

**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 **gender mainstreaming, 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.

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**

	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
German (native)	Excellent	Excellent	Excellent
English	Fluent	Fluent	Fluent
Nepali	Good	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

- Knowledge Management consultancies
- Project Cycle Management
- Organization and moderation of trainings, workshops and events
- Proposal development, management of internal acquisition process
- Public relations (websites, wordpress, social media) and networking
- Planning and implementation of study visits

### **Caritas Switzerland, Switzerland/Nepal**

#### *Knowledge Management Expert*

since September 2018

Development of a manual for the operations and maintenance (O&M) of schools that can be replicated across all schools' projects in Nepal. The O&M manual will serve as a guideline for the maintenance of schools and will include technical information about the schools as well as action plans (including schedule and personal responsibility) and practical tools (e.g to-do lists with responsible persons, checklists etc.), which help with the implementation of the measures. Facilitation of a workshop for the staff of Caritas in Nepal on the operation and maintenance of schools and on the development of the manual.

### **Solaqua Foundation, St. Gallen, Switzerland**

#### *Advisor*

since July 2017

Providing methodological and practical advice 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 with a focus on communication for development, gender mainstreaming and knowledge management including several field trips to urban and rural areas of Nepal.

### **Swiss Development Cooperation, Backstopping Mandate for Water, Switzerland**

#### *Member of backstopping team*

since February 2017

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

### **UNICEF, CAP-Net, UNDP virtual campus**

#### *Learning and Knowledge Expert*

January- July 2018

Support in the planning, preparation, implementation and evaluation of a 6-weeks online training course on Professional Water Well Drilling Management in collaboration with Cap-Net.

### **Cardiff University, Skat Foundation, Nigeria**

Global Challenges Research Fund (GCRF) Building Resilience grant

*Research Assistant*

May-July 2017

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**

*Knowledge Management Expert*

June 2017

Participatory development and implementation of a construction portal website for the Great Lakes region (Rwanda, Burundi, DR Congo) ([www.madeingreatlakes.com](http://www.madeingreatlakes.com)), hand over to the project office in Kigali, Rwanda, backstopping service continues

### **ApaSan, SDC, Moldova**

*Knowledge Management Expert*

March 2017

Participatory development and development of a project website for the (<http://apasan.skat.ch/>), hand over to the country office in Moldova, backstopping service continues

### **Usthi Foundation Switzerland, Nepal**

**Programme Coordinator**

May-November 2015

**Emergency Response and owner-driven 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**

October 2007 - August 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)**

- June 2018                      5-days participation at the **AGUASAN Workshop on Informed decision-making for better water and sanitation management**, Spiez, Switzerland
- March 2018                      **Introduction to Household Water Treatment and Safe Storage** by École Polytechnique Fédérale de Lausanne on Coursera. Certificate earned at Thursday, April 26
- 10.2017                          **Training in moderation**, Agridea, Einsiedeln, Switzerland, 1 week
- 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
- Language courses**
- 02.2011-2013                      **Nepali language lessons** in Kathmandu, Nepal
- 06.2016                          **Spanish Intensive Course** – International House, Madrid, Spain, 4 weeks

## Associations

Member of Swiss KM think table

Member of KM4Dev (Knowledge Management for Development)

## Publications

Healy, A., Danert, K., Bristow, G. and Theis, S. (2018). Perceptions of trends in the development of private boreholes for household water consumption: Findings from a survey of water professionals in Africa. *RIGSS Working Paper*, Cardiff University, UK

Healy A., Bristow G., Upton K., Allan S., Capstick Y., Danert K., Goni I., MacDonald A., Tijani M., Theis S., Whitmarsh L.(2017). *Resilience in Groundwater Supply Systems : Integrating resource-based approaches with agency, behavior and choice in West Africa*. NERC