**YI YI WIN**

Room (21), Building (8), Shwe Gone Yeik Mon Housing, Shwe Gone Dyne, Bahan Township, Yangon

+959 4200 71211 minshinsoo@gmail.com

CARRER OBJECTIVE

Freelance Translator

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**CORE COMPETENCIES**

* Translation from English to Myanmar Vice Versa
* Designing, Planning and Evaluation and reporting
* M&E
* Log frame and M&E framework development
* Need assessment
* Case Studies
* Project Cycle Management (PCM)
* Social Impact Assessment
* Environmental Policy
* Women Rights
* Human Right (HRBA)
* Community Base Organization
* Youth Leadership
* Participatory Method
* Training and Facilitation
* Participatory M&E and TOC ( Theory Of Change)

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**PROFESSIONAL EXPERIENCE**

**Freelance Translator**

I am a translator translating from English to Myanmar vice versa. I have provided the services of translation to many different UN agencies, INGOs and NGOs including UNFPA, UNESCO, World bank, FHI 360, BBC news and GDI translating and editing the area on education, human rights, gender, health, development, environment for manual, handbook and survey questionnaires. Apart from this, I have been doing more than 400 movies translation with HBO since 2013. Furthermore, I have more than 8 years experience working at INGO more responsible on research and impact assessment work. I have graduated with B.A ( English ) and hold a diploma in Environmental Policy from Open University UK distance learning course. Aside from my academic background, I have joined many technical training such as research methodology, Developments and community mobilization using participatory approach. l

**Services Deliver to UNESCO, UNFPA, World Bank, FHI 360, BBC news, GDI, HBO**

**Types of Services: Documents Translation & Editing, over 400 movies translation**

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**ACTIONAID MYANMAR, YANGON**

**Program Quality, Impact Assessment, Accountability and Village Book (Participatory Planning) Coordinator**

**2014 to Present**

* Organized and conducted organizational level annually Review and Reflection (Organizational impact assessment ) of the projects activities and the program to ensure the organizational priorities and projects’ objects and goal to show the organization’s accountability to community, donor and other alliance
* Develop M&E Log Frame and framework and give support to different projects in developing M&E plan and provide technical input to projects M&E staffs for their regular M&E process.
* Provide M&E training on basic concept of M&E, development of TOC( theory of change), Logical framework and Participatory M&E and method of data analysis to AAM staffs, partner staffs and government department staffs.
* Organize and conduct midterm review and end review of the projects including designing, planning, build up the capacity of respective M&E focal of different projects for review process, analyzing data and writing the findings report of each assigned review
* Conduct need assessments and write need assessment report for new area intervention by using secondary data from village book which is AAM’s strategic approach to bring the community people together to make them identify their needs and develop their own plan.
* Initiate, implement and evaluate the conduct of Village Book Training of Trainers, Village Book training, Accountability Training, Value for Money and other relevant trainings.
* Develop the capacity of the AAM Staff, LRPs, project team and partners on training and facilitation on Village Book, PRRP and Accountability as well as data consolidation for baseline and progress review and assessment.
* Ensure understanding of AAM’s transparency and accountability mechanisms, maintain these in the relationships with partner organizations and work with field-based staff and partners to implement these at the community level.
* Follow-up and liaise with relevant local and international organizations and Myanmar authorities on a national and local level pertaining to Village Book, Accountability and PRRP.

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**ACTIONAID MYANMAR, YANGON**

**Program quality, Impact assessment, Accountability and village book (participatory planning) Officer**

**2012 to 2014**

* Doing impact assessment of the program by PRRP (participatory, review and reflect process) from community level to organizational or national level of program’s outcome, changes and impact and to show the accountable to the community and as well as donor and alliance
* Provide technical support in participatory bottom-up planning (village Book) to government officials/departments / in people center participatory bottom-up planning to make the government give their accountable to their people
* Provide training to youths from different parts of Myanmar from respective ethnic groups( Kayin, Mon, Chin, Kayah, Rakhine and dry zone area in the process of community lead participatory panning and decision making and how to approach the engagement with governments in their planning and budgeting.
* Provide training on village book to partner staffs and program staffs, CBO training to community leaders.
* Develop Village book manual together and organize village book TOT for the program staffs who will be assigned to provide training and give support to the youth during they develop their village book in the community.
* give other related support during developing VB in the communities in term of getting quality village book
* develop the tracking system of village book in terms of using as a M&E tools
* Organize M&E monthly meeting, workshop and join consortium meeting.
* Supporting for developing monitoring frame works/systems/plans for different projects
* Assisting in the development and testing of M&E tools, approaches and databases as part of the M&E system.
* Routinely monitoring project progress, activity results and outcomes, and adjustments reflecting changing circumstances
* Supporting to carried out impact assessments of all the completed projects to monitor change and documenting and share the learning the best practices across the organization
* Coordinating Annual planning process and annual reporting process and preparing reports
* Providing support to the program teams to enhance program delivery
* Make translation of written documents both in English and Burmese
* Involve in the process of impact assessment of program and KAP on violent against women by international consultant and research in violence against women in data collection and analysis process.

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**ACTIONAID MYANMAR, YANGON**

**Fellowship Program Officer**

**2010 to 2012**

* Support and coordinate the work of assigned AAM’s partners who are involved with the fellowship program.
* Provide Training to fellows / Volunteer with fellowship approach framework when necessary
* Ensure documentation of projects, assist in Program Coordinator- Fellowship for on time donor reporting concerned with the fellowship program. Assist to Program Coordinator for budgets and monitor utilization. Provide feedback and support to partners in reporting and documentation as required.
* Work closely with the partner organizations to ensure that partners are provided the necessary capacity support to develop and implement the fellowship program
* Develop for dissemination, case studies/stories of change and of good practices evolved through the fellowship program
* Actively participate in and support ActionAid’s program throughout Myanmar and contribute to the development of a cooperative and dynamic team and the development of the country program.
* Provide assistance as requested by fellowship Coordinator and support other programs of ActionAid in Myanmar as and when necessary.

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**Volunteer Experience**

**British Council- Ethnic Based conversation Club- Mon Conversation Club**

**(Yangon)**

**Program Organizer/Facilitator**

**2008- 2011**

**Mon Literature Teacher- Monastic Literature and Culture Summer School**

**2000-2003**

**EDUCATION**

1. **Bachelor of Art ( English),**

Mawla Myine University, 2006

1. **Dip in Environmental Policy (2010-2012)**

Open University (UK-Distance Learning Course)

British Council, Yangon

1. **Community Development and Civic Empowerment (CDCE)**

Chiang Mai University 2009

**ADDITIONAL SKILLS**

* Microsoft word and Excel ( quantitative and Qualitative Data Analysis)
* Internet
* English ( Fluently in four skills)
* Burmese ( Fluently in four skills)
* Mon ( Fluently in four skills)