

Ahmad Farid Forozi

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Fully Work Authorized | No Visa Sponsorship Required

Fairfax, VA 22030

PROFESSIONAL SUMMARY

Experienced Project/Program Manager with over 10 years of international development experience. Holding a PMP Certification and an International Master's Degree. Proven track record in managing projects funded by diverse institutional and private donors, including USAID, US-DoS, USTDA, EU, World Bank, FCDO, DFAT, and more. Strong expertise in business development, budgeting, financial management, service delivery process improvement, research and organizational assessments, capacity building, organizational development, and Monitoring and Evaluation.

SKILLS

- Business and Proposal Development
- Report Writing
- Data collection and analysis
- Budgeting and Financial Reporting
- Monitoring, Evaluation, and Learning
- Grant and Contract Management
- Organizational Assessment
- Organizational Development
- Recruitment, Training and Capacity Building
- Anti-Corruption and Compliance
- Donor Relations
- Partnership building/stakeholder management
- Operations and Administrative Management
- Media and Civil Society

PROFESSIONAL EXPERIENCE

Deputy Project Manager/ Business Development Consultant Specialist

May 2022 – Present

Decision Analysis Partners

US-based management consulting firm implementing digital transformation and modernization projects globally

- Support the implementation of a USTDA project in Brazil, promoting best-value principles, transparency, and accountability in public procurement processes, as well as the modernization of Audit Courts
- Design a comprehensive methodology for conducting organizational needs assessments in five Audit Courts
- Develop project design, logical framework, schedules, action plans, and scope of work for various projects
- Develop responsibility assignment matrix for internal/external stakeholders as well as team job descriptions
- Conduct project risk assessments and develop appropriate risk management plans/strategies accordingly
- Contributed to business and proposal development for submission to USG, UN, and World Bank
- Assist in organizing an international exchange program between the U.S. and Nigeria, funded by USTDA
- Review and edit technical project documents, reports, and other external communication materials to ensure accuracy and quality. Attend meetings and manage communication with internal and external stakeholders.

Project Manager

July 2019 – March 2021

Equality for Peace and Democracy

A nonprofit implementing projects funded by int'l donors including the UK, U.S., and Canadian governments

- Managed initiation-to-closure project activities, including developing project concept/proposal; planning schedules, risks, and human resources; budgeting and financial reporting; monitoring and evaluation; collaboration with internal and external stakeholders; and project closure activities
- Reviewed grant proposals, negotiated grant agreements, managed/monitored grant implementation
- Designed and implemented a civil society collaboration and exchange program with CSOs in Sri Lanka
- Worked closely with finance, procurement, and operations units to ensure smooth/timely project execution

- Oversaw the recruitment & performance of a 30-member team, and provided on-the-job coaching
- Developed scope of work, RFPs, reports, budgets, training tools and guidelines

Director of Programs/ Interim Chief of Party

June 2016 – September 2017

Democracy International Inc.

A Washington, D.C.-based int'l development company implementing USAID programs

- Led multiple service delivery process improvements, anti-corruption reform, IT, and digital transformation projects which made public service delivery processes streamlined, transparent and citizen-centric
- Recruited and supervised a team of 40 senior program staff, including project managers, software and network engineers, international experts, accountants, and researchers
- Developed budget and financial reports and oversaw procurement processes for multiple projects
- Oversaw the development and use of a web-based system which enabled the company to systematically collect data from field offices and sub-partners, track project activities, deliverables, and risks
- Developed various types of reports for internal decision-making and submission to USAID/stakeholders
- Oversaw software development projects that automated public service delivery processes in the government
- Managed the grant and contract award processes, including developing/reviewing RFPs, proposal and bid evaluation, and agreement/contract negotiations—resulting in millions of dollars in savings
- Developed/maintained strategic communications/partnerships with donors & internal/external stakeholders

Project Manager

December 2013 – June 2016

The Asia Foundation

A San Francisco-based international development organization operating in the Asia-Pacific region

- Led an EU-funded regional cooperation project in the Heart of Asia region, managing a total budget of 6 million Euros and coordinating activities across 10 countries
- Assembled, supervised, and developed a cross-functional team of 18 members
- Led the organization of regional studies and conferences, facilitated organizational development within government ministries, and designed/implemented targeted capacity-building programs that enhanced the skills, knowledge, and collaboration capacity of government officials
- Devised project schedules, spending projections, and reports for submission to the EU donor and TAF HQ
- Designed and implemented a computerized data collection, analysis, and M&E system that enhanced transparency, accountability, efficiency, and performance management

Deputy Program Support Coordinator

October 2010 - November 2013

The Asia Foundation

- Provided technical and management support to multiple ongoing programs and projects
- Supported the grants/contracts award processes to civil society and implementing agencies, including writing program descriptions, RFP development, proposal evaluation, contracting, payments, and reporting
- Contributed to the development of concept notes, proposals, and budgets for economic development, governance and democracy, and women empowerment projects
- Designed and conducted capacity-building programs on donor policies, program objectives/activities, and risk management to sub-grantees and implementing partners that resulted in improved compliance of sub-grantees and sub-contractors with applicable policies, standards, and regulations
- Managed negotiations of technical/financial proposals with donors, grantees, and contractors
- Monitored field-level activities, collected and analyzed performance data, and trained sub-partners in evidence-based program reporting and compliance with applicable policies and contractual requirements

Deputy General Manager

February 2008 – October 2009

MoFAD Microfinance Company

A microfinance bank providing saving and credit services to small and medium enterprises in Afghanistan

- Assisted the General Manager in the management of overall business operations

- Maintained the quality of microfinance services through regular field visits and removing impediments
- Reviewed business plans and participated in strategic planning exercises and their presentation to BoD

Deputy Program Manager

June 2006 – Jan 2008

Care International

An Atlanta-based international development and humanitarian organization operating globally

- Supported implementation of a World Bank-funded women economic empowerment program
- Supervised the process of data collection, analysis, and migration to a web-based MIS database
- Oversaw and facilitated the work of MIS, IT, Finance, Credit, and HR operations and regional branches

EDUCATION

Project Management Professional (PMP)

2023 – 2026

Project Management Institute (PMI), USA

Master of Arts (MA), Governance and Anti-Corruption Studies

2018 – 2020

International Anti-Corruption Academy, Vienna, Austria

Diploma in Business Administration

2004 – 2006

Kardan Institution of Business Administration and IT, Kabul, Afghanistan

Bachelor of Science in Economics

2001 – 2004

Institute of Management Sciences, Peshawar, NWFP

PROFESSIONAL DEVELOPMENT

PMP (Washington D.C., 2023 and Dubai, 2015), Project Management and Leadership (Kabul, 2011), Project Financial Management (Islamabad, 2011), Research Methods (New Delhi, 2008), Anti-Corruption Summary Academy (Vienna, 2017), Banking and Microfinance (Paris, 2009), Procurement Management (Kabul, 2003)