

eloise burke

e-mail: [eloiseodp@gmail.com](mailto:eloiseodp@gmail.com)

1210 Radom St  
#1409  
Pickering, ON  
CANADA, L1W 2Z3  
+1 289 404 9349

Kenya

Cell: + 254 (0) 735 860 555; +254 (0) 726 102 709

*With over 30 years as a development practitioner in Canada, Anglophone Africa and the Caribbean, eloise offers a range of knowledge as well as expertise that are transferable to a variety of managerial positions and organizational situations. With outstanding interpersonal skills, a trained life coach, eloise views cultural challenges as learning opportunities that can only contribute to effective deliveries through inclusive processes.*

#### **Demonstrated Core Competencies**

- ✓ Organisation development and change management
- ✓ Coaching and mentoring
- ✓ Governance, HR Management, and capacity building
- ✓ Facilitation and Training of Trainers
- ✓ Project and Program Management
  - evaluations
  - managing people effectively
  - managing resources efficiently
  - plain English writing
  - developing innovative approaches and following through
  - strategic thinking and planning and processes

#### **Working Style**

- ✓ **Inclusive**
  - All voices are important as diversity builds effective synergy and win-win solutions.
- ✓ **Respectful**
  - All are treated the way I would like to be treated.
- ✓ **Consultative**
  - Consultation that concludes with a decision that is communicated to all with follow through action shared.
- ✓ **Risk taker**
  - Thinking out of the box is essential to managing an ever changing environment, pushing the envelope and testing "what if" scenarios, all within a sound environmental analysis.

**Worked in:** Indonesia, Sri Lanka, Nepal, India, Seoul, Singapore, South Africa, Mozambique, Kenya, Namibia, Nigeria, Ghana, Sierra Leone, The Gambia, Tanzania, Zambia, Malawi, Zimbabwe, Uganda, Haiti, Trinidad, Jamaica, Barbados, St. Lucia, Ethiopia, London, U.K. USA, and across Canada.

#### **Training of Trainers/Facilitation Training.**

- Africa Yoga Project (AYP). Nairobi, Kenya 2016.
- West African Civil Society Institute (WACSI). Ghana, 2011.
- St. Francis Xavier University, The Coady International Institute. 2010 & 2011 Visiting Faculty. Co-designed the first certificate of this nature and taught it for the first two years. Certificate Course - *Facilitation and Training Approaches for Community Change*.

**Organisational development processes with an emphasis on growing a healthy organisational culture:** designing and assisting with the working through of implementation of in-house processes using the articulation of organisational values as an accountability framework. This also includes human resource management, board development and training; writing manuals, development and delivery of in-house management training through interactive workshops- at all organizational levels. Clients include:

- Open Society Foundations, Asia Pacific Regional Office (APRO) USA 2014 – **ongoing**
- Africa Yoga Project (AYP), Kenya, 2015 - 2016
- Sudan Democracy First Group, Kampala, Uganda. 2015.
- Young Women Leadership Institute, Kenya, 2014 – 2015.

- African Women's Development and Communications Network (FEMNET), Kenya, 2014 -,2015.
- PLAN International, AU Liaison Office, Addis Ababa, Ethiopia, 2013
- Women's Initiatives for Gender Justice, Development of board governance manual. The Hague. 2013
- Coalition on Violence Against Women (COVAW) Kenya. 2012 – 2014.
- Urgent Action Fund - Africa (UAF-A) Kenya. 2020, 2019, 2018, 2015, 2011 – 2013; Urgent Action Fund – USA 2014, 2013.
- Open Society Initiative for Eastern Africa. (OSIEA) Kenya, Tanzania, Uganda, South Sudan. 2009 – 2014.
- Columbia Global Center, Nairobi. – Extensive revision of their Human Resource Manual. 2012.
- Independent Medico-Legal Unit (IMLU). Kenya. 2013, 2010 – 2011.
- FORD Foundation – Ujamaa Center, Mombasa, Kenya. 2010-2011.
- International Development Research Centre (IDRC), Eastern and Southern Africa Regional Office (ESARO). 2005 – 2010
  - **Organisational Development Specialist.** Working globally with a number of IDRC clients on institutional strengthening interventions: facilitating organisational assessments and implementation strategies.
  - **Coordinator, the Institutional Strengthening Pilot Project.** IDRC wanted to gain a deeper understanding of what is meant by 'capacity building' through the lens of its partners. This pilot project saw a number of IDRC partners volunteer to participate in a process that involved the facilitation of organisational self-assessments resulting in Action Plans. Partners included a range of NGOs and research institutions in Kenya, Ethiopia, Tanzania, Ghana and Namibia. eloise's role involved facilitating the self-assessment, coaching, mentoring, and assisting with building strategies for the implementation of the action plans. A number of institutional successes unfolded based on this project.

#### **Design and Facilitation of Strategy Planning; Program Review; Enhancing capacity and team building workshops**

- Initiative for Equality and Non-Discrimination (INEND) **2020 ongoing**
- International Commission of Jurists, Kenya Section (icj -Kenya) **2019 ongoing**
- Advocacy Accelerator, African Medical Research & Education (AMREF) 2018, 2017
- Trust for Indigenous Culture and Health (TICAH) 2017
- The Association of Women Accountants of Kenya (AWAK) 2017
- International Council of African Museums (AFRICOM) - 2014
- Urgent Action Fund – USA 2014
- Plan International Pan-African/AU Liaison Office, Addis Ababa, 2015, 2014, 2013
- African Population Health Research Center (APHRC), Kenya. 2011
- Independent Medico-Legal Unit (IMLU). Kenya. 2011
- Urgent Action Fund – Africa (UAF-A) Kenya. 2011
- HelpAge International, Kenya. 2011

#### **Evaluation, Reviews**

- **HelpAge International, Kenya 2013:** evaluation of the nesting component of the "Strengthening social protection to prevent and mitigate the impact of HIV and AIDS and poverty in Sub-Saharan Africa funded by SWEDEN/NORAD grant. This was successfully done with the donors requesting me to conduct the planning workshop designed to lead to the possible next phase of the project.
- **Pact, International NGO. Ethiopia. 2007 and 2009. Lead Consultant.** Working with two consultants, conducted an assessment of the Civil Society Organisations' understanding and strategies for adapting to the new CSO law enacted in 2009. (2009)
- Working with two consultants, conducted an evaluation of the Pact Ethiopia capacity building interventions resulting in doable recommendations. (2007)
- **CODE, International NGO. 2006 and 2008.** Successfully conducted evaluation of programmes in Kenya and Tanzania, and, initial research for re-entry to Kenya.

## Past Work Environment

### Save the Children Canada in Ethiopia. Institutional Strengthening Project (ISP) 2001 – 2005

#### Deputy Manager Institutional Sustainability & Human Resource Advisor.

The CIDA funded (over CDN\$7M) Institutional Support Project evolved into a program which worked with and through the systems and structures of the Ethiopian Disaster Prevention and Preparedness Commission for the past 7 years. Using a Results Based Framework, ISP contributed to enhancing the Ethiopia Early Warning System, testing (Action Research) the Government's Linking Relief to Development Modality and supporting disaster coordination in the most vulnerable areas. Strategies included a cascading training of trainers approach, testing a Wide Area Network and spearheading the development of the roadmap for the institutionalization of disaster management training.

**As the Deputy Manager**, the major responsibilities included playing a strategic role in annual planning meetings (RBM methodology), leading the institutionalization process of the best practices of ISP, directly managed 4 professional staff members, and 24 indirectly as well as managed the usual day to day administrative matters. As the **Institutional Sustainability/Human Resource Advisor**, responsibilities for the development and leading the process of making sure that the best practices of ISP were well placed and sustainable. Eloise also worked closely with partners on the design and delivery of the best strategies for building their human as well as physical capacity. **One personal major achievement** was leading the successful feasibility study performed by The African Centre for Disaster Studies, South Africa and the acceptance of the recommendations of this study by the Government of Ethiopia.

**Training Advisor.** Provided training to the Trainers of Trainers (TOT) with a focus on improving their instructional and technical delivery of training. During this time, **a major achievement** was the planning and delivery of a TOT for 28 women from across the 14 Regions of Ethiopia. The participation of women in all workshops to date was minimal. (I was told it couldn't be done!)

## Summary of professional experiences

### Partner. eeb consulting & associates Inc. Toronto. Canada. 1989-2001.

With my oldest daughter we provided consultancies to the not for profit sector, public sector, private sector, government and NGO communities in organisational development, project management, senior management staff replacement, organisational reviews, evaluations and start-ups. Outstanding services were delivered in several Anglophone African countries, the Caribbean and across Canada. (Client list can be provided on request) *I stepped out of the business and stepped back into an organisation for a one year assignment in Ethiopia and stayed for four and one-half years!*

### Middle & Senior Management Positions, in Canada and Kenya. 1974-1989

These positions ranged from program positions in INGOs: working closely with government ministries in Southern Africa, West Africa and East Africa to being the Field Director of Canadian funded development assistant programs in East Africa.

**Walk the Talk Community Involvement** - as an advocate for social justice, Eloise's community involvement draws on her professional know-how for the advancement of marginalised groups.

**Currently** on a global level providing assistance to individuals involved in building civil society's voice; and providing technical advice to small businesses as well as pro bono assistance to marginalized groups as they seek to amplify their voices.

**Membership: Member**, Canadian Association of Management Consultants, **Member**, International Coach Federation

## Education & Training

- ✓ On-going self-education based on life's experiences and lessons learnt daily.
- ✓ Community Development Diploma. Algonquin College. Ottawa, Canada.
- ✓ Training of Trainers
- ✓ Appreciative Inquiry Training
- ✓ Teaching the Adult Learner Certificate. George Brown, The City College. Toronto, Canada.
- ✓ BA Sociology. Carleton University. Ottawa, Canada.
- ✓ Trained Coach, Goal Imagery Institute
- ✓ Project Management
- ✓ Certified Cultural Transformation Consultant (Barrett Values Centre)
- ✓ APMG, Certified Change Management Practitioner