

Dear Colleagues in the Arab Network for Literacy and Adult Education

I read the email you shared regarding the nomination of a "Vice president for the Arab region" on behalf of the Arab Network for Literacy and Adult Education in the International Council for Adult Education (ICAE)

I would like to nominate myself for this position and hope that I can get your support to submit my credentials to the council.

I have worked for more than 23 years in the development field ensuring community development and human empowerment:

- I had an active role in the development on the Literacy and Adult education strategy for Lebanon
- I Launched the Literacy and Adult Education Program in Makassed Association: the Program started with Literacy classes targeting women in 2003 and is now one of the leading programs in Lebanon providing to enrolled beneficiaries at the end of their literacy sessions, vocational training, on the job training and employability opportunities. A women and youth empowerment center has been established ensuring work opportunities and offering economic stability to enrolled trainees.
- In 2003 I develop a life skills toolkit targeted to Non Formal Education and Adult Education Programs in Lebanon in coordination with the Ministry of Social Affairs in Lebanon and with the support of the UNESCO office in Beirut
- In 2012 I Implement a training for trainers (TOT) workshop with the Ministry of Social Affairs in Lebanon and the UNESCO in order to build the capacity of a pool of qualified trainers in the field of non-formal education and adult education in Lebanon

I have been working with adult learners since 2003 and I had developed and overseen the implementation of different education approaches starting from interactive education methods to E - learning, highlighting the different aspects of education; literacy, numeracy, health, life skills which leads to empowerment and employability.

Besides developing and overseeing programs implemented, fundraising occupied a good part of my work. With the increasing community demands and the decreasing resources there is an urgent need to look for external resources to support program implementation I implemented fundraising through researching and approaching trusts, government agencies bilateral and multilateral donor agencies

The diversified professional experience that I acquired throughout my career in developing strategies, developing education and evaluation tools, along with the fundraising skills gives me the potential to be part of this council.

I had previously represented Makassed Association, and Lebanon in several regional and International conferences, councils and coalitions and I will be honored to represent the Arab Network if you give me this opportunity.

Sincerely,

Reem Rabah
Director of Development
Makssed Association.

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- **Senior manager with more than 20 years of experience** in community development and human empowerment.
 - Consistently **elaborated strategies and achieved remarkable targets.**
 - **Fundraising through researching and approaching trusts, government** agencies bilateral and multilateral donor agencies
 - **Demonstrated history of attaining goals and targets** producing accurate, timely reports meeting stringent guidelines and deadlines.
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Professional Experience

Director of the Outreach Program in Makassed Association (Communal Health Care Bureau)

- **Managing** Makassed Primary health care centers all over Lebanon and ensuring coordination with Ministries, International agencies as well as NGO.
- Carrying health, social and development activities through the different departments of the Bureau (PHCC, School Health Program, Literacy and Vocational Training, Women empowerment)
- Coordinating the activities of the School Health Program covering 32 Makassed Schools and 11 public schools all over Lebanon by ensuring needed cooperation and support provided by concerned national, regional and International agencies.
- Ensuring financial support for the Bureau by soliciting funds from Donors.
- Writing funding proposals to support Bureau's activities and centres' development while paying particular attention to Makassed accountability and ensuring that applications meet donor guidelines
- Ensure that donor reports meet requirements and contracts and that they are of a high standard and submitted on time.
- Networking and partnerships with governmental, local and external partners.
- Managing the relief and Emergency Unit at Makassed Association: Attending Interagency meetings, Coordinating with national and International actors
- Planning and launching the implementation of various programmes such as: Ward El Makassed Center for Women and youth Development, Makassed Literacy and Vocational Training Programme...

Selected Accomplishments:

- Develop and implement plans for the departments of the Bureau in accordance with Makassed mission and vision
- Prepare and regularly monitor the budget and ensure that resources are allocated appropriately.
- Prepare reports and necessary documentation, including monthly, quarterly and annual report (narrative and financial) of projects and subprojects implemented.
- Develop clear work plans for staff, provide oversight and follow up on the implementation of delegated assignment
- Launch and Develop the Mother and Child project through Wadi Khaled Health Care center and follow up on its implementation since 1994

- Develop and maintain strong relations with partners with similar projects and/or activities: identify potential partners, maintain contacts with Governmental institutions, national and international foundations, embassies and donor agencies.
- Design relevant brochures, pamphlets, and posters that disseminate the Bureau's activities and its newly launched projects.
- Represent Makassed Health Care Bureau in local and international conferences and workshops.
- Participate in organizing conferences, seminars and workshops regarding primary health care, school health and literacy.
- Organize and plan developmental projects in Makassed's working zones (Beirut and rural areas), in cooperation with municipalities and local active organizations to ensure participation of marginalized groups in decision making.
- Execute field visits to various Lebanese Provinces to oversee projects implemented and ensure local coordination needed.

Balamand University

Instructor:

- Faculty of Public Health - Introduction to Public Health course
 - Lebanese University- Faculty of Health Sciences
- February 2015-till present

Lebanese University

Instructor:

- Giving seminars to third year students for 7 consecutive years on: 2001 to 2008
- School Health program implementation
 - Primary Health Care, and Community Development

Studies, Research and Consultancies

At the National level:

- Setting the Accreditation standards for the School Health Program in Lebanon (MOH - WHO, February 2019)
- Train Health instructors in the Ministry of Education in Oman on Reproductive Health Topics (2016-2017)
- Train 3 governmental Hospital and their respective satellite Primary Health Care Centers on the implementation of the Mother and Child Project (MOH - WHO - EU, 2014-2015)
- Develop the C4D strategy for the UNICEF office in Lebanon (2014)
- Implement Training of Trainers (ToT) on the implementation of Communication for Development C4D topics (UNICEF – UNHCR, 2014)
- Implement The Global Reproductive, Maternal, Newborn, Child, and Adolescent Health Policy Survey, in Lebanon. The objective is to track country progress in adopting WHO recommendations in national health policies, strategies and guidelines related to RMNCAH (2018)
- Develop a life skills toolkit targeted to Non formal education and Adult education programs in Lebanon in Coordination with the Ministry of Social Affairs and with the support of the UNESCO (2013)
- Train and build the capacity of service providers working in Ministry of Social Affairs Centers (MOSA) and other NGO's on how to launch and provide Youth Friendly Services (UNFPA and St Joseph University, 2012)
- Develop, in cooperation with the UNFPA and St Joseph University, a training manual on "Youth Friendly Services" to be used by service providers in Primary Health Care Centers (2012)
- Implement training for trainers (TOT) workshop with the Ministry of Social Affairs and the UNESCO in order to build the capacity of a pool of qualified trainers in the field of non-formal education and adult education in Lebanon, (2012)

- Work with the MOH on a project funded by the Italian cooperation to train 8 governmental hospitals on the implementation of outreach activities targeting mother and child Health (2011).
- Coordinator and editor of Facts for Life for the UNICEF – Lebanese version (2010).
- Implement a situation analysis on the "Health Education Situation in Lebanon" for the MOH and the Italian Cooperation (2007).
- Implement a TOT for school coordinators in Public Schools on the implementation of the School Health Program in Collaboration with Balamand University (2007).
- Develop a training toolkit on adolescents' health targeted to adolescents, parents and health workers, funded by the UNESCO (2007)
- Develop the "Facts for Life" document for Lebanon inspired by the generic UNICEF document (2007)

At the Regional Level:

- Production of a toolkit about "Adolescents' Health" for the Ministry of Education in Oman funded by the UNFPA (2009-2010)
- Overview the current practices at the Ministry, and School districts, and schools in Oman – Muscat, to identify topics proposed for "Adolescent Health Guide", and propose framework and index of topics to be covered. The mission was achieved in coordination with the Ministry of Education in Oman, and funded by the UNFPA (2008).
- Implementing a situation analysis of the School Health Program in Lebanon, during the year 2001-2002 for the WHO regional office in Cairo.
- Production of training manual for "Community Health Workers" supported and funded by the UNICEF (2008-2009)

Education

Institution, [Date]	Degree(s) or Diploma(s) obtained
American University of Beirut – Beirut, Lebanon (2001)	MPH (Masters of Public Health with an emphasis on Health Education)
Centre Hospitalier Régionale Lille- France (2001)	Epidemiological Analysis
University of Pennsylvania Philadelphia- USA (1999)	Literacy Training Program
Lebanese American University – Beirut, Lebanon (1991)	B.S in International Affairs
Sœurs de Besançon – Beirut, Lebanon (1987)	Lebanese Bacculaureate

Computer Skills

Good Command of Word, Excel, Window and Power Point

Languages Spoken

Competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
English	1	1	1
Arabic	1	1	1
French	1	1	2