

## CURRICULUM VITAE

- 1. Family name:** Ton-Nu (Ms.)
- 2. First Name:** Ai-Phuong
- 3. Date of birth:** 21 April 1965
- 4. Nationality:** Vietnamese
- 5. Civil status:** Single
- 6. Education:**

<i>Institution: Date [Date from – Date to]</i>	<i>Degree(s) or diploma(s) obtained</i>
Oxford University, Department of Educational Studies, UK 09/1998 - 07/2001	MSc. in Educational Studies (including one year doing Applied Social Studies and one year studying Educational Research Methodologies)
University of Hue, Hue City, Vietnam 10/1983 – 07/1988	BSc. in English Language and English Literature

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

Language	Reading	Speaking	Writing
Vietnamese	1	1	1
English	1	1	1

**8. Other skills:**

- Good at using most Microsoft Office applications
- SPSS for data processing.

**9. Present position:**

Free lance consultant on social and economic development issues and humanitarian work

Free lance translator and interpreter with 22 years of experience.

**10. Key qualifications:**

**Monitoring and Evaluation, Impact/ Need Assessment, Research:**

- Specialised in M&E, social-economic and development research (e.g. need assessment, qualitative research, socio-economic survey, impact assessment/ evaluation, programme evaluation, gender analysis) with special focus on the disadvantage groups such as cross-border and in-country trafficked victims of prostitution and labour, child labour, street working children and adolescents and labour migrating families.

**Capacity Building, Professional Training:**

- Specialised in training on: social work, project management, community development, leadership and management, child rights.
- Good experience in coordination and facilitation of various professional training to local organisations for strengthening capacity and organisational management

**Project/Programme Management on poverty alleviation and social development:**

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- More than 21 years experience in managing projects funded by international aid programmes (EC, Finland, GTZ, IFRC, Save the Children, Terre des hommes), especially ODA projects with focus on poverty alleviation, social development and social integration.
- Strong in project management, teamwork, team building and networking with relevant local co-operating organisations / local partners.
- In-depth knowledge in LFA, Monitoring and Evaluation, Strategic Planning including activity and financial planning, right-based programming and overall programme management in the social and development sectors.
- Rich experiences in development projects in Vietnam on various social issues namely: urban and environment planning and management, water and sanitation management, urban poverty reduction, rural and community development, inclusive education for disadvantaged children, working children, street children, child rights, and juvenile justice, commercial and non-commercial sexual exploitation of children and child protection, anti-trafficking in hunam, gender and development and adult education, etc.

**Working with disadvantaged people and poverty alleviation projects:**

- Good experience in working with various ethnic minority groups (Khmer, H'Mong, Ede, H'Roi, Van Kieu, etc...) in Vietnam
- Good experience in working with different disadvantaged groups of people, especially people living in poverty through out Vietnam (both in rural areas or urban slums), children of different types as mentioned above including rural-urban migrating families and children.
- Good experiences in organising social events such as press tour, press conferences, seminars, training workshops and fundraising activities and social movements
- Good at information presentation such as designing of leaflet, poster, power point documents for seminar presentation, report writing

**11. Professional experience:**

1<sup>st</sup> July 2005 until now: Free lance consultant and translator

*Location:* Ho Chi Minh City

***Companies/ Organisations and major job functions involved:***

**1/ Prosperity Consultancy Co. Ltd. (since April, 2008) :** Founder and Chairperson: Leading or providing technical services to various research activities contracted by different organizations, such as:

- **RCH International (May 2009):** Team member of a Mid-Term Evaluation on Hue Cardiovascular Training Project conducted by RTCCD
- **UNESCO (March-April 2009):** Team member, Key expert of a Review of Inclusive Education in Teacher Preparation at the Primary Level in Vietnam: responsible for the Gender, Child Protection and Human Rights aspects. The Review is part of the Review in many countries include: China, Mogolia, Cambodia, Nepal, Bangladesh, Lao PDR, Vietnam and tentatively Indonesia,
- **ANESVAD – AFESIP Evaluation (March 2009):** Team member, national consultant for an evaluation of a AFESIP-VIETNAM Programme helping the victims of Trafficking for Sexual Exploitation which was funded by ANESVAD – Spain., sub-contract by ECR-Mekong.
- **NIRAS FINLAND OY - Quang Tri Rural Development Programme (Jan.2009):** Key expert of an assessment on “Impact of Strengthening Communes as Investment Owners” in responding to the Government Ordinance on Grassroot Decomcracy with

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special focus on capacity building to local communes to manage construction projects in poor rural areas in Quang Tri.

- **Save the Children-Sweden (SCS) (Nov. 2008):** Team member in an evaluation on Child Rights Training and the impacts of Child Rights Training in some projects funded by SCS namely: Safety communities and Parents' Heart Project for children with disabilities in Dong Thap province, Protecting Children from being physically and mentally abused in Tu Liem district of Ha Noi.
- **Villes en Transition (August-Sept, 2008):** Team leader of a Socio-Economic research on a Khmer ethnic community in Rach Gia, Kien Giang province: The research investigated and also mapped the problems of water, sanitation and infrastructural system in this community and how these problems affected the lives of local people and assessing the local needs on capacity building in order for VET to develop its own project on urban development and infrastructure upgrading for this area.
- **Room to Read (July – August 2008):** Team leader of a study on School Drop-Out Children with special focus on Khmer girls, in Tra Cu district, Tra Vinh Province: This study aimed to collect information about school drop-out children and their needs so that RtR could use to develop its strategic plan to help girl children continue their education and prevent them from dropping out.

2/ **Young Lives research project in Vietnam (Jan. 2007 – June 2008):** Lead Qualitative Researcher in Vietnam of the research on children living in poverty, including poor ethnic children (H'Mong, Ede, H'Roi) in Vietnam. The project is funded by DFID and managed by the International Development Department of Oxford University, UK and was implemented in four countries: Vietnam, India, Ethiopia and Peru.

3/ **Nguyen Tat Thanh Foreign language school of the HCM University of Social Sciences and Humanities:** English lecturer, teaching on subjects of: translation, interpretation, British Culture, and speaking.

4/ **Open University of Ho Chi Minh city - Department of Sociology:** part-time lecturer on the subjects of Project Cycle Management and Social Work

5/ **Children of Vietnam Charity Fund (Nov. 2006 until Feb.2007):** Helped to set up the Fund and administrative system for the Fund as Acting Fund Director during that period.

6/ **Urban Environment Planning and Management- Viet Nam programme (funded by EU in partnership with Vietnam's Ministry of Construction):**

- *May – June 2006:* Training Advisor for the Capacity Building and Training Component: Helped the Programme to compile information about the Training Curriculum Evaluation and the self-assessments of lecturers on the courses of Urban Planning and Urban Planning and Management of Ho Chi Minh city University of Architecture
- *Nov. 2005 – Jan. 2006:* Training Needs Assessment Advisor: helped Ho Chi Minh city University of Architecture to carry out a training need assessment of students for the Urban Planning course and to improve the training curriculum; carried out a rapid assessment on the capacity to implement small grant projects on environment and the needs for supports of the local authorities in 13 provinces of the Mekong Delta Region.
- And provided other technical supports and services when needed such as translating technical documents or important reports, etc.

7/ **Education for Development (April – June 2006):** Evaluator: An evaluation on the project helping poor children in Ho Chi Minh city: The Hung Phu Motorbike Washing Center

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8/ **GET German Education and Training GmbH:** Evaluation on the EU funded Assistance to Street Children Project in Viet Nam (Oct. 2005)

- Key expert - Social Development Specialist of the team.

**Feb. 2004 to 30<sup>th</sup> June 2005**

**Location** Dien Bien Phu City / Vietnam

**Company/ Organisation:** EU- Son La- Lai Chau Rural Development Project (EU-SLLC RDP)

**Position** Technical Advisor and Head of Education Component

**Description**

- coordinated all activities related to capacity building and human resource development for project partners, with special focus on in strategic planning and institutional strengthening
- developed annual work plan, activity log-frame for monitoring and evaluations, controlled project budget
- generally managed and monitored all project activities supported by EU-SLLC including the construction of local village schools and water supply systems for local people, provision of scholarships for poor ethnic minority children, training of local teachers for qualification upgrade (5+4 or 9+3), adult education (literacy and awareness raising on various issues such as using clean water, personal hygiene, sanitation, management of the water sources and water supply systems), etc.
- coordinated programme evaluation, need assessment and consultants' work
- documented all information related to projects
- produced project information materials (for communication, training and awareness raising activities) and provided technical assistance in the designing of adult education materials (such as hygiene and sanitation, water use and management, protecting natural forest and environment ).

**August 2001 - Jan 2004**

**Location** Ho Chi Minh City / Vietnam

**Company/ Organisation** Terre des hommes (Tdh) - Lausanne

**Position** Programme Development Officer

- coordinated all activities related to capacity building and human resource development for project partners, with special focus on in strategic planning and institutional strengthening
- controlled project budget
- managed and monitored all projects supported by Tdh in Ho Chi Minh and Can Tho cities (same functions as with SCF Sweden below)
- coordinated programme evaluations and children's need assessment
- promoted 'Social Professional Integration' opportunities to help grow-up street children.
- facilitated workshops and/ or acted as trainer on project management skill training and sharing project experiences in helping street children and street adolescents with literacy education, job seeking and job training (in training institution, and on-the-job training in private enterprises, etc.)
- documented all information related to projects

**March 1999-June 1999**

**Location** Oxford, UK

**Company/ Organisation** Care for Carers' Center in Oxfordshire

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Social Work practice student

- promoted legal rights and social inclusion for the people (carers, including child carers) who lived with and cared for elderly people and people with disabilities
- helped aged people and people with disabilities get access to the social benefits and services they are entitled to

### June 1995 to 1998

**Location** Hanoi, Ho Chi Minh City / Vietnam

**Company/ Organisation** Radda Barnen (Swedish Save the Children)

**Position** National Programme Officer, responsible for Social Work Programme

- managed (including budget planning and budget control, planned activities and supervised) various programmes such as: Child Protection, Child Rights Training and Child Rights Advocacy, Prevention of Trafficking and Commercial Sexual Exploitation of Children, Research on Child Labour and Child Prostitution, Social Work Training and Development
- conducted need assessment, risk analysis and supervised programme evaluation.
- identified local partner organizations, strengthened and empowered them in implementing Child Rights advocacy and Child Protection Programmes through capacity building for their staff.
- facilitated communications between local NGOs, governmental organizations and international organizations in order to strengthen their cooperation in implementing the National Plan of Action in Preventing Child Trafficking and Child Prostitution in Vietnam.
- networked with various local, national and international organizations in sharing and learning experience in programme implementation.
- trained staff of local partner organizations on Children's Rights, on LFA for strategic project planning
- wrote annual programme proposals and reports.

### Dec. 1994 -June 1995

**Location** Ha Noi - Vietnam

**Company/ Organisation** International Federation of Red Cross and Red Crescent Societies (IFRC)

**Position** National Programme Officer, responsible for the Health Programme

- assisted the Health Department of Vietnam Red Cross to develop a strategy and plan of action for five year development (1995-2000) including budgeting and project activities
- worked with the Vietnam Red Cross on the development of programmes related to Community Based First Aids, Primary Health Care, Social Work Training and Health Care (Hygiene and Sanitation –WATSAN) for the Vulnerable Returnees (in cooperation with UNHCR Vietnam)
- translated into Vietnamese training documents on subjects such as Project Planning and Management, Logical Framework Analysis.

### Sept. 1992 - Nov. 1994

**Location** Hue City / Vietnam

**Company/ Organisation** ECIP Central Region Office (European Community International Programme for the Re-integration of Vietnamese Refugees)

**Position** Senior Information - Job Orientation and Placement Officer

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- compiled documentation on the reintegration of the returnees (such as writing articles for ECIP newsletters, evaluation documents and feedback to the Headquarter of ECIP about the impacts of the programme on communities)
- supported other programmes in assessing returnees' needs for supports in terms of credit loans, infrastructure constructions in their community such as roads, health clinics, water supply and sanitary systems, etc.
- advocated for the voice of returnees in matters related to their integration into their communities
- organized press conferences and press tours for information documentation about the reintegration of returnees into Central region of Vietnam
- disseminated information about support available for returnees to help them re-integrate into their own communities

### July 1989 - Sept. 1992

**Location** Hue City / Vietnam

**Company/ Organisation** People's Committee of Hue City

**Position** Secretary in charge of international economic affairs, English translator and interpreter

- monitored projects related to foreign investment in economy and cultural preservation
- wrote project proposals seeking funding from UN and International Non-governmental organizations for projects related to rural and urban development and community development.
- managed a school, vocational training projects for children and a water and sanitation projects for people in a resettlement programme who moved to live on land from the rivers of Hue City
- was responsible for financial management of project activities
- translated project documents and diplomatic letters.

## **12. Other relevant information:**

### **Other short-term consultant experience before July 2005:**

**Company/ Organisations** EU, ICON-INSTITUTE / GTZ and ARCOTRASS; and VET (Villes en Transition)

**Positions** Freelance/ part time Consultant

- team member of an EU evaluation on Asia-Urb projects in Ha Noi – Hue (*Projects VNM 007, ALA/95/21-B7-3010/17: Disadvantaged Youth and Street Children Project at Hoan Kiem District in Hanoi and VNM 005, ALA/95/21-B7-3010/13 Urban Poverty Alleviation in Hue in Connection with Heritage Preservation Promotion*)
- researcher/ writer of a literature study in analyzing existing experiences (best practices) in the field of social and economic integration of youth in selected urban and rural poverty areas,
- coordinator of a survey on Socio-Economic Situation, Needs and Plans of Local People in Trai Thuy for the Displacement and Resettlement in Nha Trang Province

### **Voluntary / charity work related to disaster relief and other activities:**

- 1999-2001: Organiser of many Vietnamese Cultural Night Events and Fund-raising events in Oxford University to raise more than GBP 5000 which were sent to Vietnam through the IFRC to help the victims of the 1999 floods in Central Region of Vietnam.
- Participated in various charity activities for poor people, ethnic minorities, disabled people such as offering free Health Examination and Medicine,
- provided scholarships/ uniforms to poor children in rural areas, etc...

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### **Other professional training**

- **10/1995 - 9/1997: Leadership Training** in Sri Lanka (with Radda Barnen) (Oct. 1995); in Thailand (May. 1996), in Cambodia (Oct.-Nov. 1996) and in Nepal (Sept., 1997) (two-week intensive course/each training) (with certificates) (conducted by LENS- Malaysia)
- **2/1997 & 2/1996: Gender Training – General Concept and Planning with Gender Methodology:** organized for staff of non-governmental organizations in Vietnam. ( with Radda Barnen)
- **11/1996: Planning with Logical Framework Approach:** learned from IFRC’s expatriate and internal training for Radda Barnen staff
- **3/1996: Qualitative Research and In-depth Interview Skills:** internal training for Radda Barnen staff and its partner
- **1/ 1996: Report Writing Course:** organized for staff of non-governmental organizations in Vietnam. (with Radda Barnen)
- **9/1995: Child Rights Training for Trainers:** organized for staff of non-governmental organizations in Vietnam. (with Radda Barnen)
- **8/1995: Training of Trainers:** organized for staff of non-governmental organizations in Vietnam. (with Radda Barnen) (with certificate)
- **2/1995: Training on Social Work** (basic training): (with the International Federation of Red Cross and Red Crescent office)
- **4/ 1993 & 2/ 1994: Training on information skills:** interviewing, counselling, collecting information, writing articles, news and reports, taking pictures ( with ECIP)
- **1/1993: Training on Job Placement.** (with ECIP)
- **8/ 1988: Training on Managing Foreign Economic Investment projects** (conducted by the Vietnamese Chamber of Commerce - Ministry of Foreign Trade)

### **13. Publication:**

**2003: Social Economic Integration for Disadvantaged Youth:** A study on Good/ Best Practices in Vietnam (GET’S GTZ - Financed Youth Project)

**2003: A Country Situational Analysis on Street Children in VIETNAM:** paper presented at a Regional Civil Society Forum for South East Asia on Promoting and Protecting the Rights of Street Children, 12-14 March 2003, Bangkok, Thailand.

**1999: Children in the Shadow: A study on the commercial sexual exploitation of children in Ho Chi Minh City.** Published under the name of my organisation: Radda Barnen and Vietnam Youth Association - Youth Social Work Centre. National Political Publishing House. Vietnam (in English and Vietnamese languages)

**1999: Promoting the Rights of the Child: A training package on the UN Convention on the Rights of the Child.** Co-editor/and Co-author with other staff of International Save the Children Alliance organisations. National Political Publishing House. Vietnam (in Vietnamese language, third edition in 2002)

**And various brochures and leaflets for the projects that I have been involved in.**

### **14. Other research and writings:**

- **2009: An Assessment on the Impact of “Strengthening Communes as Investment Owners”** with special focus on capacity building to local communes to manage construction projects in poor rural areas in Quang Tri Province.
- **2008: Report on A Socio-Economic Survey and Need Assessment on Local Inhabitants** in Quarter 1, Vinh Lac Ward, Rach Gia City, Kien Giang Province

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- **2008: Report on Need Assessment of Girl Pupils** in Tra Cu district, Tra Vinh Province through Community Consultation.
- **2006: An Evaluation on the Project Helping Poor Children in Ho Chi Minh City:** The Hung Phu Motorbike Washing Center
- **2006: A review on the local capacity for small grant project implementation** – A rapid assessment, part of the UEPP’s Training Need Assessment on Urban Planner’s Capacities carried out on 13 provinces of the Mekong Delta Area.
- **2003: Social economic integration for disadvantaged youth: A study on good/best practices in Vietnam:** A literature review on different initiatives in Vietnam by different organisations (in collaboration with GET’s GTZ financed Youth project)
- **2002: Survey Report on Socio-economic Situation, Needs and Plans of Local People in Trai Thuy for the Displacement and Resettlement.** A survey on opinions of low-income people in Trai Thuy commune, Nha Trang about a plan to resettle them in a new area – Dat Lanh (Ville en Transition).
- **2001: ‘Commercial Sexual Exploitation of Children: A Study on Child Prostitution and the Preventative Role of Education in Vietnam’.** Graduation research paper for MSc. In Educational Studies.
- **1988: Interference in Translation.** Graduation research paper for BSc. in English language studies.

**Reference: available upon request.**

**Contact information:**

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