

1. **Family name** : THEODATE
2. **First Name** : Stéphane
3. **Nationality** : Spanish - Haitian
4. **Mails** : +34 630 32 68 09 / [theodates@gmail.com](mailto:theodates@gmail.com)

#### 5. Diplômes :

INSTITUTION [DATE FROM - DATE TO]	DEGREE (S) OR DIPLOMA (S) OBTAINED
Esden Business School (2024-2025)	Expert in digital transformation
CEU Universidad Cardenal Herrera (2021)	Master's degree in international development cooperation
University of Quisqueya (2014 – 2018)	Business administration
Centre d'informatique de statistiques et d'administration (2009-2011)	Bilingual secretary

#### 6. Certifications :

- Formation en ligne EDX-BID : Project management in development
- Certification in Project Management
- Certification in Human resource management

#### 7. Language skills : (1 excellent- 5 basic)

LANGUE	READ	SPOKEN	WRITTEN
French	1	1	1
English	1	2	2
Spanish	1	1	1
Creole	1	1	1

#### 8. Other skills :

9. **Financial systems:** Saga, Abacus, QuickBooks, Greensoft, MPIS and other financial management systems.

#### 10. Present position :

Project Finance and Administration Manager

#### 11. Year of experience: + 14 years

#### 12. Key qualifications :

Finance professional with 14+ years of experience in financial management of donor-funded projects (EU, GIZ, ADB, USAID), including budget monitoring, donor reporting, financial compliance and audit support.

Proven expertise in strategic outreach, stakeholder engagement, knowledge management, and coordination of climate and sustainable development initiatives. Experienced in organizing high-level events, developing communication materials, and managing interinstitutional partnerships. Fluent in English, French, Spanish, and Creole.

- Stakeholder engagement & partnership building
- Strategic communication & advocacyProject management of EU-funded programs in governance, institutional support, and cross-border initiatives.
- Familiarity with environmental governance frameworks and international conventions (e.g. CITES, EU Green Deal), EU & GIZ compliance
- Strong understanding of policy and legal frameworks within the European Union, including anti-criminal networks.
- Coordination of multi-stakeholder platforms and international law enforcement partners (e.g. GIZ, ADB, EU).
- Experience in projects contributing to SDG-related goals including sustainability, education, and good governance.
- Knowledge & data management (SharePoint, MS365)
- Monitoring & Evaluation (Logframes, KPIs)
- Event & mission coordination
- Climate policy familiarity (Green Deal, Fit for 55)
- Excellent writing, briefing, and interpersonal skills

#### 13. Specific experience in the region:

COUNTRY	DATE FROM - DATE TO
Maghreb ( <b>Morocco</b> , Algeria, Tunisia) Togo, Vanuatu	April 2022 – until now
Spain	October 2021 – December 2021
Congo Brazzaville	January 2019 – September 2021
Haïti	2011 – 2018

## 14. Expérience professionnelle :

	DATE FROM- DATE TO	LOCATION	COMPANY & REFERENCE	POSITION	DESCRIPTION
1.	2022- Present	Morocco, Tunisia, Algeria, Niger, Togo	<b>IBF International Consulting</b>	Project Finance and Administration Manager	<ul style="list-style-type: none"> <li>• <b>December 2024 – Present:</b> Supporting the Delivery of Skills Development in the Republic of Vanuatu – <b>Asian Development Bank (ADB)-Vanuatu</b></li> <li>• <b>2024 – Present:</b> Long-term Technical Assistance for the Implementation of the <b>Institutional Capacity Building Support Program</b> of the UEMOA Commission and BOAD- <b>Togo</b></li> <li>• <b>2023 – Present: Technical Support Facility</b> for Companies for Job Creation – <b>Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)- Morocco</b></li> <li>• <b>2023 – 2025: International Expertise</b> for the Implementation of Activities under Axis 2 of the SoDeR Project in Morocco – <b>Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)-Morocco</b></li> <li>• <b>2024: Support to Municipalities</b> in Their Territorial Development Process in Tunisia</li> <li>• <b>2024: Technical Assistance for Msomo Na Hazi</b> – Vocational Training and Professional Integration in the Union of the Comoros</li> <li>• <b>2022 – 2023: Technical Assistance to the European Union Support Program</b> for Renewable Energy and Energy Efficiency Sectors in <b>Algeria</b></li> <li>• <b>2019 – 2021: Technical Assistance for the Entrepreneurship and Business Development Program – European Union in Congo-Brazzaville</b></li> </ul>
	2019 – 2021	Congo	Gagnon Masseme  +242 05 352 0599 Masseme@ibf.be  Masseme.gagnon@gmail.com		<p><b>Tasks :</b></p> <ul style="list-style-type: none"> <li>• Coordinate the timely preparation and submission of technical and financial reports to the donor, ensuring inclusion of relevant contributions from country, regional, and global teams.</li> <li>• Liaising with local and international experts</li> <li>• Review and check the accounting Journal of each Mission of the Region</li> <li>• Contribute to the development of the country's strategic direction</li> <li>• Organize planning and implementation meetings (virtual or in-person) with the technical team, leadership, and implementing partners as needed</li> <li>• Develop the program's monthly and semi-annual work plans in accordance with the planned activities as part of the program document's results and resources, and in close collaboration with the Head of Mission</li> <li>• Ensure the ongoing management of the program of action and the timing of implementation of activities related to the program's intervention strategy</li> <li>• Procurement, Payroll</li> <li>• Support key experts in short-term expertise recruitment procedures (TDR, Candidate File and assessment grids)</li> <li>• Support short-term experts in coordination with IBF office in Belgium and team leader and providing leadership and direction for the in-country Finance Team</li> <li>• Monitoring the implementation of operating procedures established by the Program Management</li> <li>• Prepare and review financial reports to donors (EU, ADB, GIZ) in line with contractual requirements</li> <li>• Conduct budget monitoring and expenditure tracking across multiple projects</li> <li>• Review financial supporting documents and cost eligibility of project expenditures</li> <li>• Ensure compliance with donor rules, internal policies and financial procedures</li> <li>• Support external audits and financial verification missions</li> </ul>
2.	2021	Spain	Funway Resort Hotel	Administrative Manager	<ul style="list-style-type: none"> <li>• Capacity building of administrative and finance teams</li> </ul>
3.	2019	Congo	<b>LODEC Consultants</b> Prisca	Manager	<p><b>Project :</b> Etude Impact Environnementale et Sociale (EIES)</p> <p><b>Financing :</b> <b>World Bank</b></p>

			Ngoumoulou Gloriast22k@gmail.com		<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>Ensure coordination of LODEC programs by providing support to the heads of the various divisions and all staff recruited by the firm and ensure communication with partners.</li> <li>Participates in the training of firm staff, prospecting, preparation of bids for contracts and evaluation of Projects.</li> </ul> <p><b>Accounting / Management Control / Reporting / Budget / Finance:Implementation of a Project dashboard.</b></p> <ul style="list-style-type: none"> <li>Manage incidental expenses</li> <li>Execution of employee work tools (matrix, balance sheet, etc.)</li> <li>Presentation and monitoring of budgets according to donor standards, Cash forecasting and monitoring</li> <li>Production and archiving of interim and final financial reports.</li> </ul>
4.	2017- 2018	Haiti	Cadre de Liaison Inter-ONG (CLIO)  Isabelle Faucon +509 3784 5212  info@cliohaiti.org	Head of Administration	<p><b>Project :</b> Coordination NGO of Haïti</p> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>Support new business development including cost proposals, recruitment, partnering, research/writing</li> <li>Coordinated NGO coalition operations and advocacy planning Develop plans for campaigns and advocacy work in Haiti in accordance with the CLIO strategy and for their dissemination by the media at the national and international levels.</li> <li>Work with key advocacy targets (Government, UN, EU, BID, NGO, Embassies) and foster good relations with them, representing CLIO where Responsible for the application of policies and procedures and internal control at the accounting operations level, Provide administrative and financial management of the CLIO</li> </ul>
5.	2018	Haïti	<b>Ambassade de Canada</b>  <b>Gina PUZO</b>  +509 2812 90 00	Administrative Assistant	<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>Managing the relationship with beneficiaries, Logistics management, Sourcing Management</li> </ul>
6.	2013-2017	Haïti	<b>USAID</b>  Christelle St Preux +509 4860 4997 Stpreuxchristelle6562@yahoo.com	Manager	<p><b>Project: Feed the future west/Winner</b></p> <p><b>Financing: United States Agency for International Development (USAID)</b></p> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>Led procurement, human resources, and administrative functions.Gather data and prepare data analysis to provide management and clients with accurate information and reports for effective planning and decision making</li> <li>Prepare requisitions and purchase orders and negotiate with suppliers, government and non-government partners, UN Consular Agency (Procurement)</li> <li>Contribute to the management of Human Resources (recruitment, contract, leave, insurance, per diem, mission order, reports)</li> <li>Manage relations with Haitian Bank representatives, Prepare payment of taxes and bank reconciliations</li> </ul>
7.	2011 - 2013	Haïti	<b>Red French Cross</b>  Vanessa Faucher +509 3946 96 58 sachafaucher@gmail.com	Cash Manager	<p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>Operational management, Coordination of subcontractors and activities, Supplier Relationship Management, Supervision of activities and quality assurance</li> <li>Managed cash flows, payment processes, and donor compliance.Monitoring the various secretarial and archival work of the "Finance" department.,Assist in reporting financial information to senior management and third parties.</li> </ul>

					<ul style="list-style-type: none"><li>• Prepare cash and bank books, pay employees and Day Labourers, Prepare contracts for UNICEF</li></ul>
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I, the undersigned, Stéphane THEODATE, hereby certify, in good conscience, that the above information accurately reflects my situation, qualifications and experience.