

## CURRICULUM VITAE

### PERSONAL DATA:

Name : Doi Ra  
Sex : Female  
Age : 30  
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### EDUCATION:

**Master of Public Health**, Mahidol University, Thailand, March 2010 – April 2011

**Bachelor of Arts** (Major and Minor: Public Health and Biology), Westminster College, USA

Jan 2004- May 2007

### WORK HISTORY:

**Senior Program Manager**, Program Quality, Advocacy and Learning (PQAL) Department, Relief International, **August 2014-present**

- Oversee partnership process with local organizations including Thirimay Women's Cooperatives, Southern Shan Local Development Organization, Myanmar Medical Association, Pan Pyo Latt Foundation, and Shan and Pa-Oh Ethnic Health organizations
- Develop monitoring & evaluation and knowledge management system for multi-sectors including WASH, Child Protection, Peace Building, Governance and Community Participation, Health and Livelihood
- Contribute in the development of country programme strategies and advocacy initiatives as a member of senior management team
- Through M&E officers, provide oversight on compiling best practices and lessons learnt across all project sectors
- Initiate a learning culture for continuous improvement across all RI Myanmar projects through quarterly project benchmarks and technical forums
- Support programme teams to generate learning through evidence and utilize for decision-making throughout the project management cycle
- Provide internal capacity building trainings to the staff including Core Humanitarian Standards (CHS), Report Writing, Proposal Writing, M&E

- Led the development of medium grant size proposals, most recently, START fund proposal for Rakhine flood response, and Drug Abuse Prevention in Kachin State from the Newzealand Embassy
- Supported the development of other proposals such as 3MDG funding for 3 Southern Shan townships and Dedaye township (approved grants), OFDA and ERF proposals for Emergency Flood Response in Rakhine (pending)
- Successfully worked with a consultant to produce a study report on functional status of 60 village health committes (VHC) in Dedaye township and shared the publications with other agencies
- Leading a research team to work with Department of Medical Research to conduct a study on Post-natal care coverage and health expenditure analysis in Dedaye township
- Supported M&E officers to develop beneficiary feedback mechanisms for different settings including for Rakhine camps and health project locations.

**Program Manager, Relief International, Joint Initiative on Maternal, Newborn and Child Health (JI-MNCH) & 3 Millennium Development Goals (3MDG), May 2012-July 2014**

- Developed annual township health activities and budget plan together with partner township health staff and project staff
- Prepared quarterly and monthly technical progress reports to be submitted towards the donors and senior management committee
- Managed over 2.2 million project budget porfolio through budget forecasting, monthly tracking, and risk management.
- Prepared procurement plan and worked with logistics and finance personnel to procure items such as birth spacing commodities, essential medicines and equipment
- Contributed in designing proposals which included Dry zone MCH/TB project and Kachin Emergency Response, Rakhine Early Recovery Child Protection and Education, and Women's Cooperatives
- Supervised 23 field staff (Health, Administrative and Finance) to ensure timely and quality project implementation
- Facilitated workshops with health staff to review lessons learnt and brainstorm on better strategies to achieve intended results of the Health System Strengthening project
- Monitored the project through regular field visits, monthly monitoring reports, most significant change stories, and interviews with different stakeholders
- Liaised with the trainers from the Department of Health to organize capacity building trainings for basic health staff and village health workers
- Worked closely with the senior management team to support in overall management of the whole organization
- Represented Relief International at health-related coordination meetings and workshops at National, State and Township levels
- Represented as a key person for Dedaye MCH program with the Fund Manager and Relief International headquarter.

- Worked with field staff and township health staff to host visits from the donors, Ministry of Health, and Fund Management Office.

**Monitoring and Evaluation Officer, Relief International, Joint Initiative on Maternal, Newborn and Child Health (JI-MNCH), September 2011- April 2012**

- Developed MNCH M&E database and data collection process to keep track of achievements, challenges and progress
- Regularly updated project implementation progress against plan and monitored financial expenditure rate to alarm of any activities falling below the planned target
- Coordinated with township health department and health teams to collect Health Management and Information System (HMIS) data monthly at the township and RHC levels
- Supervised the collection of success stories, focus group discussions, and case studies to strengthen technical progress reports
- Prepared quarterly MNCH Log-frame achievement data based on HMIS and project outputs
- Developed Population-based Maternal and Child Health survey proposal, which was submitted to the Program Steering Committee and the Ethical Board, on behalf of all implementing partners
- Coordinated with Survey Technical Working Group members to finalize the survey questionnaires, methodology and data collection plan
- Facilitated donor agencies and headquarter personnel visits at the implementation areas
- Contributed to the design of M&E component in the new proposal development

**Project Officer, Burnet Institute, Integrated Psychosocial, sexual and reproductive health services in Post-Cyclone Nargis Relief and Recovery Responses, September 2008 - March 2010**

- Trained community volunteers and leaders from Nargis affected areas on psychosocial support, reproductive health and gender-based violence for integration into relief work
- Facilitated advocacy meetings with leaders from the partner organizations and communities for trainee selection and activity integration
- Monitored post-training activities carried out by community relief workers using focus group discussions and forums
- Facilitated forums with community leaders to continue advocacy and monitoring
- Assisted in developing M&E framework and monitoring tools which included volunteer report format, focus group discussion guideline, and interview questionnaires
- Collected most significant change stories from the project stakeholders
- Prepared monitoring reports to highlight progress, challenges and lessons learnt
- Provided support to partner organizations in the areas of situation analysis, planning, proposal development, implementation, monitoring and evaluation
- Developed annual, monthly and weekly work plans together with other team members
- Assisted in the procurement and development of family hygiene kits

- Assisted the consultant for end-evaluation by coordinating with partner organizations and community volunteers to carry out field assessment
- Participated in Technical working group meetings to exchange knowledge and lessons
- Written an abstract titled, "Integrating psychosocial and HIV responses into Myanmar's Post-Nargis relief activities", which was selected to be presented at 9th International Congress on HIV/AIDS in Asia and the Pacific (ICAAP) at Bali, Indonesia

**Technical Officer, World Concern, HIV/AIDS and Harm Reduction, July 2007 - September 2008**

- Provided technical support for the implementation of peer education for young people and drug users, VCCT and counselling for drug users projects, which were implemented in the remote villages of Kachin, Mon and Northern Shan states
- Monitored implementing areas quarterly in order to supervise project activities and technical competency of field staff using observations, group discussions, and mutual feedback provision
- Analyzed monthly reports submitted from the field technicians to provide technical support and take prompt actions as necessary
- Assisted in designing M&E framework for community-based HIV and Harm Reduction activities
- Supported the senior technical advisors to prepare quarterly and annual technical progress reports
- Led a qualitative research on the impact of injecting drug use in six selected Northern Shan villages
- Trained the research team to use participatory methods such as community mapping, seasonal calendar, timeline, focus group discussion and interview for data collection
- Prepared a research report to share with partner organizations and provided feedback on the findings to the participating villages
- Developed advocacy plan to desensitize and de-stigmatize HIV with the community members and leaders
- Actively participated in internal and external technical coordination meetings
- Liaised with Ministry of Health and National AIDS programme to receive permission for the trainings and production of IEC materials

**Computer skill:** Microsoft word, Excel, PowerPoint, Statistical Packages for Social Sciences, Epidata, Endnote, Adobe photoshop, Adobe pagemaker

**References:**

- 1) Dr. Myint Oo

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