

Salika Khoonbarthao

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Exceptionally skilled in Researcher (data collection, database creation and data analysis) and Monitoring and Evaluation (M&E)

PERSONAL INFORMATION

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I. EXPERIENCE

Relating to researchers (data collection, database creation and data analysis)

(Oct 2011 – now)

Clients:

The World Bank:

- LUFSSIP: Baseline, Benchmark and Final Evaluation Survey 2011, 2012, 2013 & 2014

GIZ:

- GIZ -AFP: Impact assessment needs Survey
- GIZ-ProCEED: Environmental impact KAP survey
- GIZ-HRDME: Enterprise Survey 2013 (data entry)
- GIZ-AFP: Financial Literacy Baseline Survey

UNDP:

- SPLSMP: Public Justice Survey

Handicap International:

- Road Safety KAP survey
- Early Childhood Development KAP Survey

NUDP (Northern Upland Development Programme):

- Interim Study to Evaluate NUDP

Room to Read:

- School Construction Global Indicators (GIs) Data Collection in 2012

OIE:

- FMDP: Foot and Mouth Disease KAP survey

ADRA:

- Base line Survey

Tasks:

- Work/coordinate with client/project in identifies objectives of the survey, sample size (number and criteria of sample size) and what to summary and analyses.
- Modify questionnaire
- Translate questionnaire from English to Lao
- Train on questionnaire operation and data collection skills to enumerators and how to use discussion guide to moderator (interviewer) before conducting qualitative survey.
- Data collection with secondary data as well as in the field
- Work closely with the enumerators to plan and organise work to ensure efficient and effective management
- Inform and solve problem on the data collection and other issues together with client
- Supervise team to do data entry and cleaning data to be ready for data analysis
- Produce data base by using Microsoft Excel and SPSS
- Analysed both qualitative and quantitative data

- Prepare draft report and assistant in report writing

(February 2015 – Now)

Short Term Consultant (STC) for the provision of advisory and technical support services on information management, data processing and analyses of VDP, VDP Review, Impact Study & DSEDP Enhancement under the NUIRD Local Governance and Planning Component for GIZ-NUIRD

- To manage and systematize information and data generated or acquired by the LGP such as in VDP, VDP Review, DSEDP and other NUIRD LGP Component activities;
- To manage the development and completion of the VDP Database Enhancement Project in coordination with GOL partners and IT service provider;
- To coordinate the translation of the content of the VDP database, from Lao to English
- To coordinate the process of classifying or categorizing VDP data using a suitable system of classification that is agreed by partners;
- To review & analyze data and produce analytical summary reports needed by the LGP component team leader and GOL partners.
- To support the implementation of the VDP Review activity, specifically in data acquisition, consolidation, analyses and reporting.
- To support the implementation of the DSEDP Review & Enhancement activity by providing technical input and advice to the DSEDP TWG.

(Nov 2011 – Sep 2012)

Research Manager, Indochina Research Laos (IRL) Company

General management such as:

- Discussed with client to find the objectives and the output of survey.
- Designed questionnaire for quantitative survey and discussion guide for qualitative survey.
- Data collection with secondary data
- Trained on questionnaire operation and data collection skills to enumerators and how to use discussion guide to moderator (interviewer) before conducting qualitative survey.
- Monitored and evaluated the situation of field work.
- Worked closely with the staff to plan and organise work to ensure efficient and effective management and coordination of work is achieved as schedules are met.
- Wrote report both of quantitative and qualitative (both FGD and IDI); and
- Presented the result of the survey to client.

● **Client and the surveys projects responsibility:**

- Lao Tobacco Company: Pack Count, Project 92 and Select
- Coca-Cola Company: Retail shop
- For Lao Asia Pacific Breweries Ltd (LAPB): T-IDI and T-Track
- TOYOTA Company: Auto Survey in Laos and Auto 2
- Nielson: Tobacco survey in Laos
- KP Company: Tires Survey

(July 2009 – Oct 2011)

Technical and team advisor to an independent international consultant:

Assisted in evaluation of five components of the Mekong River Commission Flood Mitigation and Management (MRC-FMMP), Lao Extension Approach (LEA), GIZ-RDMA, GIZ-IRDPC, GIZ-NUDP, Care international, Plan international, Concern Worldwide, UNODC and UNFPA.

- Formulated teams for field data collection
- Managed human resource needs (for enumerators)
- Modify questionnaires
- Trained enumerators on questionnaire operation and data collection skills
- Monitored and controlled data collection quality

- Supervised team to do data entry and cleaning data to be ready for data analysis
- Designed data entry sheets and database, using Microsoft Excel and SPSS
- Advised qualitative and quantitative data analysis, using Microsoft Excel and SPSS
- Translated questionnaires, English-Lao-English
- Built data system, computer and database using for Somsanga Drug Treatment Center staff at Somsanga Drug Treatment Center (funded by UNODC)

Relating to M&E

(Nov 2013 – now)

International Monitoring and Evaluation assistant for the World Bank HMTA Project (Part time)

- Assist in the design activity/output monitoring system;
- Assist to develop and specify monitoring formats, procedures and mechanisms in line with requirements of the project and government;
- Assist in assessing training needs/ training plan and provide training for relevant staff related to output/ activity monitoring.

(Apr 2013 – May 2014)

National Project Monitoring Expert for Climate Protection through Avoided Deforestation Project Financial Cooperation Module (CliPAD FC) (Part time)

- Prepared, conducted and evaluated/reported initial training for relevant national, provincial and district authorities related to activity/ output monitoring and reporting using the existing formats;
- Provided continues support and backstopping for relevant national, provincial and district authorities related to activity/ output monitoring and reporting using the existing formats;
- Evaluated the activity/ output monitoring and reporting concept – including process and formats, as well as suggest changes if considered appropriate and document lessons learnt;
- Supported reporting and documentation for the MTR;
- Supported acquiring data and processing from the Agricultural Census, the LECS (Lao Expenditure and Consumption Survey) or other data bases.

(Nov, 2012 – June, 2013)

Research assistance (STC) for Community Nutrition Project (CNP) and Health Service Improvement Project (HSIP) of the World Bank (Part time)

- Worked with government staff (Ministry of Health and Lao Women Union) in central, provincial and district level to motivate women in rural area to:
 - o Use the service of health facility (health center, district and provincial hospital) during pregnancy, give born baby and after delivery baby
 - o Bring their children to health facility for checking well baby and growing level and during illness.
- Monitored the progressing of activities with HSIP project to report to team leader.
- Worked with international health consultant to design and prepare material for survey.

(Jun 2006 – Oct 2009)

Information and Knowledge Management (IKM) Officer, Rural Development Programme in Mountainous Area, GIZ Lao PDR:

- Monitored and evaluated the activities conducted with IKM team in the target provinces and report to IKM manager.
- Took care and maintenance of M&E database.

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- Data entry and cleaning data
- Worked with international M&E consultant to analysis data and design the M&E system such as: prepare material for survey, design data entry sheet and database, and analysis of M&E framework.

II. EDUCATION

2010-2012	Master of Business Administration, Lao-Japan Institute, National University of Laos
1999-2004	Bachelor of Art, Special English Course, National University of Laos
1998-2003	Bachelor of Engineering, major in Road-Bridge, National University of Laos

III. COMPUTER

Very good in Microsoft Excel and Power Point, good in SPSS and Microsoft Word, basic in Microsoft Access

IV. LANGUAGES

English:	Good in writing and speaking
Thai:	Good in speaking and reading