**CURRICULUM VITAE**

**PERSONAL DATA :**

N a m e : Zainal Rizal

 Date & Place of Birth : Jombang, April, 18 1980

 Sex : Male

 Address : Grand Serpong Residence Blok C-4 No. 16 Serua – Ciputat,Tangerang Selatan

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 Email address : zainal.rizal@gmail.com

 Language : Bahasa Indonesia fluency in spoken and written, English fair in spoken and written, Javanese language fluency in spoken and written.

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# **KEY STRENGTHS**

* Project and Data Management (Early Childhood Care and Development; Child Protection Project)
* Monitoring and Evaluation
* Corporate data system for budgeting, program planning and monitoring.
* Disaster Risk Management especially on rapid need assessment and initial response

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**EDUCATION**

Under graduate Degree from Jember University, Faculty of Social and Political Science majoring Public Administration. Graduate in 2004

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# **PLACE OF WORK EXPERIENCE:**

* Bali
* Pontianak
* Rembang
* Yogyakarta
* Jakarta
* Makasar

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**WORKING EXPERIENCE**

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| February – April 2015**Qualitative Researcher Assistant, Yayasan F2H – TNP2K – Makasar & Jakarta**Survey Firm PKH Family Development Session (FDS) Evaluation Family Practices in Health and Nutrition.* Conduct depth interviews and moderate focus groups
* Responsibility for research materials design and implementation, including writing discussion guides
* Report writing and presentation creation including client recommendations, with the ability to work independently
* Management of the analysis, interpretation and reporting process so that the project reflects the Client’s business objectives in the presentation and reporting of findings.
* To ensure that projects are resourced and implemented correctly, to the satisfaction of the client, within budget and on time.
* Ensuring that all day-to-day (i.e. project related) client liaison runs smoothly.
* Allocation of internal or external resources to complete a project, including selection of freelancers and/or fieldwork partners where not already defined as part of the proposal. .
* Guiding any research executives working on a project to understand exactly what is required of them and training them if necessary. Contribution to the overall training of executives in qualitative research techniques.
* Client management and presentation of company credentials, proposals and research results
* Creation of discussion guides and screeners + moderation of groups, interviews, ethnography and online forums
* Overall management of the research team and suppliers.

Budget control and time spent monitoring job cost summaries regularly. Project Managers can also expect to take increasing responsibility for the presentation of results to clients, in particular ensuring that the results are communicated clearlyAugust 2010 – Dec 2014**Budget and Program Planning & Monitoring System Coordinator, Plan Indonesia, Country Office - Jakarta*****­Main roles and responsibilities Coorporatse System update, maintenance and usage**** Maintain monitoring and evaluation corporate system for program and management inputs for better deliverables improvement.
* Analyze the monitoring and evaluation data in corporate system and generate report based on information synthesized from the system.
* Perform capacity building for staffs in utilization and application of the system.

**Performance :*** Good analysis and recommendation to reduce exception report in budget planning and monitoring system
* Developed standart of unit measurement for budget planning and monitoring system
* Developed standart of training modul for budget planning and monitoring system
* Developed guideline to operated system normally and
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| july 2010 – august 2010**Early Child Development Project officer for Plan International, Jakarta*** Created monitoring tools for the ECD project
* Generated report to Program manager on all task completed and in progress (NGO ) Partner
* Monitored and evaluated program implementation
* Performed advocacy to government and community for children in conflict with the law after release from the jail
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| May 2008 – july 2010**Children in Need Special Protection Monitoring officer for Plan International, Jakarta*** Created monitoring tools for the CICL project
* Deliver training on organizational development
* Capacitated NGO partner for better implementation
* Monitored and evaluated program implementation
* Advocacy to government and community for children in conflict with the law after release from the jail
* Facilitated the collaboration among partners and other actors to support the project

**Performance :*** Good in relationship with all of stake holder DirjenPas, Partner and schools
* Implemented SERU modul (batch 1 & 2) for LPAP and LPAW
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| September, 2009, Garut – west java* Earthquake quick assessment
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| October, 2007, Kediri – east java* Assessment for Mount Kelud eruption
 |
| April 2007 – Mei 2008, Yogyakarta**FRESH (focusing resources on school health) Project Officer for Plan International*** Facilitated the collaboration among partners and other actors to support the project
* Together with local partners set up the monitoring and evaluation tools and mechanism
* Carry out monitoring, evaluation and reporting on activities of the project
* Set up referral system among focal points, from focal points to other organizations
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| August 2006 – april 2007, Yogyakarta**Child Friendly Spaces Project Officer for Plan International*** Facilitated the collaboration among partners and other actors to support the project
* Set up referral system among focal points, from focal points to other organizations
* Suggest solutions of problems in Focal Points

**Performance :*** Build 50 Child Friendly Spaces in 4 sub district and involved youth as of cadre to sustainability
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| May – July 2006, Yogyakarta**Distributions and Logistic Assistant, Plan Indonesia Yogyakarta Disaster Response**Responsible to manage and controlling distribution of Non Food Item* Merapi Response (Sleman & Magelang)
* Earthquake response (Bantul/ Dlingo, Piyungan, Imogiri, Bantul), emergency shelter kit to 32.000 families, emergency school tent to 48 schools, Hygiene kits
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| April 2006 – May 2006, Yogyakarta**Survey and assessment Assistant, Plan Indonesia Yogyakarta Response**Collecting informations, need & risk asessment, and data analysis to disaster risk area * Merapi Response Need Asessment ( Klaten, Boyolali, Magelang, and Yogyakarta)
* Emergency Shelter Need Asessment (Bantul Yogyakarta)
* School Damage Assesment (Bantul Yogyakarta)
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| November 2005 – april 2006, Rembang**Community Development Officer, Plan Indonesia Program Unit Rembang – center of java**assigned to provide community organizing, awareness raising, participatory program planning, implementing, monitoring and evaluating programs which contains of 5 sectors: Health, Education, Livelihood, Habitat, and Building Relationship in the community where Plan work for in the context of community development and empowerment for the underprivileged children and families.Participatory asessment with community to identify poorest families who will be program beneficiaries. Participatory Program Planning, Implementation, Monitoring and Evaluation with community in sedan and sluke Sub District (Responsible for 3 villages, and 1040 families) |
| June 2005 – October 2005, Jakarta**Medical Representatif of PT. Dipa Pharmalab Intersains**  |
| august 2004 – May 2005, Pontianak – west kalimantan**Professional Service Representatif (PSR) of PT. Medifarma laboratories Inc.**  |
| Feb 2004 – July 2004, Denpasar**Midwifes casual team of PT. Medifarma Laboratories Inc**.  |

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# **OTHER TRAINING /CONFERENCES:**

(Diisi dengan pelatihan, konferensi, serta lokakarya yang relevan dengan bidang yang diminati)

* **Basic Emergency Response Team Training** | Plan Indonesia |Bali|March 2014
* **Chlid Protection in Emergencies & Education in Emergencies :** **Integrated Basic Training for Humanitarian Response** | Plan Indonesia | Yogyakarta | June 2014
* **Basic Monitoring & Evaluation Training**|Plan Indonesia - IMA International Associate |Bali|march 2013
* **Short Course MONEV of Health and Nutrition Project |** CORSORES Consulting – I University of Indonesia|Jakarta | October 2012
* **MONEV Workshop Series** |PUSKAPA UI – UNICEF |Jakarta | October 2012
* **Progress out of Poverty Index Training** I Indonesian Microfinance Assosiation I Bali I November 2010
* **Progress out of Poverty Index Training** I Indonesian Microfinance Assosiation I Bali I November 2010
* **Parenting & ECD Center Workshop** I Plan Indonesia I Kupang I July 2010
* **National Workshop on Improving Capacity of Communication Performance“** *Effective Event Management & Media Handling* “ I Plan Indonesia I Bali I Februari 2010

# **Seminar *“Pendidikan dan Hak Kesehatan Reproduksi Remaja Untuk Semua”***.Dengan bahasan pentingnya pendidikan kesehatan reproduksi remaja dalam pembinaan di Lapas Anak untuk mewujudkan masa depan andik yang lebih baik. | Plan Indonesia | Jakarta | Januari 2010

* **Change Management Workshop** | Plan Indonesia | Jakarta | Januari 2010
* **Right Based Management Training** | TDH | Yogyakarta | Februari 2009
* **Seminar “** *Penyamaan Persepsi Pentingnya Pendidikan Pencegahan Kekerasan seksual Terhadap Anak***”** I Plan Indonesia – CNSP I Jakarta I januari 2009
* **Child Centered Community Development Training**, conducted by Plan Indonesia
* **Child Right Programming Training**, conducted by Plan Indonesia.
* **KHA** *( Konvensi Hak Anak )* **Training**, conducted by Plan Indonesia
* **Psycho-social Training**, conducted by ICMC Indonesia, sponsored by UNICEF.
* **Integrated training: Gender Awarness, Disaster Risk Reduction, an Program Project Module**, conducted by Plan Indonesia.
* **Most Significant Change Training** | Plan Australia National Office | Jakarta | Desember 2007
* **Lobbying & Advocacy Training** | Plan Indonesia Country Office | Yogyakarta | November 2007
* **School Improvement Program Training** | Plan Indonesia Yogyakarta | Yogyakarta| December 2007
* **Child Protection Training** | Plan Indonesia Yogyakarta | Surabaya | Februari 2007
* **Focusing Resources Enviroment School Health National Workshop** | Plan Indonesia Yogyakarta | Yogyakarta | Februari 2007
* **Organizational Development Training** held by Satunama, Yogyakarta, 26 November – 1 December 2007
* **Training on Integrated Strategic Financial and Project Planning** held by Satunama, Yogyakarta, March 2007

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**RESEARCH EXPERIENCE :**

* Survey Firm PKH Family Development Session (FDS) Evaluation Family Practices in Health and Nutrition – Makasar (Gowa & Maros)

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**References :**

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