

## CV: Jane Davies

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## Areas of expertise

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Learning and development specialist with over 20 years' experience in international development and humanitarian response. Key areas of work include:

- Engaging training with a focus on participatory adult learning methodologies including case studies and simulations.
- Redesign of face-to-face training courses for online delivery.
- Supporting the full training cycle including learning needs assessment; curriculum and materials design; training delivery; training evaluation.
- Writing of guidance publications used by a range of organisations.
- Consulting with organisations to design specific management policies, systems and processes and support the development of proposals.

Specific expertise in:

- Improving the management of projects and programmes.
- Foundation training in the principles and practice of international development and humanitarian response.

## Current position and roles

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- Independent consultant
- Member of the Framework collective of consultants
- Associate trainer for RedR, Bond and HAD. Sphere trainer

## Project and programme management focused training and other learning and development experience

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- Project Management for Development Professionals (PMD Pro level 1 and 2) courses designed for Bond, RedR and HAD and delivered to clients including DFID, Islamic Development Bank, Tony Blair Institute. These popular courses involve a range of methodologies including face to face training, distance learning using a workbook and exercises on an online platform, moderated discussions, and interactive online workshops (2008 - 2021).

- Proposal and report writing courses for Islamic Relief and Syrian NGOs (2019 – 2020). Redesign of RedR course to online format (2021).
- Project Design using logframes courses in both online and face-to-face formats. Approximately 35 courses delivered 2013 – 2021 on Bond's general programme and to end clients including International Planned Parenthood Federation, SCIAF, DAI and Client Earth.
- Bespoke project management courses for Amnesty International (2014, 2015) and Development Initiatives (2017, 2018) based on their specific organisation processes and systems.
- Tailored Programme Management training for DFID staff on DFID systems and Smart Rules. Masterclasses on Risk and Controls and Commercial Capability. Approximately 40 courses delivered 2013 - 2019 which had a significant impact on DFID programme management capability and practice.
- Programme Management training for staff working on CSSF (Conflict, Stability and Security Fund) programmes. Approximately 12 courses (2015-2020) which have improved programme management in FCO and raised the capacity of staff working for the Home Office, MoD, CPA and other government departments.
- An online asynchronous course on commercial capacity for the Prosperity Fund staff (2019).
- People and Project Management training delivered for the Shelter Cluster in Gaza (2009, 2010).
- Monitoring and Evaluation training converted to an online format for RedR and delivered 3 times (2020 – 2021).

### **Foundation training in international development and humanitarian response**

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- Introduction to International Development training for Bond, DFID, Practical Action, Plan International. Approximately 55 courses delivered 2013 - 2021 in both face-to-face and online formats, and 3 rounds of course development and revisions.
- Courses for those new to the humanitarian sector including: 'So you think you want to be an aid worker?'; Humanitarian Principles and Practice; Essentials of Humanitarian Practice. Approximately 35 courses delivered 2008 - 2018.
- Disaster Management Training for local government officials in South Sudan (2010).

## Specialist training

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- Training of Trainers. Several courses in the UK for RedR and Oxfam (2008 - 2012). Bespoke course for the WASH Cluster in South Sudan with a focus on hygiene promotion training (2010).
- Children in Emergencies. 5 courses between 2012 - 2019.
- Camp Management course delivered in UK (2012) and South Sudan (2013).
- Designed and facilitated the Camp Management, Project Cycle Management and Protection elements of a 3-day simulation for medical and nursing students and staff at the University of Miami (2019, for Humanitarian U). This simulation significantly improved participants' confidence and ability to engage in a cyclone relief response a few weeks later.
- Design of online learning modules for staff working as Information Management Officers with various clusters. (8 modules so far, 2021.)

## Learning needs assessment, evaluation and capacity building

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- Learning Needs Assessment for the Age and Disability Capacity Programme (2015).
- Evaluation of NRCs Camp Management Training Programme (2012).
- Evaluation of the Programme Management training offered to UK Government staff working on the CSSF and Prosperity fund (2019).
- Capacity building with the RedR Sudan training team including virtual facilitation of a workshop on course development (2010).
- Led Associate Trainer assessment days for RedR Pakistan (2012).

## Project and programme management consultancy and guidance

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- Worked with Tearfund to rewrite their Roots 5 Guide to Project Management (2019-2020).
- Consultancy with SCIAF to improve programme management systems and practice. This included designing grant application and reporting templates and guidance for SCIF partners, and writing a programme management manual for staff (2015).
- Wrote a user guide to enable SCIAF staff to consider their framework of Integral Human Development throughout the whole of their programme cycle (2016).
- Researched monitoring and evaluation terminology used by different donors (for Bond, 2013).
- Logframe and proposal reviews for various organisations (2015 - 2020).

## Event management

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- Planned, coordinated and managed two workshops for international youth workers and one for education ministers from Ethiopia. Responsible for managing budgets of up to £25,000 for each workshop (British Council, 2013 - 2016).
- Managed a 3-day residential ICT conference for approximately 300 delegates (British Council, 2016).

## Development education

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- Wrote educational materials and developed and delivered workshops for children and teachers (2007 - 2012).

## Education and Qualifications

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May 01 – May 03	Institute of Education, University of London	MA in Education and International Development - Health Promotion
Sep 95 – July 96	Goldsmiths College, University of London	PGCE (Science)
Sep 91 – June 94	University of Bristol	B.Sc.(Hons) in Pharmacology-2(i)
2011, 2018	APMG	Project Management - PMD Pro level 1 and 2
2008	RedR	Personal Security in Emergencies
2012	CEDEM	Spanish for Development Workers
2015	RedR	Sphere ToT
2013	Datrix	Prince2 Project Management - Practitioner
2019	ICA:UK	Group Facilitation Methods

## Employment History

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Aug 08 – Dec 11	Trainer (initially part time)	RedR
Mar 08 – Jan 10	Volunteer training coordinator	Tenteleni
Aug 07 – Dec 07	Volunteer teacher/trainer	Bruce Peru / Hands On (in Peru)
May 02 – Aug 06	Senior Education Officer	ActionAid
Sept 01 - April 02	Teacher of Science / Enrichment Coordinator	George Green's school, London
Sept 00 – Sept 01	Teacher of Biology	Queen Elizabeth's school, London
Sept 98 – June 00	Teacher of Biology and English	VSO Kenya
Sept 96 – June 98	Teacher of Biology	Kemnal Technology College, London

## Clients

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Amnesty International | Bond | British Council | The Brooke | Canon Collins | CBM | Client Earth | Commonwealth Parliamentary Association | DAI | Development Initiatives | DFID | The Donkey Sanctuary | ECHO | FCO (Prosperity Fund and CSSF) | Great Britain China Centre | HIV Alliance | Humanitarian Academy for Development (HAD) | Humanitarian U | IPPF | Islamic Development Bank | Islamic Relief | Kew Gardens | LEPROA | Leprosy Mission International | London Zoological Society | MSF Holland | Norwegian Church Aid | Norwegian Refugee Council | Omega Research Foundation | Oxfam GB | Plan International | Practical Action | RedR | Save The Children | SCIAF | Tearfund | Tony Blair Institute | UKRI | UNICEF

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## Collaborations, memberships & other

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- Justice of the Peace
- RedR Member
- Member of the Framework collective
- Coach in Running Fitness

## Languages

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Spanish            Good reading, fair listening and writing, basic speaking.  
DELE inicial B1 certification

## Countries worked in

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- 2 years in Kenya
- 5 months in Peru
- 2 months in Romania
- 2 months in Spain

Training delivery in: Belgium | Ethiopia | Ghana | Hungary | India | Jamaica | Jordan | Kenya | Malawi | Mozambique | Myanmar | Netherlands | Norway | Pakistan | Palestine | Saudi Arabia | South Sudan | Turkey | UAE | UK | USA | Zambia | Zimbabwe

## Sample publications

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Davies, J and Ling, A. (2020) Roots 5: Project Management, Tearfund  
Also a range of development education materials and articles.