

CURRICULUM VITAE

1. Current Position : Head of Sekong Sub Office
World Food Programme – Lao PDR

2. Personal information



Name & surname: Bounchanh SAKOUNNAVONG, Mr.
Birth: April 14, 1984
Birth place: Khua district, Phongsaly province
Status: Single
Present address: Nalao village, Xay district,
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3. Competencies

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| 3.1 Programme Management | Skill on Budget preparation, planning, supervise implementation, monitoring & evaluation and reporting |
| 3.2 Research | Knowledge of quantitative and qualitative methods, designing questionnaires, conduct a study and write report |
| 3.3 Computer skills | well acquainted with MS offices, SPSS & ACCESS |
| 3.4 Coordination | Excellent communication and negotiation skills, ability to develop collaborative and harmonious relationship with external partners |
| 3.5 Development issues | Good understanding of development policy, development practices and challenges, rural development, food security, UXO, resettlement, nutrition and public health |

3.6 Languages

Name	Speaking	Reading	Writing
Lao	Excellent	Excellent	Excellent
English	Very good	Excellent	Good
Thai	Very good	Very good	Fair
Phounoi (Dialect)	Mother tongue	Mother tongue	Mother tongue
Khmu (Dialect)	Basic level	-	-

4. WORKING EXPERIENCE

4.1 Head of Sub Office
World Food Programme – Sekong Province Lao PDR

October 2012- September 2013

WFP is implementing two Programmes in Sekong province (I) School Meals and (II) Mother and Child health and Nutrition. My main responsibilities and roles are;

- a) Representation: ensuring WFP is effectively representative at provincial level
- b) Sub-Office management: staffs are effectively supervised - to ensure optimal work output while maintaining a good team spirit, administration and finance are timely and sufficiently supported
- c) Operation: WFP's programmes are effective implementation in the province, ensuring the right quality of food reaches the right beneficiaries in the right quantity at the right time (Planning and supervising - assessments, food distributions, monitoring & evaluation, as well as training activities for provincial counterparts)
- d) Reporting: prepare monthly report

4.2 Survey Project Manager
Handicap International – Savannakhet province, Laos

Jan 2011- May 2012

Main ToR:

- Prepared annual and monthly work plans.
- Supervised, coordinated and follow-up the DFS staffs
- In close cooperation with Head of Mission, coordinated, organized and supervised all internals or externals visits of the DFS activities
- Implemented and follow up all survey activities according to the project work plan and compliance to the National Regulatory Authority (NRA) strategy.
- Conducted regular QA visits to the field to oversee the activities of the survey teams, Ensure all activities are being carried out in accordance with the DFS methodology and the organization SOPs, and that the quality of data collected is of a high standard.
- Maintained excellent relations with Committees District authorities and keep close liaison with other operators working within the DFS project.
- With or without the presence of Program Manager represent the project at national, provincial, district and village level meetings.
- Attended workshops, seminars and meeting with NRA and Committees District authorities and ensure the circulation of information (minutes).
- Conducted evaluations of the DFS staff

Main TOR:

- Involved in survey methodology, sample selection and questionnaires design
- Prepared a research plan and coordinate stakeholders at national level to local authority
- Provided training on questionnaires and data collection techniques to researchers assistant / data collectors
- Supervised data collection in field, data entry and field visit reports
- Data process on SPSS (Statistic Package for Social Science) program
- Assisted on report writing and data analysis
- Responsible for administration and accounting tasks

Achievements

Project 6: Luxembourg Development Project
Baseline Assessment on Maternal Health Services in three provinces; Khammouan, Bolikhamxay and Vientiane province, Lao PDR /2010

Project 5: APHEDA
Evaluation for APHEDA's Mobilizing the Hotel Sector Project on HIV/AIDS Workplace Capacity Building, Lao PDR /2010

Project 4: Concern Worldwide
Case Studies on Food Security and Resettlement in Xieng Khouang Province, Lao PDR /2010

Project 3: Adventist Development and Relief Agency (ADRA)
Qualitative Survey on Risk-taking Behavior Regarding HIV/AIDS and STI of Young People in Luangnamtha Province, Lao PDR /2010

Project 2: UNICEF
End-line survey: Knowledge and Attitudes on HIV/AIDS/STIs, Reproductive Health and Drug Use Among 11th Graders in Lao PDR /2009

Project 1: WHO
Malnutrition assessment in Vientiane Capital, Lao PDR/2009

4.4 Monitoring Team Leader and Translator

Action Contre la Faim (ACF), Luangnamtha Province, Lao PDR

2007 – 2009

Main tasks:

- **Monitoring:** Designed questionnaires, trained monitoring teams on questionnaires and community approach, created a database, entered data into an electronic database and performed analysis of data, implemented monitoring activity and assisted in writing monitoring report.
- **Translation:** Provided interpreter and document translation for the implementation of the program such as action plan, monthly, quarterly and annual reports, coordination of meeting, recorded minutes of meeting.
- **SoVs (Sources of Verification):** Ensure a proper archiving of SoVs from all departments and updated electronic SoVs database.

5. EDUCATION & Trainings

Year	Degree	Title	Institute
2013	Certificate	Right based monitoring and advocacy for youth	Mahidol University, Thailand
2013	Certificate	Regional Training for the use of CERF	Central Emergency Respond Fund Bangkok Office
2012	Certificate	Mekong Peace Training Journey	Thai Volunteer Service, Thailand
2012	Certificate	Impact Evaluation	National University of Laos and University of Sydney, Laos
2011	Certificate	UXO survey	National Regulation Authority, Laos
2011	Certificate	Explosive Ordnances Disposal (Level 1)	Handicap International, Laos
2011	Certificate	International Project Management	Online course provided by GIZ
2011	Certificate	Operation Management	Online course provided by GIZ
2007	Bachelor	Business Management	Lao – American College

6. REFERENCES

Mr. Emmanuel TUSIIME, Sub Offices Coordinator

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Ms. Violaine Fourile, HI Head of mission

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