

SOPHIE MALASHKHIA

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KEY QUALIFICATIONS

An experienced monitoring and evaluation and civil society development specialist, trainer and facilitator with more than twenty years of experience working in a development environment with four international organizations, the OSCE, CARE International, Norwegian Refugee Council and Chemonics International and one governmental organization, Ministry of Education and Science of Georgia. A sound understanding of education and civil society development, project design, monitoring and evaluation, participatory methodologies, education sector development, gender equity and diversity, sociological research methods and policy analysis.

A highly committed professional with a deep and sincere interest in understanding the underlying theories and principles of project management, monitoring and evaluation, gender equity and human resources management.

Awarded the degree of Master of Public Administration from the Georgian Institute of Public Affairs (GIPA). Knowledgeable about modern public administration theories and skills, thus enabled to analyze public policy and managerial problems and take appropriate actions to solve problems.

EDUCATION

Master of Public Administration, Georgian Institute of Public Affairs, 2003

Degree awarded jointly by the Georgian Institute of Public Affairs and the National Academy of Public Administration in Washington.

University Degree in English Language and Literature, 1994-1999

Georgian State University of Western Languages and Cultures; Diploma with Honors, Bachelors' Degree Equivalent.

Harvard Business School, Distance-Learning Course - "Develop as a Leader Program" February-April 2008

Certificate

PROFESSIONAL EXPERIENCE

Invited Lecturer at Tbilisi Ilia State University

Subjects – Result Based Monitoring and Evaluation; Essentials of Management

Period of employment: September 2019 – present

UNDP/Strengthening Parliamentary Democracy in Georgia

Position: Monitoring and Evaluation Consultant

Period of employment: December 2018 – May 2019

Overview of the project: UNDP Georgia within the framework of its Project "Strengthening the System of Parliamentary Democracy in Georgia", funded by the European Union, supported parliamentary committees to improve their policy-making and oversight functions.

Key responsibilities: The main purpose of the Monitoring and Evaluation consultancy was introduction of a Monitoring and Evaluation mechanism in the parliamentary committees. The objective was increasing capacity of parliamentary committees to help them monitor the implementation of their respective Committee Action Plans and produce quality reports.

As a result ten (10) parliamentary committees benefited from the consultancy and produced detailed M&E plans and started preparing quarterly reports in new format, that is based on action plan and M&E plan.

Local Private Business - LTD GSM

Current Position: Founder/Director

Period of employment: December 2015 – present

Key responsibilities: Design the scope of work for the staff members, define their role and responsibilities in the business. Prepare annual action plan, define key objectives and indicators, coach and train staff members to implement their work successfully and achieve desired business outcomes.

Design reporting system for staff members to track the progress on monthly/daily basis. Prepare data collection tools to collect information that provides the business development trends and make evidence-based decision to adjust the implementation strategy. Manage and control the business.

Agency: Chemonics International

Project: Georgia Primary Education Project (G-PriEd)

Donor: USAID

Position: Training/Monitoring and Evaluation Specialist

Period of employment: October 2011- December 2015

Key responsibilities: Responsible for implementation of performance monitoring plan, designing and populating the project's M&E system. Work with technical staff to ensure timely and consistent data collection; develop databases and spreadsheets to ensure data is readily available for project management and for donor. Train staff and selected partners on M&E system operations, data collection methods, and collate databases from technical staff and partners to update the system. Responsible for planning and supervising impact assessment, collect and disseminate lessons learned and share successes during project implementation. Prepared baseline and pilot phase evaluation studies. Support impact evaluation of Georgia Primary Education Project (G-PriEd) implemented by external sub-contracted organization.

Agency: Norwegian Refugee Council (part-time assignment)

Position: Evaluation Officer

Period of employment: December 2010-March 2011

Key responsibilities: Provide support to the impact evaluation of the shelter program component (building individual houses for IDP families and integrated them with local community in West Georgia). Responsible for developing the interview guide for the focus group discussion; undertaking desk-study of the existing project related documents; training the facilitators; supervising the facilitators and conduct interviews; carrying out monitoring visits to ensure proper implementation of the fieldwork; undertaking first hand analysis of the qualitative data generated by the focus groups; analyzing findings of the survey and drafting the evaluation report.

Agency: Ministry of Education and Science of Georgia

Position: Coordinator of European and Euro-Atlantic Integration Program

Department of Academic Education and Science Development/Higher Education Harmonization and International Integration Division

Period of employment: January 2009 – 2010

Responsible for overseeing the implementation of European and Euro-Atlantic Integration program, provide monitoring and evaluation functions of the program and prepare quarterly status reports. Ensure effective communication and coordination of twinning project partners.

Position: Monitoring and Evaluation Consultant (long-term) (2005-2008)

Project: Education Realignment and Strengthening Program

Donor: World Bank

Period of employment: September 2005 - July 2008

Responsible for developing M&E system of the program including design approach, questions, methods and tools, data collection and analysis, interpretation and dissemination of results. Ensure effective implementation of the project

Monitoring and Evaluation activities including provision of specific guidance to project staff during baseline information collection/analysis and final evaluation.

Agency: CARE International in Georgia

Position: Monitoring and Evaluation Officer

Project: Sustainable Livelihoods in Adigeni and Adjacent Rayons (SLAAR)

Donor: Department for International Development (DFID)

Period of employment: January 2001- August 2005

Responsible for administrative support, design, monitoring and evaluation of DFID funded project "Sustainable Livelihoods in Adigeni and Adjacent Rayons (SLAAR)," which addresses current economic and social problems by engaging local governments, communities, and small businesses in developing and testing solutions to poverty in rural areas of Georgia. Responsible for leading all M&E related activities, including qualitative and quantitative research, data collection, processing, analysis and preparation of evaluation reports, and facilitation of training sessions for staff on participatory, qualitative data collection tools.

The project has introduced a number of innovations, such as the establishment of a District Working Group (an advisory institute that includes the District Administrator, key government officials, representatives of the business community and of non-governmental organizations); setting up of an alternative dispute resolution mechanism, the Third Party Arbitration Court (TPAC); and establishment of a District Service Centre, a facility that provides informational and technical support to local entrepreneurs, farmers, informal groups, and local governments.

RECENT TRAINING/WORKSHOPS/CONFERENCES ATTENDED

- **The consequences of different cost-sharing scenarios in higher education;** Berlin, February 2008
- **Bologna Process Network of Experts on Student Support;** Stockholm, January 2008
- **Public-Private Innovations in Higher Education: Student Loans, Economic Growth, and International Student Exchange in Russia and CIS Countries;** organized by Salzburg Seminar (Salzburg , February 2007)
- **Results-based Monitoring and Evaluation Workshop -** Independent Evaluation Group, World Bank, (Georgia, September 2006) organized by Horizonti Foundation
- **Gender Mainstreaming Course** organizes by Centre for Training and Consultancy, (Georgia, October 2004).
- **Coaching and Counseling Workshop** organized by CARE International, CARE Academy program (Georgia, February 2004).
- **Regional Gender and Diversity Workshop** organized by CARE Middle East and Eastern Europe Regional Management Unit (Cairo, Egypt, January 2004).
- **Civil Society Strengthening & Monitoring and Evaluation System** organized by CARE International (Georgia, November 2003).
- **Developing Leadership, Team Building, Communication and Presentation Skills** organized by Georgian Institute of Public Affairs and implemented by International Centre of Conflict and Negotiations (ICCN) (Georgia, September-October 2003).
- **Right Based Approach** organized by CARE International (Georgia, May 2003).
- **Participatory Monitoring and Evaluation Planning workshop** organized by CARE and implemented by Creative Research and Evaluation Centre (CRC) (Georgia, July 2002).
- **Gender & Diversity Gap Analysis workshop** organized by CARE Georgia (Georgia, June 2002).
- **Developing Monitoring and Evaluation System for Sustainable Livelihoods Project** organized by CARE International (Georgia, May 2002).
- **Training Seminar in Group Facilitation Techniques** organized by CARE International (Georgia, November 2001).

LANGUAGES

Georgian: Native

English: Fluent

Russian: Good

COMPUTER SKILLS

MS Office program: Word/Excel/Power Point. Statistics analysis software: SPSS 11.0.

OTHER

Research Coordinator for "*Interventions and Priorities of Development Partners in Education Sector*"; UNESCO National Education Support Strategy 2007

Research Coordinator "Student Loan Development in Georgia" 2007-2008

Participated in International Assessment "*Progress in International Reading Literacy Study*" (PIRLS) as a Quality Control Monitor; April 2006;

Facilitator of the training-workshop for Officials of Ministry of Education and Science
Topic: "Fundamental concepts, definitions and steps involved in monitoring and evaluation"
February 2006;

Research: "Learning at the organization";
Part of the GED action plan; CARE International in Georgia; October 2004

Certificate of Merit for Best Annual Research Paper, November 2003
Awarded by National Democratic Institute (NDI)
Research: "*Fair Elections and Public Trust*"

Public Presentation on "Structural Conflict in Georgia" Tbilisi; May 2003
"Movement towards Georgia of Dignity"