

Curriculum Vitae

Name of Firm : Skat, St. Gallen, Switzerland
Name of Staff : **Stephanie Theis**
Profession : MA Development Studies
Date of Birth : 21 February 1986
Years with Firm : since 2016
Nationality : German

KEY COMPETENCIES

Stephanie Theis is a development professional with over 5 years of experience in managing projects for marginalized people, with a strong focus on capacity building and knowledge management.

Stephanie successfully designed and implemented community-based programmes, especially in the fields of women empowerment, SMEs, advocacy, formal and non-formal education, capacity building and knowledge management with the vision of reducing poverty through providing access to education for marginalized women and their children regardless of religion or identity.

She has experience in managing projects in fragile contexts, such as after the earthquake in Nepal. She thrives in cross-cultural contexts, and has propelled participatory and gender-sensitive approaches for attaining effective development outcomes in complex interdisciplinary development challenges.

Academically and professionally trained in project management approaches, Stephanie applies her knowledge to bring people together, to address critical gaps, improve best practices and seek to share knowledge. A proven problem solver, collaborator, and team member, Stephanie successfully brings together partners across agencies and borders to share knowledge and form dynamic partnerships.

EDUCATION

2014 : Certificate of Advanced Studies in Project Management
University Züricher Hochschule für Angewandte Wissenschaften,
Zürich, Switzerland

2012 – 2014 : Master of Arts in Development Studies
University of Kathmandu (KU), Kathmandu, Nepal

2007 – 2010 : Bachelor of Arts in Social Work specialized in Gender
University Siegen, Germany

LANGUAGES

	Speaking	Reading	Writing
German (native)	Excellent	Excellent	Excellent
English	Fluent	Fluent	Fluent
Nepali	Basic	Basic	Basic
Spanish	Basic	Basic	Basic

IT-SKILLS

WordPress, social media, video making, Microsoft SharePoint

COUNTRY EXPERIENCES

Africa (Nigeria, Rwanda); **Asia** (India, Nepal); **Europe** (Switzerland, Germany)

EMPLOYMENT RECORD AND PROFESSIONAL EXPERIENCE

Skat Consulting Ltd., St Gallen, Switzerland

Knowledge Management and Communication specialist since November 2016

- Conceptual and technical development and management of the websites for Skat Consulting Ltd. and Skat Foundation
- Information and content management (WordPress, social media)
- Proposal development and acquisition support
- Support in the organization and implementation of a Study Visit of a Ukrainian Delegation in Switzerland to learn about decentralization and citizen's participation.

Solaqua Foundation, St.Gallen, Switzerland

Advisor since July 2017

Providing methodological and practical advice in the area of project management and public relations to a private foundation, focusing on interventions in the WASH sector, including WASH in schools, "Blue schools", hygiene promotion, and water kiosks, among others, in the Himalaya region.

SDC Backstopping Mandate for Water, Switzerland

Member of support team since February 2017

Services provided include support on knowledge management and capitalisation of experiences (e.g. evaluations, guidelines, factsheets, tools and concepts) guidelines, newsletter, facilitation of knowledge exchange and networking (e.g. Shareweb, newsletter, AGUASAN CoP, SDC RésEAU, Swiss Water Partnership)

Cardiff University, Skat Foundation, Nigeria

Global Challenges Research Fund (GCRF) Building Resilience grant

Research Assistant May 2017

Supporting the implementation of semi-structured interviews in various communities in Lagos state on "Resilience In Groundwater Supply Systems: Integrating resource-based approaches with agency, behaviour and choice in West Africa (RIGSS)"

PROECCO, SDC, Rwanda

Website Developer June 2017

Participatory development and implementation of a construction portal website for the Great Lakes region (Rwanda, Burundi, DR Congo) (www.madeingreatlakes.com)

Rehabilitation of earthquake affected schools, Caritas, Solaqua, Nepal February 2017

Participation of a Swiss Solidarity donor visit: Attendance of an opening ceremony of a school in Palchowk and several field trips to WASH facilities implemented within the project activities of Solaqua Foundation. Reporting on the project progress, collecting, producing and preparation of public relations materials.

Usthi Foundation Switzerland, Nepal

Programme Coordinator

2015

Emergency and Reconstruction Project of 130 permanent houses after the earthquake in Nepal

- **Conceptual and methodological advice on Knowledge Management:** Establishment of collaboration mechanisms among beneficiaries
- **Monitoring and Evaluation;** Development of Baseline and Monitoring Result Indicators
- **Needs assessment** and emergency relief implementation
- Design of owner-driven housing reconstruction project, proposal development, fundraising activities

OLOW, Kathmandu, Nepal

Advisor, Programme Coordinator

2010 - 2013

- Co-Founder of OLOW Nepal: **Establishment and registration of a NGO** in Nepal implementing educational projects for marginalized women and children with focus on gender
- Backstopping and conceptual support in the implementation of the **community-based programme designs**, including **advocacy and communication strategy, knowledge sharing and public relations activities**
- **Methodical advice and capacity building** in project cycle management (i.e. strategy development, development of the organizational structure, conceptualization, reporting)
- Participatory development of a **planning, monitoring and evaluation system** for various community-based programmes
- Supporting in the development of Baseline Indicators and participatory development of Result Indicators (on-going since 2010). Support in **proposal development and fundraising activities**

Friedrich Ebert Stiftung (FES) Office, Kathmandu, Nepal

RESEARCH INTERNSHIP

2012

- Conducting research on "Discrimination of Women in Rural Areas in Nepal"
- Support in the organisation of the Regional Conference on "Women Leadership in South Asia" by India office of FES in Nepal
- Documentation and systematization of research results

Diakonie Networking, Siegen

Trainer of continuing education

2007 - 2010

- Conducting qualification schemes for job seekers, controlling and evaluation of qualification schemes and job creation schemes, developing individual action plans, case management and corresponding reporting, business plan development

Association for Social Work and Culture SW e.V., Siegen

Language teacher

2007- 2010

- Preparation of Curriculum, preparation of lessons, teaching German language for unaccompanied refugees

PROFESSIONAL DEVELOPMENT (selection)

- 06.2016** **One month Spanish Intensive Course** – International House, Madrid, Spain
- 03.2015** **Online course: “Gender and Development Training”,**
Global Human Rights Leadership Training (GHRLTI), 4 weeks
- 04.2015** **MOOC: “Engaging Citizens- A Game Changer for Development?”**
by Worldbank, 4 weeks
- since 10.2014** **Certified Project Manager IPMA Level C®**, International Project Management
Association, Glattbrugg, Switzerland
- 02.2014-07.2014** **Certificate of Advanced Studies in Project Management,**
ZHAW School of Management and Law, Zürich, Switzerland