

PROFESSIONAL EXPERIENCES

National Consultant

Applied Methodology Pte Ltd

(Sep 2015 – ongoing)

•> **Citizen Engagement for Good Governance, Accountability and the Rule of Law Program (CEGGA), GIZ**
(Feb 2020 – Ongoing)

- Support Provincial People's Assembly Outcome Assessment Survey including establishment of Concept Note, Revising translation of Concept Note, revising and cleaning Project Activity Database, lead the outputs and outcomes identification processes and conducting final revising of all activity data, drafting questionnaire, drafting notification for ICPMS/National Assembly to get approval for conducting interviewing, conducting Enumerator Training and assessment for final enumerators, monitoring data quality control processes, conducting interviewing and entering data into database as preparing for data analysis and report writing.
- Support Provincial People's Assembly Outcome Functional Assessment Survey including establishment of Concept Note, revising translation of Concept Note, drafting questionnaire, drafting notification for ICPMS/National Assembly to get approval for conducting the survey, monitoring the completed questionnaire submission from relevant stakeholders, entering data into database as preparing for data analysis and report writing, editing Lao translation of the report.
- Carry out translation for International Consultant
- Support program activities when required

•> **Hydropower and Mining Technical Assistance Project (HMTA), World Bank**

(Sep 2015 – Sep 2019)

- Support revision of Project Result Model
- Support assessment of project output monitoring system
- Support revising of Tracer Studies database
- Carry out Outcome Studies Report writing
- Examine and contribute recommendations for Human Resource Information System (HRIS) and Key Performance Indicator (KPI) online website of Ministry of Energy and Mines and monitor the improvement of the system by collaboration with government staff and Database Developer.
- Support Project Completion Report including conducting desk review to identify project outputs and outcomes and list of interviewees, preparing questionnaires, interview arrangement, carry out interviewing, data entry, data cleaning, data analyzing, draft some parts of the report.
- Carry out translation for International Consultant

•> **Implementation of Governance Forest Landscapes and Livelihoods Program (IGFL), GIZ**

(May – Sep 2019)

- Support revision of Program Result Model
- Translate Program Result Framework
- Support revision of Environmental Promotion Fund Monitoring and Evaluation Guideline

•> **Climate Protection through Avoided Deforestation Project (CliPAD), GIZ**

(Dec 2017)

- Support Output Monitoring
- Support revision of Project Workplan Template
- Support Project Annual Planning Workshop in preparation of Project Workplan Report by collaboration with all project advisors

•> **National Integrated Water Resource Management Support Program (NIWRMSP), ADB**

(Sep 2015)

- Carry out Tracer Studies/Outcome Assessment interviews and data entry
- Support team members coordination

Deputy Manager

Applied Methodology Pte Ltd

(Sep 2015 – ongoing)

•> Organizational Strategy Planning and Management

- Support organizational strategy
- Conduct organizational assessment
- Supervise and manage task forces and workflow
- Lead the team, allocate tasks and follow up progress
- Day-by-day problems solving
- Support organization in general when needed

•> Human Resource

- Support human resource strategy planning
- Lead the recruitment processes including establishment and monitoring application forms and application processes, drafting ToR, following up on advertisement process, shortlist assessment, conducting candidate interviewing and assessment, draft contracts
- Carry out staff assessments including staff performance, satisfaction and needed assessment

•> Admin

- Supervise equipment/services procurement
- Supervise storage management
- Supervise meetings/appointments and further administrative support
- Liaise with staffs, suppliers, and clients

•> Finance and Accounting

- Supervise financing and accounting system
- Supervise establishment of Budget Request and Budget Report Forms by collaboration with Accounting Consultant
- Supervise establishment of wage and Operational payment system by collaboration with Accounting Consultant

National Monitoring and Evaluation Officer (Part-Time)

Small and Medium Enterprise Access to Finance Project (SME A2F), World Bank

(May 2019 – Dec 2020)

- Establish the Monitoring and Evaluation System (M&E System) for Line of Credit and Technical Assistance components including data collection forms, database, dashboard and report templates.
- Establish M&E System User Guideline and conducting trainings and on-the-job trainings to project and government staff
- Provide Monthly Report, Quarterly Report, Yearly Report and required reports for the project and other stakeholders
- Support on conduct capacity building for other M&E related knowledge e.g excel training
- Support Impact Assessment by collaboration with the International Monitoring and Evaluation Consultant
- Carry out translation for the International Consultants
- Carry out establishment of the SME Fund Line of Credit M&E System and conduct the training to responsible government staff
- Support the 5 Years SME Development Plan 2016-2020 Assessment Report and Workshops
- Support establishment of the 5 Year SME Development Plan Monitoring System and Online Database
- Support project in general when needed

National Monitoring and Evaluation Officer (Part-Time)

Citizen Engagement for Good Governance, Accountability and the Rule of Law Program (CEGGA), GIZ

(Nov 2019 – Jan 2020)

- Support revision of Program Result Model
- Support revision of Project Activity Monitoring system
- Support establishment of Project Monitoring Tools including Workflow Diagram, Activity Budget Request and Report Forms
- Support preparation of Excel and Monitoring Tools Training and be a trainer

Team Leader and Technical Assistant

SONORRARI GmbH, Vietnam

(Apr 2016 – Aug 2017)

- Supervise and manage task forces and workflow
- Monitor team performance and report to CEO
- Lead the recruitment processes
- Conduct technical training to new team members

Receptionist and Accountant

Dalah Spa

(Oct 2014 – Aug 2015)

- Prepare welcome-stuff and welcome customers
- Give information of the product detail to customers
- Allocate schedule of massage therapists
- Manage staff, equipment, massage room, storage, and all facilities
- Record working hours of all staff and calculate salary
- Record and summarize daily and monthly expenses and income

EDUCATION

2009 - 2015	Bachelor of Tourism Management, National University of Laos
2008 – 2013	Bachelor of Art in English, National University of Laos
2005-2008	Vientiane Secondary School
2002-2005	Nabo Secondary School
1997-2002	Lao-Japan Primary School

EXTRA CURRICULARS

Feb - Mar 2015	Internee Tourism Development Department, Ministry of Information Culture and Tourism, Laos
02 - 15 Oct 2014	Exchange Student JENESYS 2.0 Program 2014, Japan
Sep 2013 - Jun 2014	Exchange Student ASEAN Leaders Fostering Program 2013/2014, Daejeon University, South Korea
Jan - Feb 2014	Internee ASEAN-Korea Centre, South Korea

VOLUNTEER EXPERIENCES

17 - 24 Jan 2013	Volunteer for the 2013 ASEAN Tourism Forum Facilitator for the TTG MICE Singapore in Tourism and Hotel Exhibition
12 - 20 Dec 2012	Volunteer for the 16th ASEAN University Games Tour Guide to Malaysia Athlete Team
15 - 21 Nov 2010	Volunteer for the Vientiane 450 and Lao PDR 35 years Anniversary Festival General Assistant to Transportation Committee
09 - 18 Dec 2009	Volunteer for the 25th SEA GAMES General Assistant in Reception and Protocol Committee

SKILLS

LANGUAGE

Lao	
English	
Thai	
Korean	

PROFESSIONAL

M & E	
Research	
Management	
Planning	
Facilitation	
Administration	
Human Resource	
Finance & Accounting	
Leader	
Multitask	
Teamwork	

COMPUTER

Word	
Excel & Spreadsheets	
Power Point	
Outlook & Internet	
Google Calendar	
Power BI	
HTML	
SSC	
Java Script	
WIX	
Zoom	
Google Meet	
WebEx	
Kobo	
Google Form	
Google Drive	
Dropbox	

AWARDS



2012 Talent Show Contest
Department of English
Faculty of Letters
National University of Laos



2013 Talent Show Contest
Department of English
Faculty of Letters
National University of Laos



2014 Weblog Correspondent
ASEAN-Korea Centre

PUBLICATIONS

- Paliya Hongsa. *Student Life with SEM Club*. SEM Anniversary Book 2014.
- Paliya Hongsa. *Celebrating Lao New Year in Seoul*. www.blog.aseankorea.org.
- Paliya Hongsa. *Makong River*. www.blog.aseankorea.org.
- Paliya Hongsa. *Plain of Jars Mystery Place*. www.blog.aseankorea.org.
- Paliya Hongsa. *Savannakhet Tour*. www.blog.aseankorea.org.
- Paliya Hongsa. *Sayabouly Elephant Festival*. www.blog.aseankorea.org.
- Paliya Hongsa. *Spring in Daejeon*. www.blog.aseankorea.org.
- Paliya Hongsa. *Visit Lao Sea*. www.blog.aseankorea.org.

HOBBIES

Reading



Music



Travel



Exercise



REFERENCES

Name and Surname: Mr. Jurgen Piechotta
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Name and Surname: Ms. Vilayvanh Sisomboun
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