



Presentation of Institut de Formation & de Services, S.A.


IFOS, Un service de qualité en Formation et en Assistance Technique pour votre Organisation et vos projets

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IFOS, Training and Technical Assistance for your projects and your organizations

Capacity building is a key factor in accelerating progress towards personal, organizational, local and national development. This is one of the most delicate areas of concrete action for development. Thus, endowing institutions, organizations, communities, and the country with lasting capacities, capable of planning and implementing policies, programs, and development projects, of personal, institutional, community and national skills is one of the fundamental objectives of the Training & Service Institute, formerly the Southern Training Institute (IFOS): www.ifosformation.com. Therefore, IFOS has made capacity building the essential and transversal axis of its interventions. This process (capacity building) by which individuals, organizations and the community at large unleash, build, strengthen, adapt and maintain capacity over the years linked to technical assistance as a knowledge input in the form of personnel, training and research activities therefore represents the means by which IFOS wants to make its contribution to raising the level of knowledge, skills, technical know-how or productive skills and positive attitudes of developing actors evolving in Haiti and the entire Haitian population. With an approach that puts local actors at the center and people in action learning for action, at IFOS, we make sure people learn by having fun. So, we invite you to experience an activity with IFOS and you will discover for yourself how we help development actors to improve their performance by playing.

Welcome to IFOS, your home, our home!



Ulrick Jean Claude
Founder, President, and CEO

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WHO WE ARE

The Institute for Training and Services, (in French: Institut de Formation & de Services) formerly Institut de Formation du Sud (IFOS) is an Haitian consulting firm that provides training and technical assistance services in various fields, conducts surveys and leads evaluation of projects and other development activities. It is legally constituted in Haiti.

At the DGI, IFOS is identified at: 000-693-088-5 in the Haitian taxation system. IFOS, S.A. is a U.S. Government vendor through USAID and its “DUNS number” / UEI is: 81-630-3250 / GF4SCJCNJNS4. IFOS is also a seller of the United Nations system, particularly of the World Bank (Vendor Number: 95661) and its number in the UNGM system (United Nations Global Market) is: 424600.

IFOS has expertise and works in Local Governance, Capacity-Building, Projects Management and Evaluation, Micro Finance, Socio-economic research, public events (meeting/workshops and conferences) logistics organization and facilitation.

IFOS MISSION

Offer innovative services in socio-economic research, local governance and capacity building solutions that meet the complex needs of governments and communities, in order to contribute to the sustainable development of Haiti and other developing countries, covering all aspects project management and evaluation, thanks to its team of national and international experts

IFOS VISION

Our vision is to be a stable and efficient company, socially and fiscally responsible, which integrates and influences both national and international norms and standards governing our areas of expertise.

Our efforts are focused on maintaining the growth of our business and creating an exceptional work environment that supports diversity, inclusion, work ethic and self-fulfillment, for all our associates, by providing the best services and solutions to our customers.

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Fundamental values of the IFOS

The following values are **principles and beliefs** deeply rooted in IFOS practices that give it the power to act and the wisdom to choose.

Values	Demonstrated by
Satisfaction	<ul style="list-style-type: none"> • Delay's (deadline) respect • Careful and professional presentation of documents • Work based on client expectations and needs
Excellence	<ul style="list-style-type: none"> • 100% quality standard (Process and product) • Exceeding customer expectations • Research of creativity and innovation through strategic intelligence
Respect	<ul style="list-style-type: none"> • Adaptation of our working approach to the reality of the interlocutor (local stakeholders) • Active listening and consideration of the stakeholders' needs • Valorization of others and individual skills within the team • Respect for word given and commitments
Participation	<ul style="list-style-type: none"> • Participative decision making process • Participative approach as our preferred working approach • Mutual responsabilization on financial and technical performance • Search for complementarity within the team
Objectivity	<ul style="list-style-type: none"> • Transparency in our actions • Relevant scientific results • Objective billing
Social responsibility	<ul style="list-style-type: none"> • Eco-responsibility for the conscious reduction of waste and digital pollution in all actions • Moderate energy consumption and limited use of plastic packaging by all team members

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- Equitable access to opportunities, services and decision-making process
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IFOS's WORKING APPROACH

IFOS practices the asset and/or people-centered approach that challenges us to determine the depth and depth of the realities of people's lives beyond specific projects and organizations. It is also the client-centered approach where it is the needs of the client and the learners that guide our actions and learning activities.

We do training, we do it differently. We use games and activities that engage the participants. We keep them, hold them in interaction with each other and with the content.

We develop our training faster, better, at an affordable price and with a process that eliminates unnecessary steps that do not add value. Come play with us, come to our trainings to learn by playing!

We do capacity building by fundamentally using the asset/resources based approach and tools in order to help people and organizations/institutions improve their performance.

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IFOS NATURE AND STRUCTURE

IFOS is a for profit company which is headed by a board of four (4) members including two (2) women. IFOS is managed by CEO who receives mandate from the board. The CEO is accompanied by a full-time staff of twelve (12).

IFOS works with a network of over thirty (30) professionals who are national and international senior consultants with an average work experience of 20 years and several basic studies in different fields related to development socioeconomic. They are professionals from various fields and fields of expertise such as rural agronomy, animation and facilitation, rural engineering, Development Sciences, Local Development, Decentralization and local governance, sociology, capacity building and training, health Sciences, Statistics, Administrative Sciences, Economics, Education Sciences, etc.

IFOS also has a network of about seven hundreds (700) enumerators, data collectors, supervisors, field coordinators, trainers, coaches and facilitators around the ten (10) departments of Haiti, with the ability to quickly implement projects and activities. All IFOS, field staff are young academics and professionals trained in various fields as Agronomy, Administrative and Management Sciences, Educational Sciences, Sociology, Economic Sciences, Social work, etc.

See our current organizational structure in annex.

IFOS has substantive experience in conducting surveys, market research, governance and local development activities, and a broad network of clients across numerous sectors. Its leadership and seasoned staff can provide a good overview of Haiti and a clear understanding of what will work. IFOS has built its reputation on a solid knowledge of Haiti, its working experience in difficult area (urban and rural) and its ability to rapidly assemble and manage appropriate teams comprising Haiti's leading qualitative and quantitative research specialist, data analysts and surveyors for studies of any size and field.

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IFOS Technical Skills

IFOS develops skills in the following areas:

Micro finance and micro-enterprise by providing services in the conduct of market research and environmental studies, in the choice of methodology, in the training of personnel, in the setting up and management of programs, programs and institutional evaluation, support / facilitation of groups to access financing structures, organizing exchange visits, and learning good practices, setting up community and associative micro-enterprises, and the development of business plan.

Capacity building and training services by providing services in institutional and organizational capacity assessment, organizational strengthening plan development, training / coaching in Personal, organizational and community leadership, training in peaceful resolution and Management of organizational and community conflicts, the supervision of grassroots groups in social and economic initiatives aimed at local development, support and accompany the structuration of local associations, promotion of democratic practices in Organizations, in training needs assessment, in the development of training modules and materials, in training workshops facilitation, in the training of adult trainers and facilitators, in training / coaching for Development and strengthening of working groups, in the development of games and learning activities, in the evaluation of training materials.

Socio-economic research by providing services in the conduct of socio-economic surveys, conducting scientific-type study and electronic data collection and management.

Projects management and evaluation by providing services in participatory project planning and management, participatory diagnosis, community socio-economic mapping (community mapping), project evaluation, implementation of participatory projects monitoring and evaluation system, critical reading of project documents, project analysis, project design and development, training in projects management, preparation of proposals in response to Request /Call for proposal and Request/Calls for applications.

In project management, IFOS practices and applies the approach of the Project Management Institute (PMI) while promoting and respecting the PMI code of ethics in this area.

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Local Governance and Development by providing services in the capacity building of municipal administrations (institutional capacity assessment, institutional strengthening, training / coaching of administrative and technical staff of municipal administrations), promoting good practices in local governance (Accountability, citizen participation, transparency, promotion of gender equity, promotion / development of women's leadership in local governance), training / coaching local elected representatives, developing human resources and local skills, Development of the Communal Development Plan (PCD) and the Communal Section Development Plan (PDSC), participatory municipal budgeting and local resources mobilization.

Logistics Organization and Facilitation of public events by providing services in the administration, logistical organization and facilitation of conferences, workshops, meetings, and field missions both in Haiti and abroad.

Organizational structure

IFOS is a for-profit company managed by a board of directors composed of four (4) members including two (2) women. Operations are managed by the Chief Executive Officer, who receives the mandate from the Board. He is accompanied by eighteen (18) full-time people (see the current IFOS organization chart in the appendix).

IFOS has a central office established in Delmas 52, West department, Haiti, with full-time staff and an office in Cap-Haitien as part of a capacity building project in six (6) municipalities in the north department.

IFOS has the technical and administrative capacity to properly manage projects and according to the procedures and policies generally accepted by international donors such as the European Union, the World Bank, the French Embassy in Haiti, Switzerland cooperation, USAID, etc. Indeed, IFOS offers services to several USAID-funded projects in Haiti where we are called upon to follow and adhere to USAID procedures. More specifically, since 2012, IFOS has been a subcontractor for several US companies that are implementing projects funded by USAID in

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Haiti. In this context, the team is trained, coached, and applies all USAID procedures and policies in procurement of goods and services.

We have and apply a manual of administrative, accounting and financial procedures which presents a control system that can protect assets against fraud, waste and abuse, for the achievement of the goals and objectives of the programs, projects and activities that we implement.

CLIENTS AND PARTNERS

Our clients included, without limitations to : *Productives Coopératives Haïti (PCH)*, COSADH, Care Haïti, CRWRC, ActionAid, Food For Hungry, Associatiates in Rural Development Incorporation (ARD, Inc.), Word & Deed, Heritage Foundation Haiti, ACTED, MCFDF (Ministère à la Condition Féminine et aux Droits de la Femme), World Bank, PanAmerican Development Foundation(PADF), Oxfam-Intermon, Initiative Développement(A French NGO established in Haiti) , *Fonds d'Assistance Economique et Sociale (FAES)*, GTIH, IOM, European Union funded projects in Haiti, Canadian Agency for International Development funded projects in Haiti , *Ministère de l'Intérieur et des Collectivités Territoriales (MICT)*, USAID funded projects in Haiti, *Association pour la Coopération à la Micro Entreprise S.A.(ACME S.A)*, French Embassy in Haiti, AECOM Technical Services, Inc., Academy for Educational Development (AED), Research Triangle International (RTI), Tetrattech/ARD, UNICEF, FAO, FHI 360, International Labor Organization (ILO), *Office National de Partenariat pour l'Education (ONAPE)*, EPT/MENFP, PCM/CIDA, Switzerland cooperation in Haiti, Global Women Institute (GWI) of Georges Washington University, Papyrus, Social Impact, Catholic Relief Services (CRS), American Red Cross, Expertise France, Care-Haiti, Tulane University, Solidarité Laïque, Caritas Suisse, Ground Truth Solutions (GTS), etc.

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IFOS PAST PERFORMANCE/EXPERIENCE

Some of our most important realizations are:

Socio-economic research (quantitative /qualitative surveys, social and economic studies, market studies, CAP studies, data collection, etc.).


- **June-October 2023, Tulane University.** Completion of socio-economic surveys in more than 4,000 households in the South and North-East departments for a baseline evaluation of USAID social and humanitarian assistance projects implemented by Catholic Relief Services (CRS) in the target departments.

Reference: phorjus@gmail.com

- **November 2022- August 2023, International Business Initiatives d/b/a IBI,** Subcontractor for USAID Haiti Evaluation and Survey Services-Plus (ESS+) Activity. To this end, IFOS mobilizes a team of one (1) Research Director, 1 contract manager, 1 Information System Manager, 1 Technical and logistical assistant, statisticians, field coordinators, supervisors, Monitors/enumerators, FGD and KIIs facilitators, notes takers, and project and program evaluation specialist to provide support services under following ESS+ Activity Components 1 & 2: Evaluation and Survey Support, and In-country Third Party Monitoring (TPM) of USAID activities including Health sector. This includes conducting a WASH survey in 2850 HH and 1008 services providers in 19 communes in Haiti.

Reference: smutima@haiti-ESSplus.com

- **July-September 2022, Papyrus, S.A., Haiti.** Conduct of the survey for mid-term evaluation (midline) of the MAIS project in 4 municipalities of the South department of Haiti. The MAÏS project funded by Global Affairs Canada is a five-year maize and bean value chain project managed by Papyrus and its partners, Les Moulins d'Haiti (LMH), Research Triangle International (RTI) and the Alliance for Risk Management and Business Continuity (AGERCA). MAIS MOULIN is changing the lives of women and youth in rural communities by improving capacity through agricultural education, providing small grants, and improving market access. The project implemented by

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Papyrus S.A. in 3 communes of the South Department of Haiti (Camp-Perrin, Les Cayes and Torbeck). To this end, IFOS mobilized 1 statistician/data specialist, 1 field coordinator, 4 supervisors and 12 data collectors (surveyors) to revise the questionnaire, mobilize and train the collection teams to carry out the data collection (300 households), perform data quality assurance and control, perform data editing, and submit the audited database and final survey report.

Reference: mariama@papyrushaiti.com

- February-June 2022, UGP/MAST-World Bank, Haiti.** IFOS is carrying out the quantitative data collection survey in 6250 households in the 14 communes of department Grand'Anse of Haiti for the baseline evaluation of the "KLERE CHIMEN" program. To this end, IFOS mobilizes a team of one (1) Team leader, 1 data manager, 1 IT person, 1 field coordinator, 14 supervisors, 56 enumerators and 3 logistics assistants to Obtain national and local authorization for the survey, Create/Define a data collection and protection plan,, Ensure the translation and pre-testing of questionnaires in the field before the start of the survey, Provide electronic programming and testing of questionnaires on collection software/application, Ensure the recruitment, training, and contracting of data collection teams (enumerators and supervisors), Develop the training and field manual for collection teams, Produce the training report, Conduct a survey test at the end of the training, Successfully collect data from the most vulnerable households selected by the assessment team, and Produce the database collected and the survey report.

Reference: pjaupart@worldbank.org

- September - December 2021, Social Impact/ Haiti Evaluation Survey Services (Haiti ESS)/USAID.** IFOS carried out the qualitative and quantitative data collection for the final evaluation of Feed the Future Appui a la Recherche et au Développement Agricole (AREA), a USAID funded project in Haiti. To this end, IFOS mobilized a team of a Survey specialist as Coordinator, an IT person, 2 FGDs and KIIs' facilitators, 3 notes takers, 4 supervisors, 17 enumerators and 16 field agents to revise and contextualize the data collection instruments, ensure the translation the instruments using back-translation

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approach, ensure the instruments programming, conduct training the data collection teams and piloting the survey, conduct remotely 12 FGDs and 30 KIIs (qualitative) and 805 individual surveys (quantitative), submit weekly reports on the data collection process, perform data quality assurance and control, produce summary FGDs and KIIs summary notes, clean dataset, and a final report on the process.

Reference: llouis@socialimpact.com

- September 2021 -February 2022**, Social Impact/ Haiti Evaluation Survey Services (Haiti ESS)/USAID. IFOS is carrying out the quantitative data collection for the baseline evaluation of USAID ATTEINDRE/ATTAIN project implemented by Mennonite Enterprise Development Associates (MEDA) in Haiti- USAID Resilience Focused Zones (RFZ) (North, Northeast, Central Plateau, and South). To this end, IFOS mobilizes one (1) Team leader as survey coordinator, 4 supervisors and 144 enumerators to revise and contextualize the survey questionnaire and , ensure its translation from English to French and Haitian Creole using back-translation approach, ensure the instruments programming, perform the small enterprises/firms listing activity in the target areas/departments, conduct training the data collection teams and piloting the survey, realize remotely 905 individual surveys (quantitative), submit weekly reports on the data collection process, perform data quality assurance and control, produce clean dataset, and a final report on the process.

Reference: hbreit@socialimpact.com

- October- December 2021**, Ground Truth Solutions (GTS), Haiti. IFOS carried out the online/remote quantitative data collection on 1250 respondents in South, Nippes and Grand'Anse departments to track community perceptions of affected people who have received humanitarian assistance after the recent earthquake on August 14th, 2021. To this end, IFOS mobilized 1 survey manager, 1 IT/Person, and 8 enumerators to: Work closely with GTS in the finalization of survey tools (including translation of survey into Creole) and the survey methodology, Appoint, train, and manage a team of qualified enumerators, with appropriate education levels and experience in collecting quantitative data from people affected by humanitarian crisis, Conduct phone surveys that adhere to the methodology and submit documentation that sufficiently proves that the

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randomisation process was implemented; Ensure the security of the completed survey forms and data until it has been successfully received by GTS; Conduct a test phase (“pre-testing”) with pre-agreed number of interviews with respondents and submit test survey results in csv or Excel format to GTS, Collaborate with GTS to modify the survey tool based on the test phase, Perform online data collection using Kobotoolbox, Submit daily short progress reports on the survey process, Submit a final report after data collection and Participate in a virtual “lessons learned” call after the completion of data collection.

Reference: rieke@groundtruthsolutions.org

- **May- September 2021**, UCE/MTPTC/World Bank. IFOS is carrying out the data collection on urban mobility (origin -destination) in the city of Cap-Haitian using the application developed by Mobile Market Monitor (MMM) to realize the listing of households, define with collaboration of the project the households and participants selection criteria, define the sampling, train the enumerators and conduct the pilot survey, perform data collection in 1500 Households and manage all the incentives and materials provided by the project to the participants, ensure quality and provide a technical report on the process with challenges encountered as well as suggestions to improve the process.

Reference: frajunv@gmail.com

- **January - March 2020**. Papyrus, SA, Haiti. IFOS carried out a quantitative data collection from 250 micro enterprises (bakery, laundry, street restaurants, etc.) on the cooking means used (energy sources) for evaluation of the line of basis of the Haiti Clean Cooking Market Development Program (CCA) project led by United Nations Foundation (UNF).

Reference: john@papyrushaiti.com

- **July 2019 - November 2020, Tulane University, Haiti**. IFOS is conducting, in support to the Tulane University, the Final Performance Evaluation of USAID/FFP project: Kore Lavi implemented by CARE using both qualitative and quantitative methodology. To this end, IFOS has mobilized 1 Team Leader as General Supervisor, 3 senior data collection team members as FGDs facilitator, 3 note takers, 1 Survey Manager, 3 Field Managers, 9

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Supervisors, 46 enumerators to review and provide inputs on the research protocol and obtain approval and authorization from Haitian IRB committee , revised survey instruments, programed and tested the questionnaire on tablets, supervise local staff, performed qualitative data collection (41 FGDs, 44 KIIs and quantitative (household) survey (2500 households) in 5 departments of Haiti.

Reference: phorjus@gmail.com

- **July 2019 – March 2020, Papyrus, S.A, Haiti. July 2019 – March 2020, Payrus, S.A, Haiti.** IFOS conducted in 5 departments of Haiti the baseline data collection for the Haiti Clean Cooking Market Development Program with a team of 1 Survey Manager, 3 Field Coordinators, 10 Supervisors, 40 enumerators to carry out a household data collection (2250 households), data management and cleaning and reporting.

Reference: john@papyrushaiti.com

- **June – July 2019, Papyrus S.A, Haiti.** IFOS conducted the baseline data collection for the MAIS. This Global Affairs Canada funded undertaking is a five-year maize and bean value chain project managed by Papyrus and its partners, Les Moulins d’Haïti (LMH), Research Triangle International (RTI), and Alliance pour la Gestion des Risques et la Continuité des Activités (AGERCA). MAIS MOULIN is changing the lives of women and youth in rural communities by improving capacity through agricultural education, providing small grants, and increasing market access. project implemented by Papyrus S.A. in 3 communes of the South department of Haiti (Camp-Perrin, Les Cayes and Torbeck). To this end, IFOS mobilized 1 statistician/data specialist, 1 field coordinator, 2 supervisors and 10 data collectors to carry out data collection (300 households) and analysis, design and submit the baseline study report for the project.

Reference: alice@papyrushaiti.com

- **April - June 2019, Social Impact, Haiti.** IFOS acted as a Social Impact’s Sub-contractor in the Haiti Early Reading Program Impact Evaluation to conduct the midline data collection. To do this, IFOS mobilized one (1) Specialist in Education as the Team Leader, two (2) field managers, four (4) field coordinators, one (1) statistician /data manager,

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twelve (12) supervisors, seventy-two (72) quantitative data collectors to support data collection for the quantitative Learning assessment using EGRA methodology, schools survey and class observation in 179 schools across 7 geographical departments in Haiti, ensure the data collection supervision and perform the data collection quality assurance. Reference: acarmona@socialimpact.com

- March-May 2019, Georges Washington University, Haiti.** IFOS conducted the quantitative data collection in Marigot and *La Vallée de Jacmel* for Global Women Institute (GWI) of Georges Washington University (/GWU) for the midline evaluation of the “*Repanse Pouvwa*” project focusing on Women Based Violence. To do this, IFOS mobilized one (1) research coordinator, one (1) field coordinator, four (4) supervisors and 24 enumerators to review and provide input on the research protocol to Haitian IRB and reduced survey instruments, program and test the questionnaire on tablets, supervise local staff, coordinate with GWI to organize training and instruments piloting for all surveyors, provide weekly updates to GWI on the progress of data collection (including challenges faced), oversee data collection tools translation, perform an household survey (1500 households), data cleaning and quality assurance, and processing of survey.

Reference: contrerasur@email.gwu.edu

- June- August 2018, Catholic Relief Services (CRS)-Haiti, Haiti.** IFOS conducted a study on the role and place of women in the value chain of Cocoa in Haiti for CRS in order to valorize the women work and add value in that field. To this end, IFOS mobilizes one Agronomist specialized in the cocoa chain value, one (1) gender and development specialist, one (1) statistician and four (4) notes takers to design the data collection tools, conduct FGDs and KIIs, collect quantitative data in order to analyze the actions of women in the cocoa sector through the project following the "Gender and Development" approach which allows both women and men to get the same opportunities, rights and obligations by producing objective analyzes on the actions of women in the sector by formulating recommendations, suggestions for the direction of future actions with regard to the needs expressed by the women themselves.

Reference: bronwen.moore@crs.org

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- April- June 2018, Georges Washington University, Haiti.** IFOS conducted the quantitative data collection on women-based violence using LQAS methodology in Marigot Commune, Southeastern Haiti for Global Women Institute (GWI)/Georges Washington University (GWU). To realize this, IFOS mobilizes 1 Statistician/Data Manager, one (1) supervisor and four (4) surveyors to review and provide input on the research protocol to get Haitian IRB committee approval and authorization, revised survey instruments, program and test the questionnaire on tablets, supervise local staff ,Coordinate with GWI to organize training and pilot for all surveyors, conduct the community-based survey using LQAS methodologies, provide weekly updates to GWI on the progress of data collection (including challenges faced), oversee translation, perform data collection (750 households), data cleaning, and processing of survey results and provide feedback on the final research reports.

Reference: mmurphy@email.gwu.edu

- In October 2017- January 2018, Social Impact, Haiti.** IFOS acted as a Social Impact's Sub-contractor in the Haiti Early Reading Program Impact Evaluation to conduct the Baseline Data collection. To do this, IFOS mobilized one (1 Specialist in Education as the Team Leader, two (2) field managers, four (4) field coordinators, one (1) statistician /data manager, one (1) qualitative survey specialist, twenty (20) supervisors, eighty (80) quantitative data collectors, twenty (20) FGDs and KIIs facilitators to support data collection for a pilot of the EGRA tool during the EGRA Validation Workshop, carry out a 355 schools mapping activity, provide comments on data collection protocols and instruments, develop manuals for field staff, provide translation of instruments, protocols, field manual and transcriptions (notes) of focus groups and interviews, conduct the data collection instruments pretest, realize the data collection teams training and the piloting of the instruments and process, ensure the quantitative (Learning assessment using EGRA methodology, schools survey and classes observation) in 195 schools/7800 students, ensure the qualitative data collection (FGDs with parents (female and male), students (female and male) and KII with MENFP officials and schools teachers, ensure the data collection supervision and perform the data collection quality assurance.

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Reference: acarmona@socialimpact.com

- **July-August 2017, USAID Konbit project, Haiti.** Mapping of Haitian organizations in the 3 USAID strategic development corridors in Haiti. To do this, IFOS mobilized 1 statistician and data manager, 1 computer science engineer, 1 field coordinator, 3 supervisors and 12 surveyors to identify eligible organizations, collect data and coach 500 for profit and non for-profit organizations to register on the DIN platform.

Reference: melissa@papyrushaiti.com

- **June-July 2017, Georges Washington University, Haiti.** IFOS conducted a qualitative survey for Global Women's Institute (GWI) of Georges Washington University's as part of the baseline evaluation of the "Rethinking Power" project in the communes of Marigot and La Vallée de Jacmel. To do this, IFOS mobilized a sociologist, 3 facilitators and discussion group notes takers to conduct 22 Focus Groups and Key Informant Interviews (KIIs) with socio-economic actors in the 2 target communes, to ensure the transcription and translation of the Focus groups and interviews notes and reports.

Reference: contrerasur@email.gwu.edu

- **May -September 2017. USAID Haiti mission Bureau, Haiti.** Third Party Monitoring partner to conduct a longitudinal evaluation for students in grades 1 to 3 to measure the progress of their reading and writing skills in Haitian Creole and French in 120 schools located in the departments of Ouest, Artibonite, du North and Northeast for USAID-Haiti. To this end, IFOS mobilized a Monitoring and Evaluation Expert, 2 linguistic experts, 2 trainers in the assessment of basic reading and writing skills, 53 interviewers and supervisors (m/f), 2 field coordinators and 2 central coordination members to develop and revise CLAMS assessment tools, mobilize, recruit and train investigators, supervisors and local MENFP managers to carry out the CLAMS assessment; ensure data collection for 2nd to 3rd year students in 60 schools and from 1st to 1st to 60 schools (approximately 2,400 students) and ensure the analysis and dissemination of CLAMS results to MENFP, USAID, schools ALE, donors who support reading activities in the first years of basic

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education with funding and educational materials from USAID and other relevant partners.

Reference: cveverka@usaid.gov

- September 2016 - April 2017, GWI/Georges Washington University, Haiti.** IFOS performed the data Collection for Georges Washington University's/ Global Women Institute (GWI) to evaluate the baseline study of the Rethinking power program in the Southeast Department of Haiti. To this end, IFOS mobilized 28 surveyors and supervisors, 1 field coordinator, 1 team leader (associate researcher to GWI), 1 statistician and data manager, 3 coordination staff members to conduct the quantitative data collection for the Rethinking Power project Impact evaluation by reviewing and providing input on the research protocol (including research tools and consent forms), hiring and supervising local staff (field coordinators and enumerators), piloting the survey instruments, organizing training for all field workers, providing local staff with necessary materials and transportation for survey implementation, providing technical inputs for the development of the sample frames, including obtaining /developing maps and updating where necessary, conducting the community 3000 households survey, conducting 320 girls clubs survey, facilitating a self-administration schools based survey in 6 schools, overseeing translation, data cleaning and processing of survey results, providing weekly updates to GWI on the progress of data collection (including challenges faced), providing GWI access to data throughout the course of the data collection process and providing feedback on the final research reports.

Reference: contrerasur@email.gwu.edu

- August-December 2016, PCM/Fédération Canadienne des Municipalités, Haiti.** Realization of a general census of built properties in the municipality of Port au Prince for the "Programme de Cooperation Municipale/Canada. To this end, IFOS mobilized 80 surveyors, 8 supervisors, 1 statistician, 4 data manager and 3 coordination staff to ensure the development of instruments, training of data collectors, data collection (quantitative survey) in 52600 households and data quality control

Reference: venancevalcin@yahoo.fr

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- June–September 2016, ONAPE/MENFP, Haiti.** Realization of a study on the determinants of academic performance in Haitian school system. To this end, IFOS mobilizes 2 specialists in education, 1 statistician, 1 data manager, 1 field coordinator, 38 data collectors (surveyors and supervisors), 5 qualitative data collectors (FG and interviews facilitators) to ensure the development of instruments (questionnaires and guides conducting interviews and FG), training of data collectors, electronic data collection (quantitative survey) in 41 schools located in rural and urban areas of 5 geographical departments of Haiti, conducting interviews and FG with parents, schools committees, teachers, directors and other actors in the education area in Haiti, processing and data analysis, report writing and presentation of research results to ONAPE and its partners.

Reference: delima.pierre@menfp.gouv.ht

- February-July 2016, International Labor Organization (ILO), Haiti.** IFOS led a KAP (Knowledge, Attitude, and Practice) study among workers 'and employers' organizations in the textile sector in Haiti. To this end, IFOS mobilized a sociologist as team leader, one (1) IT person, statistician and data manager, three (3) supervisors and thirteen (13) investigators to ensure the development of instruments (questionnaires and guides conducting interviews and FG), training of interviewers and supervisors, electronic data collection (quantitative and qualitative surveys), manufactures managers and employers, government agencies staff other SONAPI international partners working in Haiti in Caracol industrial park, CODEVI/Ouanaminthe industrial park and Port au Prince (metropolitan area) industrial park, processing and data analysis, report writing and presentation of KAP survey results to ILO and its partners.

Reference: plaventure@hotmail.com

- November 2015-July 2016, EPT/MENFP/World Bank, Haiti.** IFOS conducted two (2) assessments (midline and final) of reading skills of 446 schools located in rural and urban areas of Grand Anse, Nippes, Ouest and Nord'Ouest Departments on behalf of EPT/MENFP project funded by the World Bank. To this end, IFOS mobilizes a team of one

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(1) Team Leader, one (12) trainers, (1) M&E Specialist, (1) Statistician, (1) Financial Manager, (4) regional coordinators, (6) administrative and logistics assistants and (224) supervisors and enumerators to ensure the revision and adaptation of instruments, training of interviewers and supervisors, synchronization of electronic equipment, electronic data collection, quality data control (hosting and "cleaning" the data), conversion and transport to the project;


Reference: Atabanam.simbou@gmail.com

- October 2014- January 2015, World Bank, Haiti.** IFOS conducted a qualitative survey and class's observation in 100 schools located in rural and urban areas North and Northeast Departments for World Bank. To this end, IFOS mobilizes a team of one (1) general coordinator, one (1) trainer, (1) IT person and M&E specialist, a regional coordinator, one (1) administrative and logistics assistant at regional level and thirty (30) supervisors and enumerators to ensure the revision and adaptation of instruments, training of interviewers and supervisors, synchronization of electronic equipment, electronic data collection, quality data control (hosting and "cleaning" the data), conversion and transport data collected in statistical software on the site of the World Bank.

Reference: madelman@worldbank.org

- December 2013-June 2014, EPT/MENFP/World Bank.** Third Party Monitoring partner to drove a spot-checking and conduct an assessment of reading skills of students in 200 schools /8000 students located in rural and urban areas in the North and Northeast Departments on behalf of the World Bank. To this end, IFOS mobilized a team of one (1) general coordinator, one (1) trainer, (1) IT person, a regional coordinator, one (1) administrative and logistics assistant at regional level and sixty eight (68) supervisors and enumerators to ensure the revision and adaptation of instruments, training of enumerators and supervisors, synchronization of electronic equipment, electronic data collection, quality data control (hosting and "cleaning" the data), conversion and transport data collected in statistical to the project.

Reference: Atabanam.simbou@gmail.com

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- October –December 2013, FAO-Haiti, Haiti.** IFOS conducted a KAP (Knowledge, Attitude and Practices) study in nutrition for a food security project implemented by FAO and funded by EU in the communes of Gonaives, Ennery and Saint Michel de l'Attalaye. To do this, IFOS mobilized a sociologist as team leader, one (1) IT person, three (3) supervisors and ten (10) data collectors to ensure the development of instruments (questionnaires and guides conducting interviews and FG), training of enumerators, facilitators and supervisors, electronic data collection (quantitative – 1500 households, and qualitative survey), processing and data analysis, report writing and presentation of KAP survey results to project stakeholders.

Reference: sonel.ariste@fao.org

- September –December 2013, UNICEF-Haiti, Haiti.** IFOS carried out a socio-economic survey, baseline study of the entire commune of Maïssade on behalf of UNICEF in the Kore Fanmi project. To this end, IFOS mobilized a team of two (2) field coordinators, one (1) IT person, four (4) supervisors and twenty-three (23) enumerators to participate in the revision of the questionnaire and training of interviewers and supervisors, ensure the electronic collection (12500 households), quality control data and downloading data collected to the server indicated by UNICEF.

Reference: kdaniel@unicef.org

- April-June 2013, Data collection in nine (9) municipalities of the department Centre on behalf of UNICEF** for the implementation of the Map of Opportunities of targeted communes in the Kore Fanmi project. To this end, IFOS mobilized and trained a team of four (4) supervisors, eighteen (18) enumerators to ensure the collection of data by administering questionnaires paper and quality control data.

Reference: kdaniel@unicef.org

- September 2012-July 2014, RTI International, Haiti.** Subcontractor of RTI as Third Party Monitoring and the data collection for the assessment of reading skills (EGRA) and school

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management (SSME) at the basic level in 240 schools/9600 students located in rural and urban areas of the North-Nord'East, St. Marc and Port au Prince areas on behalf of USAID TOTAL project implemented by RTI in Haiti, baseline, midline, and end line study for the two years project. IFOS mobilized for this purpose a team of one (1) general coordinator, one (1) IT person, one (1) logistics manager at the central level, three (3) regional coordinators, three (3) regional administrative and logistics assistant and one hundred six (106) supervisors and assessors. IFOS overhauls data collection instruments, organizes the training of supervisors and assessors, ensures the pre-test of instruments, the synchronization of electronic equipment (tablets), electronic collection and downloading data, involves in quality control of data and organizes workshops presentation of results to stakeholders.

Reference: jbulat@rti.org

- December 2010-June 2011, French Embassy in Haiti, Haiti.** Achieving of the organizational audit of ten (10) departmental delegations and 41 Vice-country delegations on behalf of the Ministry of Interior and Territorial Communities (MICT) and the Embassy of France in Haiti to conduct an organizational performance assessment by analyzing the entities structures such as organizational structure, internal procedures, systems, policies, resource management, strategic planning, human resources management, individual knowledge and skills, financial systems, internal and external communication practices and propose solutions to improve performance. To this end, IFOS mobilized a team coordination and management of seven (7) professionals from different disciplines, ten (10) enumerators and supervisors to ensure the development of instruments, training of interviewers, data collection by administration of questionnaires in paper and case reports, conducting Focus Groups and semi-structured interviews, data entry, processing and analysis, report writing and presentation of the results of the diagnostic to the stakeholders.

Reference: maritetrolliet@hotmail.com

- August-October 2009, Centre d'Action pour le Développement (CAD), Haiti.** Survey of socio-economic support to be provided (baseline) for People Living with HIV (PLHIV) in

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the towns of Port de Paix, Mole Saint Nicolas and Jean Rabel on behalf of the Center of Action for Development (CAD) in a project funded by the Global Fund/ Sogebank Foundation. To this end, IFOS mobilized a sociologist, a statistician and ten (10) enumerators for the development of data collection instruments (questionnaires and guides of Focus Groups), training of enumerators and supervisors, qualitative and quantitative data collection by administration of questionnaires paper, data entry, processing and data analysis, report writing and presentation of the results of the investigation to the project stakeholders.

Reference: cadhaiti@yahoo.fr

Projects Evaluation

IFOS has more than 10 years in projects monitoring and evaluation in Haiti working for several international organizations in conducting education, nutrition, health, livelihoods, projects evaluation (baseline, midline and final)

- March-December 2022.** Final and Impact Evaluation of the "Project for the Improvement of the Quality of Education (PAQUE), in the Democratic Republic of Congo, Africa, for the PAQUE/World Bank Project. To this end, IFOS, as the consortium leader, is worked with its partner in the DRC, to mobilize an international team of 16 experts and approximately 600 local/field team members to conduct the impact evaluation of the PAQUE project interventions. component 2.2 entitled "Institutionalization of responsibility in the administrative and pedagogical support chain using the PBF approach" on the reading-writing and mathematics learning of students in beneficiary schools, using standardized tests EGRA/EGMA Tasks performed include, but are not limited to: development of the concept note for the impact evaluation study of the PAQUE project; Review of Endline data collection tools; Development of forms electronic EGRA and EGMA tests, with TANGERINE software and questionnaire programming; Preparation of all material and technical logistics for the data collection staff of this impact evaluation study; Recruitment and training of qualified data collection teams; Production of training manuals for interviewers and supervisors and possibly data entry agents in the event of failure of electronic collection; Quality assurance and control; production of reports (pilot

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training report, weekly reports on the progress of data collection, etc.); Production of the quantitative and qualitative database, Processing and analysis of all quantitative and qualitative data collected to produce a final and final preliminary evaluation report of the project, and conduct of workshops to present the results of the evaluation to the stakeholders of the project in the DRC.

Reference: dnikiniki@gmail.com

- **June- August 2021.** Final evaluation of the food security program and community resilience in Petit Goave for Caritas Swiss in Haiti. To that purpose, IFOS mobilizes an Evaluation Team (Project evaluation specialist, Agriculture/food security specialist, one Statistician specialized in quantitative survey and 1 facilitator/notes takers to develop the evaluation design document, a methodology and a detailed work plan for conducting the evaluation; prepare the inception report and the collection tools, facilitate the information session with Caritas Swiss bureau in Haiti and its partners: ConcertAction, the project implementer, collect data through the documentary analysis of the resources produced by the project (minutes of meetings, oral reports on the handover of work, monthly and monitoring reports, supervision mission reports, interim evaluation reports, conduct focus groups and interviews with key informants, collect quantitative data from 200 farmers and families, etc. ; Process, analyze the data quantitative and qualitative data collected to produce a preliminary final evaluation report of the project; facilitate a restitution workshop of the provisional report to the stakeholders; submit the final project evaluation report taking into account the comments of the client and its partners on the preliminary report and during the restitution workshop.

Reference: jatis@caritas.ch

- **April-May 2021.** Midterm Evaluation of PAGODE and REGLEAU programs for Swiss Embassy in Haiti. To that purpose, IFOS mobilizes 2 separate teams (Projects evaluation specialist, GESI specialists, Governance and resource mobilization specialist, Governance and citizen participation specialist, and WASH specialist), FGD/KIIs facilitators and notes takers to develop the evaluation design document, a methodology and a detailed work plan for conducting the evaluation; prepare the inception report and the collection tools,

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facilitate the information session with Swiss Cooperation/Embassy bureau in Haiti and its partners, collect data through the documentary analysis of the resources produced by the project (minutes of meetings, oral reports on the handover of work, monthly and monitoring reports, supervision mission reports, interim evaluation reports, conduct focus groups and interviews with key informants, etc. ; Process, analyze the data quantitative and qualitative data collected to produce a preliminary final evaluation report of the project; facilitate a restitution workshop of the provisional report to the stakeholders; submit the final project evaluation report taking into account the comments of the client and its partners on the preliminary report and during the restitution workshop.

Reference: Bien-Aimé Jean-Bayard, jean-bayard.bien-aime@eda.admin.ch

- **February 2021- February 2022.** Subcontractor of Papyrus S.A in the Haiti Horticulture Project (HHP) funded by IFC/World Bank. IFOS's responsibilities include conducting baseline and end line evaluation, Training Needs Assessment (TNA) for famers and realize training and coaching activities on Management of the Farm as a Business with male and female farmers.

Reference: luc@papyrushaiti.com

- **September –December 2020: Final Evaluation of the USAID funded project « “INCREASED ACCOUNTABILITY IN HAITI'S BUDGETARY PROCESS/GROUP CROISSANCE”** for Social Impact/Haiti ESS. To this end, IFOS has mobilizes a Team Leader, a Deputy Team Leader, 2 facilitators and 2 notes takers to develop the evaluation design document, a methodology and a detailed work plan for conducting the evaluation; prepare the inception report and the collection tools, facilitate the information session with Social Impact and USAID, collect data through the documentary analysis of the resources produced by the project (minutes of meetings, oral reports on the handover of work, monthly and monitoring reports, supervision mission reports, interim evaluation reports, the conduct of 6 focus groups and 57 interviews with key informants, etc. ; Process, analyze the data quantitative and qualitative data collected to produce a preliminary final evaluation report of the project; facilitate a restitution workshop of the

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provisional report to the sponsor and his client; submit the final project evaluation report taking into account the comments of the sponsor and his client: USAID on the preliminary report and during the restitution workshop.

Reference: llouis@socialimpact.com

- **June 2020- September 2020, Solidarité Laïque, Haiti.** Final evaluation of the project in consortium "Timoun Retounen Lekòl" on behalf of Solidarité Laïque. To this end, IFOS mobilizes a project manager and external evaluator, a governance specialist, an education specialist and 2 note takers to prepare a detailed methodology and work plan for the conduct of the evaluation; collect data by documentary analysis of the resources produced by the project (Meeting reports, minutes of the work submission, monthly and follow-up reports, supervision mission reports, interim evaluation reports, if necessary, photos of the achievements, documentaries, field observation, the realization of 31 focus groups and 53 interviews with key informants, etc., process, analyze the quantitative and qualitative data collected to produce a preliminary evaluation report final report; facilitate / lead a workshop to present the evaluation findings, conclusions and recommendations to the sponsor and its partners; submit final report of the project evaluation taking into account the comments of the sponsor and partners on the preliminary report and during the workshop restitution.

Reference: jmercier@solidarite-laique.org

- **June - August 2019, Care-Haiti, Haiti.** IFOS implemented the final performance evaluation of the Voucher School Feeding Program (VSFP) in 3 departments of Haiti for CARE using quantitative and qualitative methods to conduct schools' surveys FGDs and KIIs within the schools which are stakeholders of the program, and on targeted beneficiaries including students, parents, school officials and teachers etc.).

Reference: wilson.registe@care.org

- **January-May 2019, PADF-Haiti, Haiti.** IFOS conducted the baseline evaluation of the Reforestation Activity Project around Parc Macaya, Parc La Visite and Forêt des Pins for PADF. To do this, IFOS mobilized one (1) M& E specialist, one (1) Geospatial analysis specialist, one (1) field coordinator, three (3) supervisors and 13 enumerators to carry out

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data collection and analysis, facilitate workshop presentation of findings, design and submit the baseline study report for the project.

Reference: lisaac@padf.org

- May-September 2018, Care-Haiti, Haiti.** IFOS conducted the Partnership for Learning (P4L) program final evaluation for Care Haiti using quantitative and qualitative methods. To this end, IFOS mobilizes one (1) Education Specialist, one(1) statistician and data manager specialized in quantitative survey, one (1) sociologist specialized in qualitative research, four (4) FGDs facilitators, four (4) notes takers and twenty (20) surveyors to gather data by designing and pretesting the questionnaires and other instruments to be used during the evaluation, finalizing the data collection tools, checklists and other instruments used in the pretest after reassessing them, guiding, training and supervising the enumerators and supervisors; realizing the qualitative data collection and supervising the quantitative one; ensuring and checking the quality of the data gathered on the field; analyzing the data, writing the program evaluation report and presenting the evaluation findings and results to the project team and stakeholders.

Reference: wilson.registe@care.org

- April- August 2018, Social Impact, Haiti.** IFOS implemented the final performance evaluation of the Voucher School Feeding Program (VSFP) in Abricot, Grande Anse in the USAID - Haiti Evaluation Survey Services (ESS) program, using quantitative and qualitative method to conduct, schools' surveys FGDs and KIIs within the nine schools in the commune of Abricots actively implementing VSFP, and on targeted beneficiaries including students, parents, school officials and teachers, caterers, farmers, etc.). To this end, IFOS mobilizes one (1) Sociologist as the Team Leader, one (1) field coordinator/facilitator, 3 FGDs / KIIs facilitators and 3 notes-takers to design the evaluation work, design field manual and protocols for facilitators and notes takers, pre-test and pilot the data collection tools, realize data collectors training, collect and analyze qualitative and quantitative data, conduct the Evaluation out-briefing session /presentation to USAID, write draft and final evaluation reports.

Reference: wantoine@socialimpact.com

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- September 2015- November 2016. FHI 360, Haiti.** Subcontractor of FHI 360, as Third Party Monitoring and Evaluation Partner for leading the M&E component of USAID Ann Ale Project in Haiti. IFOS was FHI 360's major long-term subcontractor for the implementation of the Ann ALE Project. IFOS leadership participates in setting the overall approach for each component of the project on an annual basis and in quarterly sessions in which Ann ALE, the MENFP, and USAID reflect on lessons provided by the monitoring and assessment data. IFOS has responsibility for the implementation of *Student reading and writing performance assessment by conducting student reading and writing assessments for grades 1-4 at defined intervals, the Overall monitoring and evaluation for Ann ALE implementing M&E activities include:* randomized baseline-midline-endline in a sample of 550 schools with data collection on EGRA, REACH, and other relevant indicators; development and revision of student reading and writing performance measures with stakeholders from MENFP and local and international partners; rolling system assessments that utilize the coaches to collect EGR/EGW and REACH data to inform teacher capacity building, movement towards reading and writing benchmarks and project work planning processes. In leading the M& E project component, IFOS is responsible of baseline, midline and endline project evaluation in the three USAID strategic development corridors in Haiti (North/Northeast, Saint Marc and Port-au-Prince. To this end, IFOS mobilizes a team of 4 full time staff consisted in one (1) M&E specialist and 3 regional (1 for each corridor) M&E assistants and a pool of senior consultants including Education Expert, supervisors, classes observers and data collectors to carry out data surveys in about 500 schools located in rural and urban areas of 4 geographical departments in Haiti.

Reference: barrington@fhi360.org

- January-February 2009, Oxfam-Intermon-Haiti, Haiti.** Participatory evaluation project. Conducted on behalf of Intermon / Oxfam office in Haiti. Participatory Evaluation of the project "Support to Sector Artisanal metropolitan area Program - Haiti" for **Intermon** / Oxfam.

Reference: fpaul@intermonoxfam.org

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- **2008-2009, Food for Hungry-Haiti, Haiti.** IFOS conducted the Final evaluation of the project "Providing Comprehensive Care for Orphans and other vulnerable children (OVC) affected by HIV / AIDS in Mont Mare Roseau ». To do this, IFOS mobilized a team of one (1) team leader, a statistician and five (5) enumerators for the development of data collection instruments (questionnaires and guides of Focus Groups), training of interviewers, data collection by administration of questionnaires paper, data entry, processing and data analysis, report writing and presentation of the results in a "stakeholders meeting".

Reference: des_iles@yahoo.fr

- **August–November 2007, SOCOLAVIM, Haiti.** Evaluation of the performance and impacts conducted on behalf of SOCOLAVIM within the project strengthening the Business Environment in the Lower Artibonite (PRIMA-BA) funded by the European Union. To this end, IFOS mobilized a team of professionals in rural micro finance cooperatives (Caisse d'Epargne and Crédit), a field coordinator, a statistician and seven (7) data collectors to ensure the development of instruments surveys, training of interviewers, quantitative and qualitative data collection, data entry, processing and analysis of data, preparing the report and presentation workshop of the results of the evaluation to those responsible for SOCOLAVIM and the European Union.

Reference: socolavim@yahoo.fr

- **July- November 2007, PADF-Haiti, Haiti.** Municipal situation: Baseline evaluation. Conducted on behalf of the Panamerican Development Foundation (PADF). Baseline situation of the 11 municipalities targeted by the Local Governance Strengthening (LGS) project. To this end, IFOS mobilized a multidisciplinary team of professionals and ten (10) enumerators to develop the data collection instruments (questionnaires, observation sheets, interview guide), the training of investigators, qualitative and quantitative data collection by administration of questionnaires in paper and conducting semi-structured interviews, data entry, processing, and analysis of collected data, the preparation of the report and return the results to project manager.

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Reference: ajerome@padf.org

Local Governance and Development, civil society strengthening, citizen participation

IFOS has more 15 years of experience working in Governance, local development, and fiscal mobilization achievements in Haiti.

- **October 2022-September 2027.** IFOS is a Papyrus subcontractor in implementing the Civil Society Strengthening Program (CSSP), a USAID funded project working in USAID strategic focus zones (North, Northeast, South, Plateau central, etc.) in Haiti. IFOS is piloting the project component 3 to promote and collaborative and productive governance with Civil Society, Private Sector, Local Government and projects development implementers and donors.

Reference: alice@papyrushaiti.com

- **August 2020-February 2021.** Support for the municipalities of Jacmel, Marigot, La Vallée de Jacmel and Bainet in the development of a Master Plan for Water and Sanitation Resources (PDREA) on behalf of Helvetas Switzerland.

Reference: mathias.pierre@helvetas.org

- **September 2019- August 2022, UCP/MICT/World Bank, Haiti.** IFOS as leader of an international consortium is implementing a capacity building project for six (6) municipalities in the North department on behalf of the UCP / MICT (Ministry of the Interior and Territorial Collectivities) as a component of the MDUR project financed by the World Bank.

Reference: jdjakinston@yahoo.fr

- **April 2019- February 2022.** IFOS is a sub-contractor of RTI International for the implementation of the USAID GÉRE project for the improvement of governance in Haiti by providing leadership and management of the components: (1) Governance,

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Decentralization and Resource mobilization, (2) Governance, Decentralization and Civil society / citizen participation.

Reference: uantoine@ht.gere.rti.org

- **June 2019 - May 2020, PADF-Haiti, Haiti.** IFOS provided technical assistance to the PADF to support the municipalities of Côteaux, Roche-à-Bateau, Port-Salut, Île-à-Vache, Caracol, Pignon, Saint Raphaël and Anse-à-Galets in the process of drawing up their Communal Development Plan (PCD) and the creation of the Council of Communal Development (CDC) following the requirements of the methodological guide for developing PCD of the MPCE.

Reference: fisma@padf.org

- **May-November 2019, PADF-Haiti, Haiti.** IFOS facilitated the actualization process of the Communal Development Plan in the municipalities of Cité Soleil and Tabarre within the context of the Community Driven Development (CDD) project implemented by PADF and founded by USAID.

Reference: fisma@padf.org

- **March-December 2018, TETRATECH International, Haiti.** Subcontractor of TETRATECH/ARD for the implementation of all capacities building activities of USAID LOKAL+ extension project. In that role, IFOS mobilizes more than five (5) seniors consultants, three (3) trainers and coaches to accompany 14 Haitian municipalities in participative communal budgeting process, human resources management, public hearings realization and procurement policies and procedures based on established laws, in order to improve performance in municipal/ public services to the population, citizen participation, community engagement and relationship with local authorities, transparency and accountability, advocacy with central government agencies, etc.

Reference: fmalebranche@gmail.com

- **January 2017- November 2018, Switzerland Embassy in Haiti, Haiti.** Support for local governance and community involvement in the rehabilitation of Port-à-Piment and

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Chardonnières municipalities after hurricane Matthew by the definition of strategic development plan (Communal Development Plan) for the communes, local elected and municipal administration staff capacity building and civil society strengthening to promote an effective local governance. Support the *Ministère de l'Intérieur et des Collectivités Territoriales (MICT)* to implement and operationalize the Local and Departmental Technical Agency to work with municipalities, communities, local authorities and deconcentrated services and directions of sectorial ministries in South department of Haiti.

Reference: sabine.manigat@gmail.com

- February-June 2018, Municipality of Cabaret, Haiti.** IFOS provided accompanying services in tax mobilization to the communal administration of Cabaret (West department) relating to a MICT program of improving the municipal public finances by ensuring the socio-community mobilization around the process of tax mobilization in the commune, conducting the odonymic survey which will enable the streets of the urban and peripheral areas of the commune to be appropriately identified and prepared in order to prepare census mapping, enumeration and coding of buildings, conducting census of built-up properties, ensuring Computer Network Configuration and publishing dynamic web application with tax management system and strengthening the capacity of municipal staff in the area of financial local resources mobilization.
- September - December 2017, Municipality of Aquin, Haiti.** IFOS provided accompanying services in tax mobilization to the communal administration of Aquin (South department) relating to a MICT program of improving the municipal public finances by ensuring the socio-community mobilization around the process of tax mobilization in the commune, conducting the odonymic survey which will enable the streets of the urban and peripheral areas of the commune to be appropriately identified and prepared in order to prepare census mapping, enumeration and coding of buildings, conducting census of built-up properties, ensuring Computer Network Configuration and publishing dynamic web application with tax management system ` and

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strengthening the capacity of municipal staff in the area of financial local resources mobilization.

Reference:

- **May 2013-September 2017, Tetrattech International, Haiti.** Subcontractor of TETRATECH/ARD for the implementation of all capacities building activities of USAID LOKAL + project. In that role, IFOS mobilizes more than 50 seniors consultants, trainers and coaches to conduct nine (9) organizational performance assessment, establish an annual capacity build plan including organizational structure, internal procedures, systems, policies, resource management, human resources management, individual knowledge and skills, internal and external communication practices, in order to improve performance in municipal/ public services to the population, citizen participation, community engagement and relationship with local authorities, transparency and accountability, advocacy with central government agencies, etc., working with citizens and civil society organizations to promote and facilitate the constitution of communal citizen committees and building their capacities to actively participate in governance of their commune.

Reference: fmalebranche@gmail.com

- **December 2014-October 2015. MICT, Haiti.** Facilitating the elaboration process of the Communal Development Plan in Carrefour, Jacmel and Miragoane for ONU-Habitat and” Ministère de l’Intérieur et des Collectivités Territoriales (MICT)”;

Reference: ruthlanglade2@hotmail.com

- **March-October 2013, MPCE, Haiti.** Elaboration of the Communal Development Plan for La Vallée, a commune in the Southeast Department of Haiti for the Haitian Ministry of Planning and External Cooperation with funding from “Agence Espagnole pour la Coopération Internationale au Développement (AECID)”.

Reference: peltrop@yahoo.fr

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- June 2012- March 2013, FAO, Haiti.** Updating/Elaboration of Communal Development Plan of the communes of Marigot, Marmelade and Plaisance for FAO-Haiti.
Reference: sonel.ariste@fao.org
- October 2010- July 2013, FAES/IFAD, Haiti.** Participatory updating of eleven (11) community (communal section) development plans in six (6) communes of the centre department for FAES with funding from IFAD (International Fund for Agricultural Development);
Reference: fleurdora1@yahoo.fr
- 2006-2007, Care-Haiti, Haiti.** Designing modules and facilitating training workshops for local elected and leaders, community workers in the communes of Gros Morne, Bassin Bleu, Port de Paix on the Local development planning process, municipal projects planning and management, communal administration and local taxation for Care-Haiti.
Reference: francoeur.joseph@care.org

Capacity building and training services

IFOS has more than 15 years of experience in capacity building and training in Haiti.

- January 2019. PCM/Federation Canadienne des Municipalités, Haiti.** Training of Trainers for 28 local authorities and executives of Municipal Cooperation Program (PCM). IFOS adapted a training of trainer's guide focused on the principles and practices of adult learning, facilitated a 6-day training of trainer workshop, coached / provided technical assistance to learners by putting them in a position to apply the principles and practices of adult learning, evaluated the performance of trainers.
Reference: ecoriolan1@yahoo.fr
- June 2017, PADF-Haiti, Haiti.** Training of trainers for PADF-Haiti field staff and interns as part of the "Ann Bouste Canaan" project. IFOS has prepared a guide for the training of trainers focusing on the principles and practices of adult learning, translated from English to French and into Haitian Creole and tailored to the Haitian context 15 modules

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of basic skills training; facilitated a 4-day train-the-trainer workshop, coached / provided technical assistance to participants by practicing adult learning principles and practices, assessed the performance of trainers to select the bests.

Reference: ajerome@padf.org

- **May 2017, Care-Haiti, Haiti.** Capacity building of the Care Haiti and Plan Haiti field teams on data collection for the assessment of the basic skills of pupils in the first years of basic reading and writing. To this end, IFOS has mobilized an Expert in Education, a M & E and Technology Expert, a trainer to develop data collection instruments, develop instruments for the Tangerine application, train and coach the two institutions targeted staff.

Reference: wilson.registe@care.org

- **December 2016-March 2017, PCM/Federation Canadienne des Municipalités, Haiti.** Institutional strengthening by coaching municipal staff and mayors in 32 municipalities in the departments of north and northeast of Haiti on behalf of the Minister of the Interior and Territorial Communities / MICT and the Municipal Cooperation Program (PCM) -Canada.

Reference: michel.tache@international.gc.ca

- **December 2016, PADF-Haiti, PADF.** Capacity building of youth and micro entrepreneurs on due diligence, micro enterprises management, life skills and writing business plan in Canaan community for PADF-Haiti.

Reference: ajerome@padf.org

- **November 2013- May 2015, French Embassy in Haiti, Haiti.** Capacity building of municipal staff of 11 communes in the South Department in partnership the Ministry of the Interior and Territorial Communities (MICT) on behalf of the Embassy of France in Haiti.

Reference: dbauchau@unite-caribbean.com

- **November 2013- July 2014, French Embassy in Haiti, Haiti.** Realization of missions and study tours in the context of local and administrative cooperation between Haitian local

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collectivities with the French Departments of America (DFA) on behalf of the Embassy of France in Haiti.

Reference: dbauchau@unite-caribbean.com

- **November 2012, French Embassy in Haiti, Haiti.** Organization of an orientation and training workshop of four (4) days for interim executive officers and managers of the Local Technical Agencies Local / ATL for the MICT and ONU-Habitat with funding from the France Embassy in Haiti for French Embassy in Haiti.

Reference: maritetrollet@hotmail.com

- **16-21 August 2012, French Embassy in Haiti, Haiti.** Organization of a workshop and discussions with the Parliamentary Bloc for Decentralization, Interior and Territorial Communities Commission of the Chamber of Deputies, the members of civil society, professionals and practitioners, representatives of ministries and international cooperation in the framework law on decentralization and local governance in Haiti.

Reference: dbauchau@unite-caribbean.com


- **February-May 2012, PADF-Haiti, PADF.** Participatory Development Project (PRODEP) / PADF. Implementation of a training program for 28 municipalities and CADEC in the departments of West, Nippes, South, Grande Anse and Southeast for PADF-Haiti.

Reference: ajerome@padf.org

- **July 2010- July 2013, FAES/IFAD, Haiti.** Geographic Agency Service Provider (OPS) in the Central Plateau for the implementation of a support program for local actors (Elected Officials, Community Based Organizations in six (6) municipalities in the department of the center on behalf of FAES with funding from International Fund for Agricultural Development (IFAD).

Reference: fleurdora1@yahoo.fr

- **2007-2009, Oxfam-Intermon, Haiti.** Support and technical assistance to the Network of Production and marketing of local rice in the Bas Artibonite (RACPABA) in the

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management of micro-enterprises associations, marketing and order management, contracting with REBO SA and the Unitransfer.

Reference: fpaul@intermonoxfam.org

- **2008, Oxfam Intermón, Haiti.** Development of modules and training of leaders and members of the organization Solidarity for the development of the Haitian craft (SOPAA) on the management of associative micro-enterprise, peaceful resolution of conflicts, issues and the integration of the gender dimension in the operation and the activities of the organization, solidarity economy and access to micro-finance structures.

Reference: fpaul@intermonoxfam.org

- **2008, PADF-Haiti, Haiti.** Development of modules and training of field staff on Participatory Community Development Project (PRODEP) of the PADF-Haiti on organizational strengthening, peaceful resolution of conflicts project financed by the World Bank for PADF-Haiti.

Reference: ejeanpierre@padf.org

- **2005-2006, Care-Haiti, Haiti.** Development of training module and facilitating training workshops for Community Development Agents of Care-Haiti in the areas of democratic practices within the associative structures, peaceful resolution of conflicts, structuring and legalization of community organizations for Care Haiti.

Reference: francoeur.joseph@care.or

- **2004-2005, Word & Deed, Haiti.** Capacity Building Program for alpha monitors and field agents of the NGO Word & Deed in the towns of Gros Morne, Plaine de l'Arbre in the areas of principles and practices of adult education, peaceful resolution of conflicts, organizational and community leadership for Word & Deed

- **2001- 2005, Productive Cooperatives (PCH), Haiti.** IFOS Led of a capacity building program for leaders of agricultural cooperatives, partners of Productive Cooperatives Haiti (PCH) in the areas of community and organizational leadership, peaceful conflict resolution, self-evaluation of community development activities, democratic practices

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within the associative structures. These cooperatives work in communal sections of Cabaret, Arcahaie and St. Mark for PCH.

Reference: ppr0306@yahoo.fr

Micro finance and micro enterprise

- January-Feb 2017, KP Logistics, Haiti.** IFOS elaborated the business plan for the Vue Hotel, conference, and training center in Cap-Haitian
 Reference: katiajoseph@yahoo.fr
- July - October 2010. ACME, S.A., Haiti.** IFOS conducted a market study for ACME. S. A in rural and urban areas of the departments the Centre (Thomassique , Maïssade , Lascahobas and Belladère), South (Aquin, Cavaillon, Saint Louis South Camp Perrin Maniche) , Artibonite (Verrettes , Petite Rivière , L'Estère , Saint Marc, Desdunes) . IFOS has recruited, trained, mobilized and managed a team of 25 enumerators, four (4) supervisors, one (1) survey coordinator, eight (8) data entry operators and one (1) responsible for the processing and analysis of data to ensure the collection, data entry, processing and data analysis , report writing and restitution to the client and its partners.
 Reference: siniorraymond@acmehaiti.org
- May- July 2010, RHT Plaza, Haiti.** IFOS Elaborated the business plan for the National Taxi Company for RTH Plaza in Port au Prince.
 Reference: calphonse@yahoo.com
- April- June 2009, Oxfam Intermón, Haiti.** Participatory evaluation of the micro finance program of « Groupe Technologie Intermédiaire d'Haïti (GTIH) » in Port-au-Prince area
 Reference: fpaul@intermonoxfam.org
- October 2006-Mai 2013, FAES/IFAD, Haiti.** Creation and operationalization of a rural micro finance program by the creation and funding of Solidarity Groups Deposit (GCS) to

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arrive at the establishment of 24 Rural Banks Savings and Loans (CREP) with community engagement and mobilization in the Northwest department of Haiti

Reference: jpheurtelou@yahoo.com

- **September 2007- September 2008, MCFDF, Haiti.** Designing and management of a program for poverty reduction by funding and capacity building of women in Cité Soleil for Haitian Ministry of women rights and conditions.

Reference: jgracien@yahoo.fr

- **March- May 2003, COSADH, Haiti.** Environmental Studies/ Market Research, community engagement and implementation of a rural micro finance program for the coordination of Organizations in Health and Development in Haiti (COSADH) in the communes of Savanette, Lascahobas and Belladère for ActionAid.
- **2001-2002, ActionAid, Haiti.** Implementation of a rural micro finance program based on the community banking methodology in the far west region (Northwest of Haiti) for the Group of Research and Action for Development of Far West (GRAF) and ActionAid (an UK NGO established in Haiti)
- **2001, ActionAid, Haiti.** Implementation of a rural micro finance program based on the community banking methodology in the district of Belle Anse (Southeast of Haiti) for Lutheran World Federation.

Projects management, team's mobilization, and management areas

- **March-September 2022,** Management of a 10 coaches team to provide coaching to the Ministry of Education departmental staff on budgeting for Expertise France, European Union in 10 departments of Haiti

Reference: Camille.tiollier@expertisefrance.fr

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- **June- October 2010, AECOM, Haiti.** Mobilization, recruiting and management of 2 engineers to participate at the special EZ (Economic Zones) in Haiti for AECOM Technical Services, Inc contracted by World Bank.
Reference: john.beckman@aecom.com
- **February-April 2010,** Implementation of a program to raise awareness about sanitation, personal and community hygiene in 200 housing in the metropolitan area of Port-au-Prince on behalf of Mediacom and DINEPA for MEDIACOM
Reference: imc@mediacom-ht.com
- **November 2007- June 2009,** IFOS managed a project to promote improved stoves (recho Mirak) in the neighborhoods of the metropolitan area of Port-au-Prince for the World Bank for World Bank.
Reference: cdegouvello@worldbank.org.

Realizations in public events (meeting/workshops/conferences) administration, logistics services and facilitation


- **May-June 2023, Expertise France, DCT/MICT.** Coordination and facilitation of a national workshop of Territorial Public Function in Haiti.
Reference: franck.robert@expertisefrance.fr
- **June - October 2018. FENAMH, Haiti.** Planning, technical, and logistic organization of the 1st National Congress of the Mayors Federation in Haiti (FENAMH).
Reference: judeedouard32@yahoo.fr
- **October-December 2017, French Embassy in Haiti, Haiti.** Logistics organization of the French-Haitian assizes on decentralized cooperation in Port au Prince for the French Embassy in Haiti
Reference: jerome.pennec@diplomatie.fr

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- **December 2014. French Embassy in Haiti, Haiti.** Logistics coordination, facilitation and reporting of three (3) regional forum on best practices in local governance in Haiti for France Embassy in Haiti.
Reference: dbauchau@unite-caribbean.com
- **August 2014. AGIL Project, Haiti.** Logistics coordination, facilitation and reporting of two departmental forum on intercommunal projects planning and management for AGIL (Appui à la Gouvernance et aux Initiatives Locales), an EU funded project in Haiti
Reference: jftheodat2@yahoo.com
- **December 2013. French Embassy in Haiti, Haiti.** Logistics coordination and facilitation of a workshop on presentation of territorial diagnosis results of ten (10) communes in Port au Prince for the France Embassy in Haiti.
Reference: dbauchau@unite-caribbean.com
- **September 2011. CARICOM, Haiti.** Logistics, overall coordination, and facilitation of the Workshop on energy sector in Haiti for CARICOM and the Management Unit of the Energy Sector MTPTC.
Reference: rstoddard@caricom.org
- **June-December 2011, AED/FHI 360, Haiti.** Logistics Organization of eleven (11) workshops on the issue of People Living with HIV nutrition in Haiti for Academy for Educational Development (AED)/FHI360
Reference: pmoses@aed.org
- **June 2011. PDLH/ACDI, Haiti.** Logistics and facilitation of the seventh edition of the Open Days on Local Development in Haiti, Ouanaminthe, on behalf of the Local Development Program in Haiti (PDLH) Canadian cooperation
Reference: elifaite@yahoo.com

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- **July 2010, PDLH/ACDI, Haiti.** Logistics and facilitation of the sixth edition of the Open Days on Local Development in Haiti, Les Cayes, on behalf of the Local Development Program in Haiti (PDLH) Canadian cooperation.
Reference: elifaite@yahoo.com
- **July 2009, PDLH/ACDI, Haiti.** Logistics and facilitation of the fifth edition of the Open Days on Local Development in Haiti, Port au Prince, on behalf of the Local Development Program in Haiti (PDLH) Canadian cooperation.
Reference: elifaite@yahoo.com
- **July 2009, CNFA, Haiti.** Logistics and facilitation of the “Stakeholders Meeting” of the USAID-MarChE handicraft component in Haiti for CNFA/ USAID-MarChE
Reference: apressoir@cnfahaiti.org
- **May 2009, MICT, Haiti.** Logistics and facilitation of the international conference on the training of local staff on behalf of the Ministry of Interior and Territorial Communities (MICT).
Reference: saintnatusj@gmail.com
- **January 2007, SUNY/ARD, Haiti.** Logistics and facilitation of the participatory workshop on Strategic Program of the Support Project to the Haitian Parliament (PAPH), project funded by USAID, with the actors of civil society on behalf of SUNY/ARD.
- **November–December 2006, SUNY/ARD, Haiti.** Logistics and facilitation of the participatory workshop on Strategic Program of the Support Project to the Haitian Parliament (PAPH), project funded by USAID, with the Senators and Deputies/congressmen on behalf of SUNY/ARD.
- **June – August 2005, CRWRC, Haiti.** Realization of an international business conference in Haiti on behalf of Haitian Partners for Christian Development (HPCD).

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Reference: ljules@cslpro.org