



Paola Pallotto – Curriculum Vitaeⁱ

● ABOUT ME

I am a political scientist by training specialized in International Relations and EU Affairs. I hold a post-university diploma in International Cooperation and a Master's degree in Development Studies followed by over fifteen years of professional experience in program management and monitoring & evaluation, with geographic focus in Middle East, Western Balkans and Africa.

● WORK EXPERIENCE

MONITORING AND EVALUATION OFFICER – H. OPES FOUNDATION – 1 Nov 2024 – ongoing – BRUSSELS, BELGIUM

Consultant: Monitoring & Evaluation Expert for the EU-funded project titled “*Improving Parliamentary Governance in Kosovo*” (Grant Contract 2022/437-427)

Key tasks:

- Regular monitoring activities;
- Review and update of Logframe intervention logic;
- Review and update of Outcome and output level indicators (definition, baseline, targets);
- Six-monthly results-based reporting exercise;
- Management of EU OPSYS platform;
- Final project's Evaluation;
- Reporting and coordinating with EU Office;
- Dissemination of results;
- Support and coordination with national stakeholders (**Parliament of Kosovo**);

PROFESSOR – UNIVERSITÀ CATTOLICA DEL SACRO CUORE – 27 Jan 2024 – 28 Jan 2024 – MILANO, ITALY

Professor in “Progettazione Europea” (Project Cycle Management) - Master in “*IDEAZIONE, PROGETTAZIONE E ORGANIZZAZIONE DI INTERVENTI PSICOPEDAGOGICI IN CONTESTI DI SVILUPPO SOCIALE E DI COOPERAZIONE.*” STUDIO DI CASI nel Master universitario I livello in Relazioni D'Aiuto In Contesti Di Sviluppo E Cooperazione Nazionale Ed Internazionale - FACOLTA' DI SCIENZE DELLA FORMAZIONE, presso la sede di Milano dell'Università Cattolica del Sacro Cuore.

EVALUATION OFFICER FGIV – EUROPEAN COMMISSION DG NEAR – 1 Jul 2020 – 16 Oct 2022 – BRUSSELS, BELGIUM

- Development of the ‘*EU regional Trust Fund in Response to the Syrian crisis*’ (EUTF) Monitoring & Evaluation (M&E) strategy;
- Set-up and review of the EUTF Results Framework and of the Strategic Outcome Framework;
- Formulation of Key Performance Indicators in alignment with EC Corporate Results Framework and relevant UN SDGs;
- Drafting of EUTF M&E contractual provisions and requirements for implementing partners;
- Follow-up on reporting needs with implementing partners;

- Management of the EUTF M&E TA service contracts, including drafting, review and approval of the EUTF ROM Handbook, Evaluation Strategy and specific TORs;
- Identification, coordination, selection of experts, management, follow-up and approval on sixty(60) EUTF Result Oriented Monitoring (ROM);
- Identification, coordination, selection of experts, management, follow-up and approval on five (5) portfolio Sector Evaluations on Child Protection, Livelihoods, Basic and Higher Education, WASH, Health programs in the countries affected by the Syria crisis (**Lebanon, Jordan, Turkey, Iraq, Syria, Western Balkans**);
- Co-drafting, review and approval of (10) aggregated Results Reports;
- Administrator of the EUTF M&E webpage including an online interactive projects platform for projects' reporting and dissemination of results (AKVO);
- Supporting colleagues in HQ and EU Delegations during contracts' negotiations on Log Frames' review, including definition of results statements, indicators, baselines and targets for all (100) EUTF- funded projects;
- Set-up and review of the quarterly results reporting mechanism and its requirements, including follow-up with international implementing partners (*UN Agencies/MS Agencies/IIOOs*) on data verification and aggregation;
- Contributing to EUTF Annual Report, briefings and communication products on results achievements.
- Presenting M&E updates and way forward to the EUTF Strategic and Operational Boards, EC staff, members of the EP, representatives from Member States, donors' community.
- Coordinating with other EC Instruments, including FRIT and Trust Funds on M&E practices.
- Conducting workshops and information sessions with EUTF implementing partners on Logframes, Intervention Logic, results matrix.
- M&E focal point for the Unit and member of the DG NEAR M&E Network.

PROGRAM MANAGER FG III – EUROPEAN COMMISSION DG NEAR - EU REGIONAL TRUST FUND IN RESPONSE TO THE SYRIAN CRISIS – 16 Oct 2016 – 30 Jun 2022 – BRUSSELS, BELGIUM

- Program manager for multi-country, multi-partner actions implemented by UN Agencies and other IIOOs in Lebanon, Jordan and Turkey, on basic education, protection, resilience/multi-sector, local development and livelihoods;
- Lead negotiator for EUTF-funded regional Programs, titled: *"Education and protection program for vulnerable Syrian and host community school-aged children in Lebanon, Jordan and Turkey" (phase I and II)*, implemented by UNICEF (budgets of EUR 108M and EUR 90M); *"Strengthening the resilience of Palestine refugees from Syria (PRS) in Jordan and Lebanon, phase I, II and III"*, implemented by UNRWA (budgets of EUR 15M, 18M and 42M respectively).
- Member of Evaluation Committees;

PROJECT DEVELOPER AND MONITORING & EVALUATION OFFICER – RESTART CENTER FOR REHABILITATION OF VICTIMS OF VIOLENCE AND TORTURE – 1 Jun 2010 – 1 Sep 2016 – TRIPOLI, LEBANON

-
- Proposal writer for EU-funded projects, in support to refugees and victims of violence and torture in places of detention including refugees and prisoners, in Lebanon and Jordan. Thematic focus on: legal aid and psychosocial rehabilitation; rights of refugees; torture prevention; supporting human rights defenders; use of forensic evidence in torture prevention; countering violent extremism, counter terrorism and radicalization inside places of detention, community-based services and capacity-building for women as care-for-care-givers; capacity-building for law enforcement personnel, the role of forensic evidence/law on torture documentation, in **Lebanon**.
 - Responsible on reporting to donors in line with the practical guide on financial and contractual procedures applicable to external actions. Responsible for preparing projects reports according to the requirement of donors (EU, UN agencies and MS Embassies); support project management team to prepare and revise reports and relevant reporting documentation; analysis of data and indicators review.
 - Monitoring and reporting Officer at project level, in the area of *torture prevention, countering violent extremism, counter terrorism and radicalization inside places of detention, protection and promotion of prisoners' rights, and capacity-building for law enforcement personnel, the role of forensic evidence/law on torture documentation*, in Lebanon.

GRANTS MANAGEMENT OFFICER (PART-TIME POSITION) – PERIGEO ONLUS – 1 Oct 2014 – 1 Jul 2015 –
HOMEBASED, ITALY

Management of grants opportunities: identification, development and submission of project proposals on *economic empowerment* (fisheries and rural development) to the Italian Cooperation-Ministry of Foreign Affairs (MAE), international funds and foundations, implemented in **Somalia, Djibouti, Ethiopia and Lebanon**.

RESULTS ORIENTED MONITORING (ROM) EXPERT – EPTISA INTERNATIONAL, BRUSSELS - BELGIUM –
15 Apr 2013 – 15 May 2013 – MONROVIA, LIBERIA

ROM mission: European Instrument Monitoring Team in ACP Countries. Applying OECD DAC criteria.
ROM international, independent expert ‘*civil society and community development, women empowerment, media interaction*’ (Liberia).

ROM EXPERT – IBM GLOBAL BUSINESS SERVICES, BRUSSELS – BELGIUM – 15 Sep 2012 – 15 Oct 2012 – ISRAEL AND
OCCUPIED PALESTINIAN TERRITORIES, ISRAEL

ROM expert: European Neighborhood and Partnership Instrument Monitoring Team (ENPI South) - ‘*Rights of refugees and asylum seekers*’ (Israel); *municipal development*’ in Arab communities (Palestine)

ROM EXPERT – EPTISA INTERNATIONAL, BRUSSELS - BELGIUM – 1 May 2012 – 31 May 2012 – MONROVIA,
LIBERIA

ROM expert: European Instrument Monitoring Team (ACP). Applying OECD DAC criteria – ‘*community development*’ (Liberia).

ROM EXPERT – IBM GLOBAL BUSINESS SERVICES, BRUSSELS – BELGIUM – 1 Feb 2012 – 28 Feb 2012 – ISRAEL
AND OPT, ISRAEL

ROM expert: European Neighborhood and Partnership Instrument Monitoring Team (ENPI South) - ‘*Human rights, social cohesion, reconciliation and youth development*’ (Israel and OPT).

ROM EXPERT – IBM GLOBAL BUSINESS SERVICES, BRUSSELS – BELGIUM – 15 Oct 2011 – 15 Nov 2011 –
AMMAN, JORDAN

ROM expert: European Neighborhood and Partnership Instrument Monitoring Team (ENPI South). ‘*Elections in Bedouin communities and good governance and municipal development*’ (Jordan).

Proposal writer: *conflict resolution and social cohesion in 8 Peace Youth Clubs; citizenship and cultural heritage; youth participation in public policy making; peace building and pre-empting conflicts.*
Trainer (25 participants/CSOs) on PCM, proposals writing and Intervention Logic.

INTERNSHIP - COOPERATION SECTION – EUROPEAN UNION DELEGATION TO LEBANON – 1 Sep 2008 – 1 Mar 2009 – BEIRUT, LEBANON

Key tasks include:

- Contribute to the identification, formulation, negotiation, contracting of EU-funded projects (EIDHR, Investing in People) to civil society organizations;
- Member of internal evaluation committees for the assessment of Call for Proposals submitted by NGOs/IIOOs on a variety of thematic sectors, including *good governance, democracy, rule of law, justice and human rights*;
- Contribute to the identification and formulation of EU electoral program 2010-2013, in **Lebanon**.

● EDUCATION AND TRAINING

9 FEB 2007 – 19 MAR 2007 Milano, Italy

SECOND LEVEL DIPLOMA INTERNATIONAL COOPERATION, PROJECT CYCLE MANAGEMENT (PCM) AND INTERVENTION LOGIC Istituto per gli Studi di Politica Internazionale (ISPI)

Website <https://www.ispionline.it/it/> **Level in EQF** EQF level 7

1 OCT 2007 – 1 JUL 2008 Milano, Italy

MASTER DEGREE IN INTERNATIONAL COOPERATION – DEVELOPMENT STUDIES ISPI

Website <https://www.ispionline.it/it/> **Level in EQF** EQF level 7

1 NOV 2000 – 28 NOV 2006 Macerata, Italy

UNIVERSITY DEGREE - BACHELOR IN INTERNATIONAL RELATIONS – EUROPEAN UNION AFFAIRS Università di Scienze Politiche

Website <https://spocri.unimc.it/it/> **Level in EQF** EQF level 6

15 SEP 1994 – 15 JUL 1999 Macerata, Italy

HIGH SCHOOL DIPLOMA - BILINGUAL SCIENTIFIC LYCÉE Liceo Scientifico Galileo Galilei

Website <https://www.scientificomc.edu.it/> **Level in EQF** EQF level 5

● LANGUAGE SKILLS

Mother tongue(s): **ITALIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
FRENCH	C1	B2	B1	B1	B1
SPANISH	B2	B2	B1	B1	B1

● SKILLS

Full Microsoft Office Pack

● COMMUNICATION AND INTERPERSONAL SKILLS

Speaking in public

- Presenting project's results and key progress achievement at formal meetings, including Final Events, Steering Committees, partners' coordination meetings (**UN Agencies, National Parliaments, EU Offices**);
- Presenting Action Documents and M&E findings during the EUTF Operational Board meetings, before the donor community, **EU Member State Agencies, European Commission** Heads of Unit, members of the **European Parliament**;
- Negotiating projects' Action Documents with international implementing partners and donors (UN Agencies, NGOs, EU Member State Agencies, EC Delegation offices);

● MANAGEMENT AND LEADERSHIP SKILLS

Evaluation Manager

Six years experience in managing **a team of three Senior Key Experts (SKEs) and a pool of several Non-Key Experts (NKEs)** under the Monitoring & Evaluation contract of DG NEAR, for the EU Trust Fund in Response to the Syria crisis. Manage all monitoring and evaluation activities related to the **160 EU-funded projects**, including administrating the online reporting platform of the Fund.

Link <https://eutf-syria.akvoapp.org/>

Programme Manager

- **Lead negotiator** DG NEAR/B1 for (5) **multi-million, multi-country, multi-sector programs in support of Syrian refugees**, as well as vulnerable host community members, in the MENA Region;
- Experience in managing EU-funded projects and programme, in line with the practical guide on financial and **contractual procedures applicable to external actions (EU PRAG)**, in coordination with EUDs and with FCA colleagues at European Commission - DG NEAR;
- **TENDER procedures:** launching and management;

Link https://trustfund-syria-region.ec.europa.eu/index_en

I hereby authorize the processing and publication of my personal data contained in my curriculum vitae for the purposes of recruitment and job placement, in accordance with applicable data protection laws, including EU Regulation 2016/679 (GDPR).