

CURRICULUM VITAE

Proposed role in the project:

Family name: ŞEN

First names: LEYLA

Date of birth: 01.08.1971

Nationality: TURKISH

Civil status: SINGLE

Education: PhD

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
1997 –2005	Ph.D. in Development Studies Faculty of Economics, Administrative and Social Sciences Department of History
1994-1997	MSc in Contemporary History International Relations Faculty of Economics, Administrative and Social Sciences Department of History
1989-1997	Graduate Hacettepe University Faculty Faculty of Economics, Administrative and Social Sciences American Culture and Literature Department

Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
Turkish	Mother Tongue	Mother Tongue	Mother Tongue
English	1	1	1
French	5	5	5
Persian	5	5	5

Membership of professional bodies:

Other skills: (e.g. Computer literacy, etc.) Computer Literacy

Present position: Gaziantep Metropolitan Municipality-Foreign Affairs and European Union Relations Department, Expert

Years within the firm: 14 months

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Key qualifications: (Relevant to the project)

- Doctorate degree in an interdisciplinary area in Contemporary History, Political Science and International Relations;
- Fluency in written and oral English language;
- A proven track record of excellent communication and reporting skills from numerous international projects–progress reports, policy papers, reference tools, guidelines, seminars and workshops.
- Proven track record to work with senior and medium level civil servants of Presidency, Prime Ministry, line ministries, professional chambers and CSOs.
- Proven experience in governance, public administration, institutional reform, poverty reduction, social inclusion and cohesion, regional development, capacity building initiatives of UN projects and programs;
- Proven track record in the management and implementation of EU funded projects and programs supporting Turkey’s reform agenda in the field of governance, local administration reform, security sector reform and border management;
- Conduct labour market analysis in Turkey, Azerbaijan and Georgia;
- Lead Ex-post Assessment and Program Monitoring and Evaluation in Turkey 2008-2015; Lebanon 2012; Azerbaijan and Georgia 2005;
- Extensive experience as manager, trainer and facilitator within organisational capacity development in Turkey, Azerbaijan and Georgia;
- Implement social cohesion programs targeting the Syrians and host communities;

Specific experience in the region and international fora:

Country	Date from - Date to
Turkey	2004-2018
Colombo	2017
Equator	2017
Senegal	2016
Indonesia	2016
Europe and CIS Region	2004-2015
Lebanon	2012-2013,2016
India	2013-2014
Bangladesh	2013-2014
Brazil	2014

Professional experience

Date from - Date to	Location	Company& reference person¹ (name & contact details)	Position	Description
04.2018- Present	Ankara	İŞKUR Bahçeşehir University Ankara Chamber of Commerce	Coordinator	Coordinate operations and program of the Project Develop monitoring and evaluation system for the Project Develop policy paper for the scale up of the piloted approach for the absorption of Syrian refugees as labor force in the formal labor market

¹ The Contracting Authority reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification.

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06.2017- Present	Turkey	İŞKUR Justice and Development Party	Senior Development and Governance Consultant	<p>Assessment of the M&E System of Turkish Public Employment Institute through Gender Perspective in the Scope of SIDA Funded More and Better Jobs for Women: Women's Empowerment through Decent Work in Turkey, ILO Consultant</p> <p>Membership to the İŞKUR Committee in charge of the International Workshop of EURASIA Public Employment Agencies Regional Network and part of the team conducting three labor market analysis</p> <p>Moderation and reporting of the International Workshop of EURASIA Public Employment Agencies Regional Network</p> <p>Presidency of Social Policies of the Justice and Development Party: Report on How to Mainstream Social Policies in the Service Delivery of Local Governments and How to Achieve Transformative Social Policies as the Core of Sustainable Development Goals in the light of the Assessment of the Selected Local Governments</p>
06.2017- Present	Gaziantep Ankara	Gaziantep Metropolitan Municipality, Department of Foreign Affairs and EU Relations	Expert	<p>Contribute to the routine functions of the Department including drafting of the projects and international thematic competitions those contributed to the strategic plan and vision of the Municipality, contribute to the drafting of thematic reports</p> <p>Conduct routine impact assessment of the delivered services and policies particularly from social cohesion axis</p>

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07.2016 - 06.2017	İstanbul	United Cities and Local Governments Middle East and West Asia Section	General Coordinator	Overall supervision of the program and operations Develop and manage the programs in the field addressing to migration management, localizing SDGs and social inclusion mainstreaming within the local authorities Lead the committees established in nine thematic fields including social inclusion, gender equality, local governance, environment, sustainable tourism, culture and urban mobility
07.2016 - 06.2017		European Union, DEVCO	Member of Global Policy Forum on Development Member of Task Team of Policy Forum on Development	Outreach and gather feedback around PFD issues Share information with constituents regularly to feed into PFD discussions and decisions Help to maintain communication and encourage participation amongst PFD members between PFD meeting
11.2015 - 07.2016	Ankara	Freelance Consultancy Aqwadem Academy,	Thematic Coordinator	Take part in the Working Group to draft Terms of Reference for the Community Development Program of a nationwide energy initiative Develop training programs for the local authorities on social inclusion, civic engagement and gender mainstreaming Take part in the team conduct ex-ante analysis of the programs of three local authorities

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07.2007 – 11.2015	Ankara	UNDP Inclusive Democratic Governance Program	Program Manager	Develop and manage the program in the field addressing to the development and governance gaps of Turkey covering the clusters of public administration reform including local administration reform; rule of law and human rights; women’s empowerment and gender equality; e-state/e-consulate, border management and demining. Support other country offices and Government of Turkey in the field of South-South Cooperation Advise to the national counterparts in the high priority issues of governance and transform the advices to joint programs in respective fields
07.2007 – 11.2015	Ankara	UNDP Inclusive Democratic Governance Program	Human Rights/Gender/Civic Engagement/Access to Justice Focal Points	Provide data to the corporate strategic documents and post-2015 discussions related to human rights, gender equality, civic engagement and access to justice Provide strategic advice to the UNDP’s Regional Advisors related to human rights, gender equality, civic engagement and access to justice inquiries, regional level surveys and analysis Participate to Human Rights and Gender Thematic Groups as the representative of UNDP Advise to the other portfolios of UNDP on gender mainstreaming in developed programs and projects

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02.2006 – 07.2007	Ankara	UNDP Turkey Office Support to the Development of IDP Service Delivery Program in Turkey/Selected as Best Practice	Project Manager	Develop capacity development activities of the MOI targeted at the 14 governorates where internal displacement experienced Coordinate development of IDP Action Plan in Van province and facilitate the replication of same process in other partnering governorates Support the improvement of the consistency of decisions taken by Damage Assessment Commissions under Law 5233
01.2004 – 01.2006	Ankara	EC Contracts & Finance Unit NUTS Program	External Independent Evaluator	Assessing the compliance, eligibility, feasibility and practicality aspect of the projects submitted in the scope of various regional development programs including social inclusion of the Roma, employment generation for the youth and the women, community-based entrepreneurship in the rural areas Monitor the implementation of the funded projects and contribute to the verification of the results
04.2004 – 04.2006	Ankara	EU-Turkish Employment Organization (İŞKUR) 'Active Labour Market Policy / Support to the Turkish Employment Organisation İSKUR'	Team Member	Contribute to the elaboration of 25 labour market analysis; contribute to the elaboration of a National HRD strategy, assistance to elaboration of the JAP / NAP; contribute to the elaboration of a business plan for the Turkish Public Employment Service (ISKUR); contribute to cooperation with Private Employment Agencies, contribute to the recommendations for enhanced administrative efficiency at regional level, recommendations for renovation and refurbishment of model offices, including management training

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03.2003 – 12.2005	Kars-Ardahan & Sivas	Baku Tbilisi Ceyhan (BTC) Crude Oil Pipeline Community Investment Program	Coordinator	<p>Facilitate dialog and consultation process among all relevant stakeholders at the community level including Governorates, local authorities, NGOs, community-based organizations and communities</p> <p>Coordinate the implementation of BTC Community Investment Program which has the components of community empowerment, employment generation, conflict prevention, empowerment of the most vulnerable and affected groups including the women, the youth and the children</p> <p>Facilitate and supervise community-driven development initiatives including setting up community-based organizations (CBOs)</p> <p>Prepare and conduct of training programs for the field staff, local resource people and community-based organizations</p>
04.2002 – 01.2003	Overall Country	UNDP & Swiss Development Agency Civil Society Mapping Project	Manager	<p>Mapping of various civil society organizations working in the fields of development, vulnerable groups, humanitarian aid and environment</p> <p>Prepare and conduct needs and priorities assessment</p> <p>Arrange regional workshops to discuss and verify the findings of the needs and priorities assessment</p> <p>Prepare strategy paper relying on findings of the needs and priorities assessment as well as debates of regional workshops</p>

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06.2000 – 03.2002	East Anatolia Region	UNDP & Development Foundation of Turkey Linking Eastern Anatolia Program (LEAP)	Training Consultant	Prepare capacity building materials on issues such as participatory development, women in development, capacity building, participatory monitoring and evaluation, good governance, project cycle in development and community-driven development Conduct training and training of trainers program on the above referred programs Monitor and supervise programs delivered by the trained staff
03.2001 – 11.2001	Karacadağ Region covering D,yarbakır, Mardin and Şanlıurfa	UNDP & Development Foundation of Turkey Karacadag's Plant Diversity and Poverty Alleviation, Possibilities for In-Situ Development	Manager	Coordinate field research activities of the project covering both endemic varieties and poverty alleviation possibilities Mobilize the participatory baseline survey team for poverty alleviation schemes for in-situ development possibilities Supervise the preparation of final reports of two simultaneously conducted surveys Disseminate the printed versions of the baseline surveys to relevant authorities
04.2000 – 12.2000	Turkey Brussels	European Union Women in Development Task Force	National Rapporteur	Prepare reports on the progress, indicators and trends in the employment and employability of rural women in Turkey Submit the findings at the Task Force meetings
01.1997 – 01.2000	Southeast Anatolia Region	UNDP & GAP Regional Development Administration GAP Social Development Master Plan	Advisor	Supervise field surveys conducted in the GAP region to analyze the situation of women with regards to problems, needs and expectations Analyze the findings of the field surveys Drafting GAP Regional Development Administration's Women Empowerment Component of Social Development Strategy, including identification of policy priority areas

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05.1997 – 12.1997	Blacksea Region	ILO Elimination of Child Labor in Turkey Program	Consultant	Conduct field trips to West Black Sea provinces where child labor is widespread Interview with the child laborers, their families, the executors of laws against child labor and employers of the child laborers Prepare the policy recommendation paper on the situation of and elimination for child labor in the West Blacksea region
07.1997 – 12.2002	Southeast Anatolia Region	UNDP & GAP Regional Development Administration Multipurpose Community Centers Program (CATOM) for Women in the Southeastern Anatolia	Project Manager of Gender Related Programs	Analysis women in development components in the rural and urban development programs covering the region Conduct participatory monitoring and evaluation sessions with the direct and indirect beneficiaries of CATOMs Conduct social impact evaluation of CATOMs Contribute to mid-term review activities of CATOMs Prepare modular training materials for the local resource people working in CATOMs
03.1996 – 07.1997	Overall Turkey	EU MEDA Program and Turkish Tradesmen and Craftsmen Confederation Small and Medium Size Enterprises' Empowerment Program	Coordinator Assistant	Draft various profile development analysis for the SMEs Arrange meetings and workshops for the SMEs Draft periodic reports and financial administration of the program
02.1995 – 06.1997	Ankara	Bilkent University History Department	Lecturer Doctorant	

Other relevant information (e.g., Publications)

Why Gender Matters?, First Women and Urban Life Conference, Tehran, 11-12 December 2016.

Migration and Integration: Theory, Practices and Lessons Learned, International Migration Management in the 21st Century, Yeditepe University, İstanbul, 10-11 October 2016.

2030 Sustainable Development Agenda in the Light of MDGs, Newsletter, UCLG MEWA & WALD Publication, Issue 13, September 2016.

Human Security in Practice: Local Security Commissions, Sub-Regional Internal Security Forces Training Seminar, 2013.

Mediation: Implementation Gaps of the Legislation, UNDP-Ministry of Justice Round Table Meetings, 2012.

Access to Justice: Gap between Rhetoric and Practice Discussion Note, UNDP Global Community of Practice, Bangladesh, 2011.

Illicit Financial Flow: Policy Note for the Side Event, 4th LDCs Conference, İstanbul, 2011.

National Integrity Systems: Observations from Turkey, UNDP Regional Anti-Corruption Community of Practice, Bratislava 2009.

Inequality in Poor Households in Turkey: Does Only Gender Matter?, Development and Transition, UNDP & the London School of Economics Publication, Issue 5, December 2006

Empowerment Approach From Gender Perspective: Women Organizations in Kars Rural, Journal of Women Studies, Issue 1, Volume 1, January-April 2006.

Poverty Alleviation, Conflict and Power in Poor Displaced Households: A Study of the Views of Women in Diyarbakir, New Perspectives on Turkey, Volume 32, 2005.

Women in the Agriculture and Rural Development Initiatives in Turkey, International Conference on Turkey-European Union-Agricultural Policies, Istanbul, November 2005.

CSOs in the Context of Northeast Anatolia: Limitations, Potentials and Opportunities, International Conference on Third Sector and Local Development, Istanbul, October 2005.

Women Projects in Micro-Level Rural Development Projects, International Conference on Caucasus Culture, Kars, October 2005.

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Importance of Organization at the Grassroots Level and Local Sensitivity in Poverty Mitigation Policies, Istanbul Policy Center, April 2005.

Development of Development Policies: Turkey & India Compared lecture delivered at the Advanced Social Studies Workshop, Wesaanar, the Netherlands, June 2004.

Development Process of Railways and Highways in Turkey, Ankara: TESAV Yayınları, 2003.

Social Structure, Agriculture and Natural Resources in Karacadağ Villages, Diyarbakır, 2002.

Interaction Between Migration and Asymmetric Power Relations: Observations from Shanty Towns, 5th ESSHC Conference, the Hague, the Netherlands, February 2002.

Highest Performing Student of the Hacettepe University American Culture and Literature Department