

Zhirayr Edilyan

Email: zhirayr.edilyan@gmail.com
zhirayr.edilyan@atlascorps.org
Skype: zhirayr.edilyan
Cell: + 374 94 051509
Facebook: <http://www.facebook.com/zhirayr.edilyan>
Twitter: http://twitter.com/zhirayr_edilyan
LinkedIn: <http://www.linkedin.com/pub/zhirayr-edilyan/8/1a4/893>

SUMMARY OF QUALIFICATIONS

Significant experience in organizational development, leadership, project/program development and evaluation. Strong background in organizing and conducting trainings, conferences, workshops, providing consultations as well as leading expert/trainers groups. Strong skills and experience in management and institutional development. Over ten years of experience in non-profit development both in Armenia and internationally. Significant experience in research, assessment and evaluation. Sound information analyzes and report writing skills.

Extensive experience working with international development agencies. Experience in leading, consulting and monitoring/supervising organizations in the field of program development and evaluation. Ability to unite various stakeholders and partners around common issues. Strong negotiation and collaboration development skills. Experience in running presentations as well as facilitating discussions and finding consensus.

Profound interpersonal and communication skills. Ability to lead, proactive and flexible team-player. Commitment to contribute to team achievements and success.

Passionate in global nonprofit movement and in supporting Civil Society Development.

PROFESSIONAL EXPERIENCE

Aug 2011 – present

Freelance Training and Consulting

- Consulting and facilitation of Strategic Planning for intentional, local and development organizations. The organizations and institutions worked with are:
 - United States Department of Agribusiness, Caucasus Agribusiness Development Initiative
 - USAID Programs
 - Counterpart Int. Armenia
 - Various Armenian nonprofit networks and coalitions
 - NGO Center
 - World Vision Armenia
 - Business Support Center
 - Beeline University, Armenia
 - UNDP
 - Transparency International Anticorruption Center
- Designing and conducting program evaluations and impact studies;
- Development and provision of various training programs for various organizations;
- Tailored consulting on program development and implementation to Counterpart Int. Armenia

- Consulting on Civil Society development programs both in Armenia and internationally.
- Training provision for Parochial Electoral Committee members (IFES and CEC)

Mar 2011 – Jul 2011

Counterpart International Inc. www.counterpart.org

USAID Program

Initiative to Promote Afghan Civil Society, Phase II - Kabul, Afghanistan

Consultant on Civil Society Development

- Review and consult on program documentation (technical proposal, workplan, PMEP, OD Toolkit, etc.)
- Lead the workplan implementation and oversee day-to-day performance of the CSS Department staff
- Provide management skill building and mentoring assistance to CSS department team in Kabul
- Coordinate with Headquarters and field personnel to ensure resources are identified to respond to capacity building needs

Mar 2010 – Mar 2011

Atlas Corps Fellow:

Nonprofit Leadership Development Program www.atlascorps.org

Service For Peace, Inc. (SFP), www.serviceforpeace.org

Director of Operations

- Oversee day-to-day operation of the global organization
- Develop and implement M&E systems, policies and procedures for the global organization, as well as to train international M&E team
- Coordinate teams responsible for program development, communications, finance, resource development, and administration
- Facilitate strategic plans implementation, including annual operating and financial plans, and collaboration among various countries, departments and initiatives in the organization
- Design systems to provide quality assurance and project management across all sections of the organization
- Enhance approaches for organizational goal-setting, work-plan monitoring, and inter-departmental coordination
- Guide international chapters in achieving efficient internal work systems

Nov 2006 – Mar 2010

Civic Development and Partnership Foundation (CDPF), www.cdcpf.am

Director

USAID Programs Director

- Develop and Implement strategies for CDPF advancement
- Supervise USAID Programs implemented by non-profit organizations in Armenia during 2006-2011.
- Coordinate and manage all aspects of CDPF programming
- Lead Program Impact Assessments for international non-profit clients
- Develop and ensure the implementation of internal and external M&E systems
- Proactively represent CDPF in interactions with international, governmental, national and regional entities
- Guide the overall development of the CDPF
- Supervise CDPF staff members
- Lead institutional development of the organization and its structures
- Develop new markets for CDPF services and programming
- Provide training and consultation to Armenian nonprofits
- Coordinate and manage USAID funded Election grant projects

Jun 2006 – Sep 2006

“Training and Development” (T&D) Consulting Company, Ltd

Deputy Director

- Financial and Administrative Management

- Development of Training and Consulting Products, Conducting Trainings
- Monitoring and Evaluation of the implemented projects
- Client Relations coordination
- Program Development and Implementation
- Supervision of the staff

Mar 2005 – May 2006

Armenia 2020 Project, www.armenia2020.org

Events Manager

- Coordinating and Organizing Project Events: Town-Hall Meetings, Conferences, Presentations, etc.
- Conducting Project Presentations
- Coordinating work with Stakeholders
- Monitoring the sub-contractors' and partners' activities
- Board Member Liaison
- Assisting to Special Initiatives Development and Supervising/Monitoring the Implementation

Dec 2000 – Dec 2004

USAID Armenia NGO Strengthening Program

World Learning for International Development/Armenia, Inc., www.ngo.am

Program Officer

- Providing Technical Assistance to Armenian NGOs (conducting trainings as well as coordinating foreign trainers activities)
- Grant-Making for local NGOs (over 150 projects supervised)
- Monitoring and Evaluation of partner organizations' projects (Monitoring and Mentoring approach)
- Facilitating and Moderating in-sector and cross-sector collaboration and partnership
- Team of 7 full-time staff and 12 contractors supervised

Jan 2000 – May 2005

“Mkhitar Gosh” International University

Lecturer

- Providing Lectures on
 - Principles of Management
 - Personnel Management
 - Strategic Management
- Supervising students' individual and course works

May 2000 – Nov 2000

Tacis: EU Project “Strengthening Regional Development of Lori Region”

Local Expert on Human Resources Development

- Developing training modules aimed on HR development and conducting trainings
- Human Resource Development Strategic Plan for Lori Region
- Facilitating networking among different municipalities
- Team of 3 local staff and 4 foreign experts coordinated

Jun 1998 – Dec 1999

Compulsory military service in **Armed Forces of RA**

Associate to Deputy Commander

- Assistance to Deputy Commander in developing educational and training programs for the arms
- Organizing military and tactical exercises
- Realizing communications with other military units

Jul 1996 – Jun 1998

“Computer Design” Ltd.

Market Assistant (part-time)

- Developing new market products and organizing their promotion
- Coordinating Computer Skills courses
- Assistance to Director in Financial Management

Sep 1995 – Jan 1996

“Armenian Environment” Research Center

Research Specialist (part-time)

- Research on Financial Credibility of the plants and factories to be privatized
- Summarizing research results and reporting to WB

TRAINING/CONSULTING EXPERIENCE

Sep 2009 – Feb 2010	Eurasia Foundation, Armenia Evaluation of two strategic programs funded by USAID and other donors, Team Leader
Mar 2009 – Jul 2009	CIVICUS Report Leading Local Researchers' Team in Armenia (research in implemented by Counterpart Int.)
Dec 2008 – Feb 2009	US Peace Corps / Armenia Program Impact Assessment (funded by US State Department), Team Leader
Aug 2008	Academy for Educational Development, Armenia Facilitation of Conferences
May 2008 – Jul 2008	Christian Education Center of the Armenian Apostolic Church Consulting on Strategic Planning and Management
Jun 2007 – Arp 2008	15 Armenian non-profit organizations Consulting on Strategic Planning and Management
Jul 2006 – Aug 2006	Center for Agribusiness and Rural Development (CARD) Consulting on Proposal Development
Apr 2006 – Jun 2006	Consulting on Strategic Planning
Mar 2006	“Training & Development” Ltd. Training on Mission and Vision Development for corporate business
Jan 2006 – Jul 2006	Armenian Constitutional Right Protective Center, NGO Conducting Strategy Implementation Evaluation, local M&E expert
Dec 2005 – Mar 2006	Professional for Civil Society, NGO Consulting on Program Crisis Management
Dec 2005 – Feb 2006	Helsinki Citizen’s Assembly Vanadzor Office, NGO Consulting and Training on Monitoring and Evaluation
Nov 2005	USAID and AED /Armenia Facilitation of the “Higher and Vocational Education Systems in Armenia” series of workshops
Sep 2005	World Vision Inc., Armenia Consulting of the TDI (Transformation Development Indicators) Assessment for Community Based Programs
May 2005	“Stepanavan Youth Center”, NGO TOT on Training Skills
Oct 2004	Academy for Educational Development, Inc./Armenia Facilitation of the “NGOs 2004 – Conference and Exhibition”
Jul 2004 – Jul 2005	Helsinki Citizen’s Assembly Vanadzor Office, NGO Consulting on: <ul style="list-style-type: none">▪ Human Resources Management,▪ Strategic Planning,▪ Project Development,▪ Monitoring and Evaluation
May 2004 – Jun 2004	World Wide Philanthropic Association, New York, USA Consulting on Organizational Development

Nov 2003 – Dec 2003

Armenian Constitutional Right Protective Center, NGO
Consulting on Strategic Planning and Project Development

ACADEMIC EDUCATION

Feb 2009 – Mar 2009 Oct 2008 – Nov 2008	Harvard University Kennedy School of Governance Strategic Framework for Non-profit Organizations, Certificate Innovations in Governance, Certificate
Feb 2004 – Jun 2004	Indiana University Perdue University Indianapolis (IUPUI) Research Field: Non-Profit Development US State Department Contemporary Issues Fellowship Program
June 2003 – Sep 2005	Economic Research Institute Ministry of Economy and Finance of the Republic of Armenia Post-graduate student for “Kandidat Nauk” (PhD) Degree - not accomplished Field: Human Resources Management and Development
Sep 1993 – June 1998	Yerevan State University Department of General Economics Major: Economics; Degree: Diploma

PROFESSIONAL DEVELOPMENT COURSES

Jan 2007 – Feb 2010	Hands-on Program on Training Skill Development
Jul 2005 Jan 2005	Sage Collage in collaboration with American University of Central Asia: “Cultural Heritage and Financial Institutions in Caucasus and Central Asia” Winter and Summer Schools, Kyrgyzstan
Mar 2004	Fund Raising – Principles and Techniques
Dec 2002	Certificate Program on Program/Project Monitoring and Evaluation
May 2002	Training of Trainers in strategic Planning
Feb 2002	Training of Trainers in Advocacy, Coalition Building and Networking
Feb 2002	Advanced training course on Proposal Development and Project Implementation
Nov 2001	Social Partnership Study Tour in Ukraine
Aug 2001	Techniques of Training Course
Feb 2001	“Institutional Analyses Instrument” Advanced level training program
Apr 2000	Basic Business Skills training program

LANGUAGES

Armenian	fluent (native)
English	fluent
Russian	fluent

PROFESSIONAL REFERENCES

Ms. Anna Avagyan

Organization: Counterpart International

Position: Program Officer for Armenia and Georgia

Office: +17032362292

Cell: +12404473917

Email: aavagyan@counterpart.org

Linkedin: <http://www.linkedin.com/pub/anna-avagyan/8/55a/754>

Ms. Margarit Piliposyan

Organization: Fund for Armenian Relief

Position: Deputy Country Director

Cell: +37491416232

Email: mpiliposyan@far.am

Linkedin: <http://www.linkedin.com/pub/margarit-piliposyan/22/a2a/221>

Mr. Alex Sardar

Organization: Counterpart International – Armenia

Position: Chief of Party

Office: +37410529056

Cell: +37493318603

Cell: +18184152539

Email: alex@counterpart.am

Linkedin: <http://www.linkedin.com/pub/alex-sardar/13/a10/5>

Ms. Daniella Maor

Organization: United States Department of Agriculture (USDA)

Position: Program Director

Office: +12026901801

Cell: +12023788544

Email: daniella.maor@gmail.com

Linkedin: http://www.linkedin.com/profile/view?id=41246193&locale=en_US&trk=tyah