

1. Family name: FORRESTER¹
2. First names: SIMON MARK
3. Date of birth: 01.10.62
4. Passport holder: UK
5. Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
London University 10/82 – 07/85	BA Hons in Sociology & Social Policy

6. Language skills: *Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)*

Language	Reading	Speaking	Writing
English	1	1	1
French	3	3	3
Russian	4	3	5
Turkish	5	5	5

7. Membership of professional bodies: Bedfordshire (UK) Chambers of Commerce
International Organization Development Association
8. Other skills:
 - Over 18 years of extensive experience in developing and transition countries in the field of civil society development, advisory practice and institutional capacity-building for better local governance, as well as management and consultancy services for numerous EU, DfID, UN and other internationally funded projects as Team Leader and Programme Officer.
 - Specific expertise and experience in building capacity in Candidate Countries for EU Accession – 6 years experience at central and local level on skills required for the development and implementation of projects with IPA and EU Community Funds.
 - 10 years experience of working with Civil Society in transition countries, specifically in Organisational Development.
 - Extensive experience in researching, drafting, and editing a range of Training products (Manuals, Handbooks, Resource Books) for CSOs and their partners.
 - Project & Programme Evaluations, Impact Assessments, and practitioner in Participatory M&E.
 - Strong cross-sectoral experience in the fields of agriculture, education, health, environment, rural and local development, and application of rights-based approaches.
 - Highly experienced in preparing and delivering training sessions on PCM methodology, project development, project management, M&E, training of trainers, as well as Organisational Development, Resource Mobilisation, Partnership Development, Impact Assessment.
 - Good communication, strong leadership, organizational and reporting skills.
9. Present position: Managing Consultant of the Eurasia Social Change Collective

¹ Contact at: simonforrester@yahoo.com or simon.forrester@eurasiasocialchange.com

10. Professional experience

Date from - Date to	Location	Company& reference person (name & contact details)	Position	Description
June-December 10	Uzbekistan	UNDP Uzbekistan (Laura Rio: laura.rio@unep.org)	Community Development Expert	Evaluation of the Community Development aspects of the Area Based Development and Enhanced Living Standards programmes in various regions of Uzbekistan, including provision of guidance on documenting lessons learnt and establishing exit strategies. The evaluation also involves the organisational assessment of Rural Development Centres.
March-October 10	Turkey	UNDP Turkey (Ed Cornies: ed.cornies@undp.org.tr)	Senior Expert - Training Needs Assessment	Assessing needs of stakeholders involved in making local governance more participatory , particularly of Municipal councillors and Municipal managers, but also Civil Society representatives within the City Councils. Thereafter developing a Training Strategy for the Local Administration Reform project and drafting a Training Handbook.
March-April 10	Western Balkans	SIPU International (Palle Westergaard: palle.westergaard@tacso.org)	Senior Expert	Leading the process of establishing & strengthening a pool of Civil Society trainers for the 'IPA countries' to roll out training on Project Development and strengthened NGO management of EU-funded projects. A regional activity under the TA for Civil Society Organisations project (TACSO).
Feb 10	Turkey	EcoTec (Aydin Ozgul: aydin.ozgul@ecotec.com)	Short Term Expert	Design and delivery of training for staff of Ministry of Foreign Affairs on ' An Introduction to Management of EU Funds and Grant Scheme Management '
Dec 09 to Feb 11	Turkey	British Embassy (Fusun Uzunoglu: Fusun.Uzunoglu@fco.gov.uk)	Senior Consultant	Assessment, design and delivery of capacity building measures for Ministry of Interior, for more effective use of EU funds for Governorships & local administrations
June 08 to Jan 10	Turkey & EU	WYG International (Levent Ergen : levent.ergen@deleeuw.com.tr)	Team Leader	Leading Technical Assistance Team for EU IPA-funded ' Promotion of Civil Society Dialogue Between EU & Turkey '. The Programme is based on 20 million Euros of grants to CSOs, with a large awareness-raising component. The responsibilities include : <ul style="list-style-type: none"> ▪ Overall co-ordination of the project activities and all formal reporting ▪ Design and implementation of a promotional campaign to enhance EU-Turkey Civil Society Dialogue including high profile Dialogue Achievements Conference with 300 stakeholders from Turkey & EU ▪ Drafting & editing Implementation Manuals for NGO grant beneficiaries ▪ Research and drafting of Evaluation report ▪ Supervision of a team providing training, coaching and support to 119 grant beneficiaries in Turkey and their partners in the EU <p style="text-align: center;">Mobilisation and management of all short term local and international experts</p>

Curriculum vitae

March 09 to Feb 11	Moldova	EcoTec (Astrid Cox : Astrid.Cox@ecotec.com)	Participation Expert	Providing advisory services to the Moldovan Government in a DfID-funded project to increase participation in the implementation of the National Development Strategy
July 09	Macedonia	UNDP (boran.ivanoski@undp.org)	Lead Trainer	Develop and deliver a Training of Trainers for the Inter-Municipal Cooperation for EU Accession Programme, and accompanying Trainers Resource Book.
Dec 08	Georgia	UNDP (Lia Kukhianidze : lia.kukhianidze@undp.org)	Capacity Building Expert	Supporting staff of the Ministry of Education & Science to build know-how for participatory project development and training of trainers for PCM
March 08 to Apr 08	Turkey	WYG International (Levent Ergen : levent.ergen@deleeuw.com.tr)	Training Needs Assessor	Lead a training needs assessment of local municipalities' staff and civil society partners for improved participatory development and inclusive service provision, particularly in preparation for access to EU Cohesion Funds. This was part of an EC-funded project addressing Social Inclusion of migrants in SE Turkey
Dec 07 to May 08	Turkey	WYG International (Levent Ergen : levent.ergen@deleeuw.com.tr)	Associate Consultant	Business and proposal development for tenders related to Civil Society and general Institutional Development
Apr 07 to Nov 07	Turkey	WYG International (Levent Ergen : levent.ergen@deleeuw.com.tr)	Team Leader & Senior Trainer	<p>Technical Assistance to the Secretariat General for EU Affairs (EUSG) to implement a capacity building project entitled 'External Trainers Pool for DIS-related Trainings'. The assignment includes :</p> <ul style="list-style-type: none"> ▪ Responsible for the overall co-ordination of the project activities and all formal reporting ▪ Control and quality assurance of all training courses - 10 modules developed across a range of EU IPA DIS-related topics, including PCM methodologies, Project Fiche & ToR development and Project Monitoring, delivered to 1000+ staff from 60 public and non-governmental institutions. ▪ Editing and finalising a set of 10 Training Module packages. ▪ Mobilisation and management of all short term local and international experts ▪ Design and delivery of a series of 10 Training of Trainers courses <p>Provision of advice and mentoring to key IPA DIS institutions establishing training units to build capacity for DIS.</p>

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May 07 to June 07	Turkey	GTZ (Peter Bonin : Peter.Bonin@gtz.de)	Partnership Development Expert	Assistance to the State Planning Organisation in strengthening the strategy for State-Civil Society Partnership elements to the new EU Operational Programmes under components 3 & 4 of IPA. This included drafting an Advisory Note and delivery of a workshop to SPO and the OP drafting teams.
March 07 to Dec 07	Europe	British Council (Susie Green : Susie.Green@britishcouncil.org)	Rapporteur	Expert assignment to produce an Educational Report on Inter-Cultural Dialogue to inform youth workers and activists targeted under the EU Youth in Action Programme. The Report will be used as a training guide and practitioners handbook for NGOs and local authorities working with youth in communities of mixed faiths and cultures. Inputs for the Report are from training events held in 2007 with youth activists from EU and Euro-Med countries, inc. Egypt, Palestine, Lebanon, Jordan.
Feb 07 to March 07	Turkey	British Embassy (Ozlem Altug : Ozlem.Altug@fco.gov.uk)	Capacity Building Expert	Developing and delivering training to representatives of Education and Health NGOs associated with the Turkish General Staff on EU grant-supported project preparation and implementation.
Oct 05 to Feb 07	Turkey	British Council (Gillian Cowell: Gillian.Cowell@britishcouncil.org	Deputy Team Leader & Training Expert	<p>Technical Assistance to an EU funded Project ‘Improving Cooperation between NGO and Public Sectors in Turkey’, under the Secretariat General for EU Affairs (EUSG) as the Beneficiary Institution.</p> <p>Duties and responsibilities include :</p> <ul style="list-style-type: none"> ▪ Responsible for the overall co-ordination of the project activities with all the relevant stakeholders, including Dept of Associations and Directorate for Local Authorities under the Ministry of Interior, the Prime Ministry, Ministry of Finance, range of Municipalities, Civil Society Development Centre, various NGO coalitions and Platforms ▪ Management and coordination of feasibility analysis, including a Review of Legal Framework for Cooperation ▪ Training and advisory services to NGO grant recipients ▪ Coordination of a year-long consultative process to enable Public Sector/NGO debate on frameworks for Cooperation ▪ Contribute to the development and promotion of a Strategy for inter-sector cooperation in Turkey, including a MoU/Code for Cooperation and recommendations for legal and operational changes. ▪ Design and coordination of a Partnership Training programme for NGO and Public Sector staff, and production of a Training Handbook on NGO-State Cooperation. <p>Design of monitoring and evaluation system for Project, including training evaluation.</p>

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Apr 05 to August 05	Kyrgyzstan	INTRAC / ICCO (Charlie Buxton : charliebuxton@hotmail.com or charles.buxton@icap.kg)	Organization Development Adviser	Organisational assessments of 3 of ICCO's grant-assisted NGO partners in Kyrgyzstan, and evaluation of their 3-4 year community development programmes. These programmes mainly focussed on target groups of migrants, vulnerable women, and the elderly, using rights-based approaches. The OAs were conducted in a participatory way through a series of workshops with NGO staff and partners, following the '3 Circles' methodology.
July 05	Kyrgyzstan	INTRAC / UNFPA (Charlie Buxton : charliebuxton@hotmail.com or charles.buxton@icap.kg)	Evaluator	Conducting an evaluation of a pilot SRH Training Programme for UNFPA and provision of recommendations for design of second phase programme
Jan 05 to March 05	Kyrgyzstan	INTRAC / DfID (Charlie Buxton : charliebuxton@hotmail.com or charles.buxton@icap.kg)	Evaluation Expert	Evaluation, focussing on sustainability, of the Community Mobilisation component of Technical Assistance provided to a World Bank funded Rural Water Supply project
Jan 05 to March 05	Kyrgyzstan	INTRAC / World Bank Institute (Charlie Buxton : charliebuxton@hotmail.com or charles.buxton@icap.kg)	Participatory M&E Expert	Establishing a monitoring framework and building capacity for Participatory M&E for a Community Empowerment Network

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<p style="text-align: center;">Oct 01 to Sept 05</p>	<p style="text-align: center;">Central Asia</p>	<p style="text-align: center;">INTRAC (Charlie Buxton : charliebuxton@hotmail.com or charles.buxton@icap.kg)</p>	<p style="text-align: center;">Programme Manager & Capacity Building Expert</p>	<p>Programme Manager for Central Asia; Team Leader for DfID's Civil Society Strengthening Programme in Kazakhstan & Kyrgyzstan; Management and delivery of sustainable development consultancies for a range of clients : PROGRAMME MANAGEMENT / CIVIL SOCIETY STRENGTHENING</p> <ul style="list-style-type: none"> ▪ Undertake mapping and needs assessments in Kazakhstan and Kyrgyzstan, and preparation of a range of project feasibility reports, including legislative reviews. ▪ Overall coordination of activities within Programme framework, including the design and management of various capacity building and awareness-raising activities and events. ▪ Delivery of training courses on Analytical Skills (including the development of an accompanying Training Resource Handbook), Impact Assessment, Participatory M&E, and Organisational Development. ▪ Partnership development with key NGOs/CSOs, State agencies, and all other relevant institutional stakeholders ▪ Provision of advisory services and mentoring to partner NGOs engaged in organisation development. ▪ Document and disseminate 'lessons learnt'; including 2 regional conferences, various seminars <p>CONSULTANCIES</p> <ul style="list-style-type: none"> ▪ Facilitate the design of a participatory M&E framework for a regional programme building capacity for media monitoring (for IFEX/USAID) ▪ Social partnership training programme with DfID Sustainable Livelihood project Kyrgyzstan, and an Analytical Skills training programme for NGOs in Tajikistan. ▪ Strengthening Implementation of CDF in Kyrgyz Republic (EU TACIS / British Council) ▪ Associate partner providing technical support in the design and delivery of training for participatory development for various NGOs implementing small grant projects under EU Democracy & Human Rights funds <p>ADMINISTRATION/FINANCE</p> <p>Responsible for managing programme offices in two countries; management of local staff and international and national consultants contributing to the programme; programme finance and reporting.</p>
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<p style="text-align: center;">Oct 99 to Oct 01</p>	<p style="text-align: center;">Nepal</p>	<p>UNDP (UNV HQ, info@unvolunteers.org; tel. +49 228 815 2000)</p>	<p style="text-align: center;">UNV Programme Officer</p>	<p>Management and development of the United Nations Volunteer Programme in Nepal; responsible for all Programme matters, following standard UN/UNDP procedures. This included achievements in the following areas :</p> <ul style="list-style-type: none"> ▪ Managed successful implementation of 3 UNV-executed demonstration projects, in the areas of Community Cultural Heritage, Remote Districts Sustainable Development, and Institution-Building for the Municipal Association of Nepal. ▪ Provide advisory assistance, small grants management and formal training to project teams and their partner organisations. ▪ Outreach support to EU-funded Basic Education Programme, with local partners ▪ Focal point and main advisor in Nepal for International Year of Volunteers 2001; management of research into voluntarism and CSOs; advocacy work in support of the voluntary sector; Advisor to the Government of Nepal in the establishment of a National Development Volunteer Service. ▪ Development of a range of media ‘products’ (web site; journal; research paper; information fair) to debate and promote voluntarism. <p>Acting Field Security Officer for UNDP, involving the drafting of the UN Security Plan for Nepal and supervision of its implementation.</p>
<p style="text-align: center;">May 97 to August 99</p>	<p style="text-align: center;">Kazakhstan</p>	<p>UNDP (UNV HQ, info@unvolunteers.org; tel. +49 228 815 2000)</p>	<p style="text-align: center;">UNV Programme Officer</p>	<ul style="list-style-type: none"> ▪ Project design, fund-raising, and implementation of a UNV-executed capacity-building & small grant scheme project located in an area north of the Caspian Sea - part of a co-ordinated programme of assistance from the UN system, partnering Local Administrations and emerging Civil Society, and included a cost-share agreement with the private sector. ▪ Initiated national UNV scheme and growth of international posts ▪ Liaison, advocacy, and negotiation with all UN agencies, the donor community, international & national NGOs, and Government counterparts on issues related to the voluntary sector. Trained on UN Field Security in situ in Beirut. <p>Advised on training needs and provided assistance on capacity building for project and grant scheme management on nationally executed UNDP projects, including Aral Seashore Rehabilitation Programme and GEF small grants</p>

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May 96 to May 97	Kazakhstan	UNDP (UNV HQ, info@unvolunteers.org ; tel. +49 228 815 2000)	UNV Specialist	Assigned to a UNDP funded activity. This institution-building project, aimed at improving the management and co-ordination of foreign aid to Kazakhstan, was based in the Department for External Aid Co-ordination in the Ministry of Finance. Duties included building administrative procedures, staff capacity building, assistance in liaison matters with the international donor community (visiting missions, resident diplomatic missions, UN agencies, and international NGOs), facilitating workshops for DEAC, and assistance with PR activities.
Aug 93 to July 95	China	VSO / Shaanxi Education Dept (VSO HQ : rv@vso.org.uk ; tel. +44 20 8780 7500)	Teacher Trainer	Working at Xianyang Teachers College, Shaanxi, China. Capacity-building within Department for Foreign Languages including : design and delivery of training for language teachers course; curricula development and mentoring support to Dept peers on the development and application of teaching methodology; peripatetic support to newly trained teachers at their places of work across the province. Was awarded 'Model Teacher' status by Provincial Govt.
Jan 93 to July 93	UK	Time Out Group (Kevin Ellis +44 20 7813 3000)	Business Manager	Day to day business management of Modern Painters magazine and related interests
July 91 to Dec 92	UK	Self-employed	Publishing Consultant	Freelance work for a variety of clients, mainly providing project management and media sales on a number of specialist magazines. Also undertook several feasibility studies for magazine launches.
August 89 to Dec 90	UK	Maxwell CM (Chris Adam-Smith : chrisadamsmith@btinternet.com)	Associate Publisher	Founding publisher of Worldbeat magazine and associate on a range of specialist titles with Maxwell Consumer Magazines
Dec 86 to August 89	UK	Argus Specialist Publications (Chris Adam-Smith : chrisadamsmith@btinternet.com)	Group Advertisement Manager	Responsible for advertising revenue and 11 sales staff across 7 specialist consumer magazines with Argus Specialist Publications.

11. Other relevant information (e.g., Publications):

Recent publications include:

- 'Postcards from a Dialogue' – a compendium of experiences of Civil Society engagement between Turkey & EU, EUSG, November 2009, Turkey
- 'The Migrants Voice', Kriter Magazine, August 2009, Turkey
- 'Faith, Religion & Dialogue', an Educational Report, British Council/EC, Jan.2008, UK
- Building Confidence for Cooperation, Praxis Note, March 2007, INTRAC, UK,
- NGOs and Diversity in Kazakhstan, ONTRAC Spring 2005, INTRAC magazine, UK,
- Building Capacity for Monitoring the PRSPs, ONTRAC Winter 2005, INTRAC magazine,

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- Enhancing NGOs Capacity for Policy Debates, Reform Magazine, Institute for Socio-Economic Reform, Kyrgyzstan 2004