

## Curriculum Vitae

Proposed role in the project: **Trainer**

1. **Family name:** Misić Mihajlović
2. **First names:** Snežana
3. **Date of birth:** 12 December 1970
4. **Nationality:** BiH / Croatian
5. **Civil status:** Married
6. **Education:**

Institution [ Date from - Date to ]	Degree(s) or Diploma(s) obtained:
Local Government and Public Service Reform Initiative (LGI OSI), Budapest, Hungary Fellowship policy program on the topic: <i>Citizen Participation in Public Decision-Making: How Sub-national Governments Can Support Citizen Engagement and Institutionalize Participatory Practices</i>	LGI Fellow October 2008 - November 2009
Central European University (CEU), Budapest, Hungary (1998/99)	MSc in Environmental Sciences and Policy
University of Sarajevo and University of Tuzla, Bosnia-Herzegovina (1996)	BSc in Mechanical Engineering

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

Language	Reading	Speaking	Writing
Bosnian / Croatian / Serbian	1	1	1
English	1	1	1
German	5	5	5

8. **Membership of professional bodies:**

- Member of the Methodology Working Group of the Integrated Local Development Project (ILDP) implemented by UNDP in Bosnia-Herzegovina in 2008/09.
- Member of the Republic of Srpska Working Group for creation of the entity strategy for local self-governance in 2008/2009.
- Member of the coalition of NGOs from North-East BiH founded within the project "From citizen participation to sustainable development" (more info at [www.ekologija.ba](http://www.ekologija.ba)).

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

- Computer literate in the Microsoft Word, PowerPoint, Excel, Moderation / facilitation, Driving licence (B)

10. **Present position:**

Executive Director of the NGO "Center for Management, Development and Planning - MDP Initiatives"

11. **Years within the firm:** 8 (eight)

12. **Key qualifications:**

- Support to local governments in the areas of strategic planning and development, engaging citizens in decision-making at local level, institutional strengthening; human resources management; leadership; multi-sector partnerships; communication / Public Relations issues; intermunicipal cooperation;
- Trainer for the Common Assessment Framework (self-assessment tool for public administrations);
- Academic and practical knowledge in the environmental field (specifically related to solid waste, water supply and wastewater problems);
- Policy dialogue / development;
- Integration of human rights-based approach at project level;
- Project steering, monitoring and evaluation in accordance with Project Cycle Management theory (within an international development cooperation project).

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

Country	Date from - Date to
Bosnia-Herzegovina (Municipal Development Project, <a href="http://www.mdp.ba">www.mdp.ba</a> )	2002 to date
Hungary (MSc thesis research in waste management)	1999

#### 14. Professional experience

Date from - Date to	Location	Company	Position	Description
November 2009 - April 2010	Banja Luka	Governance Accountability Project (GAP) in Bosnia- Herzegovina	Consultant for Common Assessment Framework (CAF)	<ul style="list-style-type: none"> <li>• Four workshops with city administration of Banja Luka to support introduction of the CAF self-assessment tool. Distance support to the CAF team to deliver the report on self-assessment and the action plan for priority improvements.</li> <li>• Overall supervision of work of the team of MDP Initiatives for elaboration of the ILDP manual for "Preparation and initiation of a Local Development Planning Process".</li> <li>• Coordinating contacts between ILDP and MDP Initiatives.</li> <li>• Writing specific parts of the manual.</li> </ul>
October - November 2009	Doboj, Bosnia- Herzegovina	UNDP / ILDP	Consultant / Team leader	<ul style="list-style-type: none"> <li>• Revision of the former SDC Domain Strategy and elaboration of the new strategy on « Rule of Law and Democracy » in Bosnia-Herzegovina</li> </ul>
June 2009 - December 2009	Doboj, Bosnia- Herzegovina	Swiss Agency for Development and Cooperation (SDC)	Consultant	<ul style="list-style-type: none"> <li>• Design educational modules for partners (seminars, trainings, etc.) on relevant topics of good governance and EU integration;</li> <li>• Explore potentials, facilitate and foster intermunicipal initiatives and projects;</li> <li>• Conceptualize, organize and conduct processes related to the policy dialogue / vertical integration (administer establishment and work of the policy dialogue group, etc.);</li> <li>• Represents Association in legal matters;</li> <li>• Prepares annual report about Association's work;</li> <li>• Makes annual plans for capacity-building of staff;</li> <li>• Overview of fundraising and acquisition processes for the organization, especially: Client Relationship Management, identify and follow up opportunities, develop project ideas and project proposals, supports donor database maintenance.</li> </ul>
Since January 2008 to date	Doboj, Bosnia- Herzegovina	Center for Management, Development and Planning - MDP Initiatives	Executive Director	

Since May 2002 to 2008	Doboj, Bosnia-Herzegovina	Intercooperation Office in Doboj, BiH (Municipal Development Project in BiH funded by the Swiss Government)	Project Manager	Design educational modules for partners (seminars, trainings, etc.) on relevant topics of good governance and EU integration; Explore potentials, facilitate and foster intermunicipal initiatives and projects; Conceptualize, organize and conduct processes related to the policy dialogue / vertical integration (administer establishment and work of the policy dialogue group, etc.); Conceptualize, organize and promote process of capitalization of MDP experiences; Maintain contacts and cooperation with regional and international actors for the purpose of professional exchanges and promotion of MDP experiences; Coordinate the process of MDP yearly planning; Administer meetings, prepare acts and minutes for meetings of the Steering Committee and Inter-Municipal Advisory Group, and manage other tasks related to the participatory project management; Responsible for financial management of MDP in cooperation with Financial Assistant, incl. Internal Control System; Annual reporting on MDP activities in accordance with SDC requests.
February 2005	Sarajevo, Bosnia-Herzegovina	World Bank	Part-time consultant / Facilitator	Responsible for coordination of tasks and moderation at the two workshops on participatory budgeting organized for BiH municipalities in Sarajevo.
Aug 2001-May 2002	Doboj, Bosnia-Herzegovina	Office of the High Representative (OHR)	Assistant to the Special Envoy	Assisting Special Envoy in carrying out field meetings and reporting. Responsible for administrative issues at OHR Field Office.
2000	Doboj, Bosnia-Herzegovina	OSCE	National Human Rights Monitor	Monitoring the implementation of property legislation; gathering necessary information from local authorities and state allocation right-holders; supporting Human Rights Officer in investigating the circumstances related to complaints (primarily property related); classifying human rights violations and abuses.
1999-2000	Doboj, Bosnia-Herzegovina	Plancenter Ltd. (project for Institutional Strengthening of Water Sector in BiH, funded by the Finish Government)	Advisor for Solid Waste Issues	Assessment of water services provided by the Doboj municipal water supply utility. Feasibility study for reconstruction of the water supply system. Contribution for making the Plan for Urgent Reconstruction of the Municipal Landfill in Doboj.
1996-1998	Doboj, Bosnia-Herzegovina	European Community Monitor Mission (ECMM)	Assistant in the Field Office Doboj	Assisting the ECMM field team in carrying out field meetings and reporting. Responsible for administrative issues at ECMM Field Office.
1993-1996	Tuzla, Bosnia-Herzegovina	International Committee of Red Cross	Officer in the Tracing Agency	In charge of the Family Reunion Program, maintaining database of missing persons, field assessments and reporting.

## 15. Other relevant information

Participation in the following events and courses:

- UNDP/SNV seminar „Financing Local Development: Case Study of City of Rijeka“, 3-4 December 2009, Sarajevo, BiH
  - International Conference „Citizen Participation in Kosovo: Before and Now“, Prishtina, Kosovo, 9-10 July 2009
  - International Fundraising Conference organized by the Czech Fundraising Center and Resource Alliance, 20-22 May 2009, Prague, Czech Republic
  - Swiss Agency for Development and Cooperation (SDC) Conference for Capitalization of Governance Experiences, 1-5 June 2008, Zinal, Switzerland
  - Forum of Federations Fourth International Conference on Federalism, 5-7 November 2007, New Delhi, India
  - SDC Training on Human Rights and Sustainable Development: Integrating Human Rights, Social Justice and Poverty Reduction, 19-21 June, 2007, Meielisalp/Leissigen, Switzerland
  - Regional exchange workshop “Participatory Good Governance” organized by the Open Society Fund - Soros (East East - Partnership Beyond Borders program) and Co-PLAN Albania, in Dures, Albania, 1-6 Oct 2006
  - SDC International capitalization conference “Human Rights and Development: Learning from Experiences” in Thun, Switzerland, 11-13 Sept 2006
  - International workshop on participatory budgeting organized by the World Bank in Porto Alegre, Brasil, 5-11 June 2006
  - Course “Assessing Impacts of Development Projects and Programs”, NADEL, Zürich, Switzerland, 21-25 Nov 2005
  - Training “The Common Assessment Framework in Action” at European Institute for Public Administration (EIPA), Maastricht, Netherlands, 9-11 Nov 2005
  - Course “Integrated Project Cycle Management” (one-week work on Monitoring and Evaluation) at MDF, Ede, Netherlands, 17 Nov - 5 Dec 2003
- Publications:
- „Citizen Participation in Bosnia-Herzegovina: Between Tradition and Transition“, LGI Budapest (paper edition to be published in spring 2010)
  - Contributor to the publication „Public-Private Partnership as an Instrument for Upgrading Public Services at Local Level“. SNV BiH and MDP Initiatives. 2009.
  - Report on municipal solid waste management situation in the municipalities of Doboj, Doboj Istok, Doboj Jug, Maglaj, Petrovo and Usora. Municipal Development Project / MDP Office, BiH. 2003.