through business development support, cash grants, and market-readiness training, improving resilience in dairy and fodder sectors.
- Maintained **100% compliance** with operational procedures while supervising day-to-day field implementation across Bekaa and South Lebanon.
- Built partnerships with municipalities, vocational training centers, and private sector actors, facilitating employment linkages and community initiatives.
- Improved program quality through close collaboration with MEAL teams, ensuring accurate data collection, monitoring, and adaptive management.

#### Core Responsibilities

- Supervised and monitored livelihoods programming in Bekaa, ensuring workplans, mobilization, close-out activities, budgets, and technical tools aligned with donor requirements
- Designed and implemented livelihood interventions in dairy and fodder sectors, including targeting vulnerable farmers and providing technical assistance to farmers and cooperatives.
- Supported MSME development through business assessments, tailored technical assistance, business planning, grants, and market-readiness interventions to strengthen resilience and market access.
- Managed recruitment, onboarding, training, and performance evaluation of five program staff, coordinating with HR and the Program Manager to build team capacity and ensure compliance.
- Oversaw documentation, reporting, donor compliance, success stories, and program visibility requirements.
- Represented Relief International in livelihoods, food security, and agriculture forums, liaising with municipalities, partners, vocational training centers, and private-sector actors to strengthen implementation and employment linkages.

### **Area Coordinator | Terre des Hommes Italy | Beirut, Lebanon | 01/2021 – 07/2022**

#### Key Achievements

- Improved beneficiary data accuracy **by 70%**, reducing reporting errors and strengthening donor accountability through standardized registration and verification systems.
- Increased school attendance **by 30%** among refugee and host community children through stronger enrollment, follow-up, and referral mechanisms.
- Reduced dropout rates **by 25%** through strengthened case management and timely protection referrals for vulnerable children.
- Oversaw and coordinated **200 child protection referrals** to specialized services, supporting timely assistance for at-risk children.
- Enhanced staff performance by introducing TORs, objectives, and appraisals, contributing to improved team efficiency and program delivery.
- Established partnerships with **15 municipalities and CBOs**, enabling coordinated education and child protection interventions across Beirut and Mount Lebanon.

#### Core Responsibilities

- Oversaw implementation of education and child protection activities, ensuring compliance with donor requirements, program standards, and organizational procedures.
- Conducted regular field monitoring visits, identified implementation challenges, and coordinated corrective actions with Field Coordinators and relevant support teams.
- Supervised program data collection and quality assurance, including registration, baseline surveys, CPAs, attendance records, follow-up assessments, vulnerability assessments, and timely reporting.
- Coordinated with municipalities, CBOs, logistics, procurement, finance, HR, and MEAL teams to ensure effective program implementation, accountability, and stakeholder engagement.
- Supported team management through staff recruitment, annual TORs and objective setting, performance appraisals, and monthly progress reporting on achievements, challenges, and contextual changes.

### **Education Advisor | Rawad Al A'amal Association | Lebanon | 01/2019 – 07/2024 (Consultancy)**

#### Key Achievements

- Strengthened teaching quality **by 25–30%** through structured classroom observations, coaching, and targeted technical support, contributing to improved student learning outcomes.
- Enabled **1,000 children** to access formal and non-formal education through outreach, enrollment, and referrals.
- Enhanced teacher capacity through thematic training and feedback sessions, improving classroom management and instructional practices.
- Adapted curricula and learning materials based on monitoring and evaluation findings, aligning programming with UNICEF and MEHE standards.
- Introduced evidence-based program improvements by analyzing survey data, evaluations, and learning assessments to address quality gaps.
- Built partnerships with UNICEF, MEHE, parent committees, and education teams to strengthen coordinated education programming and accountability.

#### Core Responsibilities

- Provided technical guidance to education field teams and monitored implementation against objectives, workplans, donor requirements, and quality standards.
- Conducted classroom observations and field visits, delivering structured feedback and coaching to teachers and staff to strengthen teaching quality and program delivery.

- Supported curriculum and program revisions based on monitoring findings and stakeholder input, ensuring responsiveness to evolving needs.
- Coordinated with UNICEF, MEHE, parent committees, and other stakeholders, preparing monthly progress reports that documented achievements, challenges, and required adaptations.

**Education Field Coordinator** | American Near East Refugee Aid (ANERA) | Beirut & Mount Lebanon, Lebanon | 05/2018 – 12/2018

#### Key Achievements

- Enabled access to education **for 800 children from refugee and host communities** through outreach, enrollment, and referrals to formal and non-formal education programs.
- Improved teacher performance and classroom practices through training workshops and structured feedback, supporting stronger student engagement.
- Strengthened community participation by establishing parent committees and engaging youth groups in education initiatives.
- Enhanced program visibility and accountability by coordinating education events, awareness sessions, and reporting mechanisms with municipalities and NGOs.
- Built partnerships **with 10 stakeholders**, including municipalities, schools, UNRWA, and NGOs, to support coordinated education services.

#### Core Responsibilities

- Served as focal point for partners, NGOs, municipalities, schools, parents, students, and UNRWA to strengthen coordination and service delivery.
- Monitored NFE education and vocational training activities, ensuring alignment with workplans, quality standards, and donor requirements.
- Facilitated referrals of children to formal education and youth to internships through coordination with SMEs and local stakeholders.
- Identified capacity-building needs and supported staff and partner development through tailored training and coaching.
- Managed project data, meeting minutes, and progress reporting to ensure donor compliance.
- Coordinated beneficiary outreach, staff engagement, and project events to enhance education programming and community participation

**Project Assistant Coordinator** | Akkarouna Organization | Tripoli, Lebanon | 05/2018 – 12/2018

#### Key Achievements

- Supported **300 adolescents and youth** from host and refugee communities to access psychosocial support, life skills training, and vocational courses under the Youth for Tomorrow project.
- Strengthened community engagement by building referral networks with local NGOs, schools, and service providers.
- Improved service quality through beneficiary feedback mechanisms and evaluation exercises, aligning center activities with youth needs.
- Enhanced staff capacity by co-developing training and coaching plans for center coaches and facilitators.
- Promoted youth leadership by mentoring youth groups to design and implement community initiatives and manage center activities.

#### Core Responsibilities

- Supported the Center Coordinator in planning, coordinating, and supervising program activities in line with Akkarouna and Mercy Corps SOPs, workplans, and schedules.
- Conducted community needs assessments and contributed to the design and implementation of community projects, vocational training, and educational activities.
- Monitored service quality through feedback, staff evaluations, complaints mechanisms, and incident reporting, ensuring corrective actions and adherence to safeguarding and security standards.
- Oversaw operational and administrative functions, including procurement, logistics, data management, documentation, reporting, and stakeholder meetings.
- Represented the Center Coordinator in coordination meetings and mentored coaches and youth groups to strengthen leadership, community engagement, and promotion of center activities through outreach and social media.

**Education Officer** | Norwegian Refugee Council (NRC) | North Lebanon | 08/2015 – 10/2017

#### Key Achievements

- Enabled access to education **for 2,000 children from refugee and host communities** through outreach, enrollment, and referrals to formal and non-formal education programs.
- Improved classroom quality and teaching practices by delivering structured training and coaching sessions **to 30 teachers**, supporting stronger student engagement and retention.
- Reduced dropout rates **by 20%** through strengthened case management, follow-up mechanisms, and timely referrals to child protection services.
- Enhanced community participation through parent committees and youth groups, fostering ownership and sustainability of education initiatives.
- Strengthened accountability systems through beneficiary feedback mechanisms and MEAL processes, supporting donor compliance and program adaptation.

- Built partnerships with **20 stakeholders**, including municipalities, schools, NGOs, and UN agencies, to strengthen coordinated education services.
- Supported program learning through qualitative surveys, focus groups, interviews, and progress reporting, contributing to improved project strategies.

#### Core Responsibilities

- Managed education activities across NRC learning centers and partner schools, ensuring alignment with donor requirements, NRC standards, project objectives, and quality benchmarks.
- Conducted regular field monitoring visits, identified implementation challenges, and provided technical guidance and coaching to teachers and facilitators.
- Delivered and adapted curricula and learning activities for refugee and host-community children based on identified needs and program priorities.
- Engaged municipalities, schools, NGOs, and UN agencies to strengthen referral pathways, education access, and coordinated service delivery.
- Contributed to education team management and MEAL processes, including staff recruitment, training, performance evaluation, data collection, beneficiary feedback, monitoring, accountability, learning, and progress reporting

#### **Education Training Officer** | Norwegian Refugee Council (NRC) | North Lebanon | 02/2015 – 07/2015

##### Key Achievements

- Delivered **40 workshops** to Student Parliaments in UNRWA schools, empowering students to design and lead community initiatives.
- Supported implementation of **5 student-led community initiatives** across North Lebanon, addressing local challenges and strengthening youth participation.
- Enhanced collaboration with UNRWA offices and local stakeholders to support student-led initiatives and school governance activities.
- Promoted youth leadership and civic engagement by mentoring Student Parliaments to take ownership of community projects.

##### Core Responsibilities

- Coordinated with UNRWA offices, school management, and community stakeholders to support Student Parliaments.
- Assisted Student Parliaments in developing action plans, mobilizing resources, and engaging community members.
- Monitored progress of student-led initiatives and documented achievements and challenges for reporting.
- Organized workshops and meetings to build Student Parliament capacity and strengthen stakeholder collaboration.
- Prepared reports and updates for NRC management on community initiative outcomes.

#### **Education Assistant** | Norwegian Refugee Council (NRC) | North Lebanon | 10/2013 – 01/2015

##### Key Achievements

- Reached **2,000 out-of-school children** through outreach and awareness campaigns, supporting enrollment in NRC learning centers and formal education programs.
- Strengthened referral pathways by coordinating with municipalities, NGOs, and community stakeholders to support timely access to child protection and education services.
- Increased attendance rates by **30%** through family follow-up and efforts to address barriers to participation.
- Enhanced community trust through awareness sessions with parents and caregivers on education and child protection.

##### Core Responsibilities

- Conducted outreach activities to identify and enroll vulnerable children in NRC education programs.
- Supported teachers and facilitators in classroom activities, monitored attendance, and documented progress.
- Coordinated with local stakeholders to support referrals and follow-up for children at risk of dropping out.
- Assisted in preparing reports and maintaining accurate records of outreach and enrollment activities.

## TECHNICAL SKILLS

Microsoft Office Suite | Advanced Excel & Data Analysis | Google Workspace | Kobo | ActivityInfo | Database Management | Digital Data Collection | Data Validation & Quality Assurance | Reporting & Information Management | OneDrive | Digital Project Management Tools

## LANGUAGES

Arabic — Native | English — Full Professional (C1) | French — Intermediate (B1) | German — Intermediate (B1)

## EDUCATION

- **Advanced Studies Course in Education in Emergencies (EiE)** | University of Geneva — Geneva, Switzerland | 12/2023 – 03/2025
- **Master's Degree in Business Administration – Accounting Information Systems** | Lebanese International University — Beirut, Lebanon | 02/2015 – 06/2016
- **Bachelor's Degree in Business Administration – Accounting Information Systems** | Lebanese International University — Beirut, Lebanon | 09/2011 – 06/2013