



RESUME OF CONSULTANT ROMAIN MONTINOR

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21 December 1980 /Port-à-Piment

Single, Christian, Haitian.

LAWYER/ ECONOMIST / MONITORING AND EVALUATION SPECIALIST / FINANCIAL MANAGEMENT SPECIALIST

OBJECTIVE

To highlight diverse experience and an ability to adapt to different professional and cultural environments, with the aim of contributing to the success of international organizations and complex projects.

WORK EXPERIENCE

Day, month and years of start and end	Duration of benefits in months	Position held / Employer / Location / Tasks performed - activities / Reference (name, function, phone number, email)
January 2020 - To Date	68 Months	<p>Position: Monitoring and Evaluation Officer</p> <p>Employer: Amis Progressistes du Sud (APROS/S)</p> <p>Location: Cayes and Port-à-Piment</p> <p>Tasks:</p> <ul style="list-style-type: none">-M&E System Design and Implementation: Develop the project's monitoring and evaluation framework, including indicators and collection tools.-Data Collection and Management: Establish and maintain systems to systematically collect, organize, and analyze data.-Analysis and Reporting: Analyze collected data to assess project progress, identify issues, and prepare monitoring and evaluation reports for stakeholders and donors.-Accountability and Learning: Ensure the monitoring and evaluation system enables organizational learning and accountability to beneficiaries and partners.-Training and Capacity Building: Train project teams and partners on M&E tools and processes to ensure their ownership and proper use.-Coordination and Collaboration: Work closely with project teams, partners, and other stakeholders to ensure the coherence and effectiveness of the M&E system.- Ensure reporting and capitalization of

		projects.
January 3, 2020 – To date	65 Months	<p>Position: Legal Advisor Employer: Collège Notre-Dame de Grâce de Blanchard Location: Blanchard, Cité-Soleil</p> <p>Tasks:</p> <ul style="list-style-type: none"> - Contribute to improving the College's administrative management and meeting its needs for legal knowledge and advice; - Assist and advise College officials; - Represent the College before courts and national and international authorities; - Participate in the drafting and prior review of legal documents; - Resolve conflicts and manage litigation while providing support to the management, department, or team.
January 8, 2024 – To date	17 Months	<p>Position: Financial Management Specialist / PGRAC Climate Risk Management and Resilience Project financed by the World Bank</p> <p>Employer: Techniplan International Consulting, Roma / CECOM CONSULTANTS S.A</p> <p>Location: Pétion-Ville</p> <p>Tasks :</p> <ul style="list-style-type: none"> - Implementation of financial monitoring tools: Financial and accounting management, financial planning of activities, financial reporting, dashboard and cash flow planning, budget monitoring table; - Management and Administration: Responsible for the entire management of the Department in all administrative, financial, and contractual aspects; Regular communication with project stakeholders; - Financial and Accounting Organization: Implementation of standards, procedures, administrative and financial tools, and cost accounting; Supervision of the entry of accounting documents and preparation of reimbursement memoranda; Preparation and submission of periodic financial statements; - Financial and Accounting Control: Implementation and monitoring of in-

		<p>ternal administrative and financial standards, procedures, and tools; Supervision of the entry of accounting documents and preparation of reimbursement memoranda; Preparation and submission of financial statements and periodic reports.</p> <p>- Budget Programming and Monitoring: Participation in the development of monitoring and implementation of program estimates; Monitoring the implementation of the budget component of the Program Financing Agreement; analyzing financial performance on disbursements, and analyzing the efficiency of procedures implemented for fiduciary risk management. Monitoring the Program's financial commitments and financial reporting; supervising all activities and the respective budgets; preparing and submitting reports, particularly on budget execution.</p> <p>- Supporting procurement and contracting.</p>
December, 6, 2022- July 30, 2023	7 months	<p>Position: Expert in Administration Expert in Administration & Finance / LEVEKAFE Project funded by AFD</p> <p>Employer: Techniplan International Consulting / Roma</p> <p>Assignment International Technical Assistance (ATI)</p> <p>Location: Port au Prince</p> <p>Tasks :</p> <p>Implementation of financial monitoring tools: Financial and accounting management, financial planning of activities, financial reporting, dashboard and cash flow planning, budget monitoring table;</p> <p>- Management and Administration: Responsible for the entire management of the Department in all administrative, financial, and contractual aspects; Regular communication with project stakeholders;</p> <p>- Financial and Accounting Organization: Implementation of standards, procedures, administrative and financial tools, and cost accounting; Supervision of the entry of accounting documents</p>

		<p>and preparation of reimbursement memoranda; Preparation and submission of periodic financial statements;</p> <ul style="list-style-type: none"> - Financial and Accounting Control: Implementation and monitoring of internal administrative and financial standards, procedures, and tools; Supervision of the entry of accounting documents and preparation of reimbursement memoranda; Preparation and submission of financial statements and periodic reports. - Budget Programming and Monitoring: Participation in the development of monitoring and implementation of program estimates; Monitoring the implementation of the budget component of the Program Financing Agreement; analyzing financial performance on disbursements, and analyzing the efficiency of procedures implemented for fiduciary risk management. Monitoring the Program's financial commitments and financial reporting; supervising all activities and the respective budgets: preparing and submitting reports, particularly on budget execution. - Supporting procurement and contracting.
May 2, 2019 – December 30, 2021	22 months	<p>Position: Senior Project Officer in charge of the Economic Market and Governance (Senior Project Officer of Economic Market and Governance)</p> <p>Employer: Catholic Relief Services (CRS)</p> <p>Location: Cayes</p> <p>Tasks:</p> <ul style="list-style-type: none"> -Analyze the potential market for waste, study the value chain and identify actors for better waste management in the city of Les Cayes; -Identify specific dynamic markets and opportunities for value chains (funds and buildings, state infrastructure, water, waste, fisheries, public places, beaches, etc ..) and evaluate the supply and the demand for selected basic services and the value chain; -Identify the various formal and informal companies operating in the waste recovery sector; -Develop a "business plan" model adapted to the different types of companies identified;

		<ul style="list-style-type: none"> -Train identified companies in business management and market access; - Support the organization of municipal capacity meetings and community response mechanisms; -Plan and coordinate the activities related to the capacity building of the Municipality's executives; - Under the direction of the Project Manager, facilitate and monitor the project implementation activities and the implementation of the decisions and Communal Orders; -Manage the preparation of the report of studies for infrastructure and basic service projects and acceptance of deliverables on the basis of the agreed technical specifications; -Participate in all site visits conducted in the presence of representatives of an authority or donor; -Take workshops and economy policies by sector and work directly with the Consultants to guide the reflections; -Participate in regular unit and office meetings and contribute to other office activities as needed; -Assist the Municipality in setting up a feedback mechanism for the communities; -To inquire about the Program's interventions in the city; -Organize with OPS training for CBOs on advocacy strategies and participation in local governance; -Develop a reinforcement plan for the CBOs targeted in the project; -Maintain a well-documented list of meetings and activities related to specific project indicators; -Analyze monitoring and evaluation data related to training; -Support related project evaluations, project reviews and learning activities in consultation with the immediate supervisor and the MEAL team.
October 3, 2016 – September 30, 2019	36 months	Position: Project Manager Employer: Organisation pour le Développement Economique et Social (ODES) Location: Jeremie Tasks : 1. Plan, organize, manage and monitor all activities at the technical, logistical and managerial level and ensure the

		<p>implementation in accordance with the logical framework, the timetable and the approved budget</p> <p>2. Management of relations with local partners and institutions involved in the implementation of the project;</p> <p>3. Selection of human resources for the project;</p> <p>4. Supervision and organization of the continuous training of project staff;</p> <p>5. Ensure the follow-up and the correct implementation of the activities provided for in the project document (timetable, activities and budget);</p> <p>6. Production of documentation relating to activities, indicators and sources of verification during the phase of implementation, monitoring and evaluation (internal and external);</p> <p>7. Formulation of documents relating to the implementation of the project:</p> <ul style="list-style-type: none"> · Annual operational plan (POA); · Monitoring and evaluation plan; · Interim and final narrative reports, financial report and amendment documents; · Ensure compliance with the visibility rules of donors and collaboration with the Project Office for visibility actions; <p>8. Carry out the following administrative tasks:</p> <ul style="list-style-type: none"> · Supervision of the administrative management of the project, particularly in relation to the correct use of the accounting system; · Identification of the economic and financial commitments necessary for the realization of the project (drafting of the POA and reformulation of the POG according to the progress of the project). <p>Reference: Ing-Agr. Ogner PIERRE-LOUIS Position : CEO Phone: (509) 4395-3895 E-mail:ognelpierrelouis@yahoo.fr</p>
January 7, 2013 – July 31, 2019	79 months	Position: CEO Employer: MONTINOR LAW FIRM AND PARTNERS Location : Port-au-Prince Tasks : <ul style="list-style-type: none"> - Monitor the proper functioning of the Cabinet; -Coordinate the activities of the Cabinet; -Administrate the Cabinet;

		<ul style="list-style-type: none"> -Participate in drafting and prior checking of legal acts; -Accompany trainee lawyers in drafting acts; -Represent the Cabinet before the National and International Instances
April 1, 2013 - October 30, 2018	65 months	<p>Position: Consultant Employer: CARIMEX Location: Quartier-Morin Tasks:</p> <ul style="list-style-type: none"> -The internal diagnosis of the company's situation: identification of strengths and weaknesses; -External diagnosis of its environment: determination of the opportunities and threats of its environment through market studies; -Strategic planning: setting the strategy to be adopted and the implementation plan ...; -Definition of the marketing strategy to adopt; -Market analysis; -Evaluation of needs and customer satisfaction; -Definition of the communication plan (advertising, promotional campaign); -Determination of the Marketing Policy (price, commercial). <p>Reference: Levy E. RICHEMOND, Eng. Position : CEO Phone: (509) 41175511 E-mail: levy47@gmail.com</p>
August 1, 2014 - October 30, 2017	38 months	<p>Position: SAE WEST Legal Consultant Employer: Ministry of Commerce and Industry(MCI) Location: Port-au-Prince Tasks:</p> <p>The Legal Consultant is responsible for assisting the entrepreneurs in all the legal aspects related to their economic and commercial activities and for referring to the relevant services of the Ministry, in particular the CDEE and the Directorate of Legal Affairs (DAJ), all information on the legal situation of the main companies in the affected area.</p> <ul style="list-style-type: none"> i) provide technical assistance to the beneficiaries of the SAE in the registration process of their companies; ii) drafting and participating in the negotiation of the legal aspects of contracts for the procurement of services of all kinds; (iii) produce quarterly reports on the

		<p>number and types of businesses registered through the center's legal and technical support;</p> <p>(iv) provide legal support for issuing and monitoring tenders;</p> <p>v) prepare training modules on topics related to business law in Haiti (taxation, incorporation of company, intellectual property, labor law, etc.) for the benefit of the beneficiaries of the SAE;</p> <p>vi) participate in practical training sessions organized by the CAS as a business law expert;</p> <p>(vii) provide legal advice to entrepreneurs and owner-managers of micro, small and medium-sized enterprises (MSMEs) who request them from the SAE;</p> <p>viii) Ensure the legal monitoring of the SAE to allow the institution to be up-to-date with the latest legal provisions relating to business law in Haiti.</p> <p>Reference : Mr. Jean Sony PIERRE Position : DDO / MCI Phone : (509)36220838 E-mail : jhans.shunni@gmail.com</p>
November 1, 2015 -September 30, 2016	11 Months	<p>Position: Legal Consultant Employer: Ministry of Economy and Finance (MEF) Location: Port-au-Prince Tasks: The Consultant will be responsible for: - To learn about the framework documents and operational tools of the program; - Collect the basic data of persons or entities interested in forming companies; - Inform and raise awareness about the different existing companies and the advantages and disadvantages of each type; - advise, as appropriate, on the most appropriate type of company according to need; - Conduct the global process of constitution of companies (preparation of statutes, follow-up of the registration process at the MCI and Publication);</p>

		<ul style="list-style-type: none"> -Propose or hire, as the case may be, providers for the process, with the authorization of the program; -Coordinate the process of obtaining administrative documents at the level of the DGI; pending or in the process of incorporation; -Collect the legal documents of companies once established; -Assure overall monitoring of the legal aspects of the program; -Realize missions in the field according to the needs of the process of incorporation of companies; -Propose, if necessary, improvements to the process of identifying and establishing companies; -Make monthly a detailed report on the results obtained within the framework of its mandate. <p>Reference : Agr. Hugues JOSEPH Position: Advisor to the Minister / MEF Phone : (509) 4890-0158 / 4303-7777 E-mail : hugues_joseph@yahoo.fr</p>
August 1 , 2011- May 22, 2015	46 months	<p>Position: Administrative and Financial Manager (RAF) of the Sud-Est URD Employer: DINEPA Location: Jacmel</p> <p>Tasks:</p> <ul style="list-style-type: none"> - Is the Responsible for the implementation and application of administrative, commercial and financial directives of the EPA sector for the rural environment by all actors; -Is the person responsible for supervising the activities related to the administrative, commercial and / or financial management of EPA infrastructure management entities within the framework of project financed by DINEPA or subject to a memorandum of understanding with the DINEPA; -Is the person responsible for administrative, commercial and financial reporting (towards the OREPA and / or the DINEPA) or on request (from the OREPA and / or the DINEPA); - Is responsible for monitoring the administrative, commercial and financial performance indicators related to the implementation of projects or monitor-

		<p>ing the operation of infrastructures managed by CAEPA, CP and / or PO;</p> <ul style="list-style-type: none"> -Is the person in charge of the administrative and financial management of the URD office and projects led by the URD; - Is the line manager of the staff of the administrative, commercial and financial division such as Accountant, Administrator, Driver, Guardian, House Staff etc. In this capacity, he is involved in the definition of RDTs, the recruitment and evaluation of these personnel; -Is the guarantor of the good functioning of the team of the administrative, commercial and financial division of the URD and in particular its interaction on administrative, commercial and financial aspects with a team dedicated to the implementation of a project specific; -Participates in the development of tools for training, monitoring and control of the administrative, commercial and financial components and ensures their implementation and the necessary training; -Participates in capacity-building training in the administrative, commercial and financial field when required; -Participates in emergency responses if necessary; <p>Participate in the preparation of strategies and policies related to the development of drinking water and sanitation.</p> <p>Reference :</p> <p>Mr. Gustave LEFENE</p> <p>Position : Focal Point of the Sud-Est URD</p> <p>Phone : (509)31150604</p> <p>E-mail : lefene.gustave@yahoo.fr</p>
<p>January 3, 2013 – November 29, 2013</p>	<p>11 Months</p>	<p>Position: Lawyer / ATL</p> <p>Employer: Carrefour City Hall</p> <p>Location: Carrefour</p> <p>Tasks:</p> <ul style="list-style-type: none"> -Contribute to the improvement of the administrative management of local authorities and their needs in terms of knowledge and legal advice; - Assist, advise elected officials and the services of the legal community; - Represent the City Hall in front of the Courts; - Participate in the drafting and prior checking of legal acts ;

		<p>- Settle disputes and manage litigation while supervising management, department or team.</p> <p>Reference : Me. Dieulin ARISTILDE Position: ATL lawyer / Jacmel Town Hall Phone: (509) 3820-6835 E-mail: dieulin4aristilde@gmail.com .</p>
February 1, 2008 – January 10, 2010	24 months	<p>Position : Mission Manager Employer: Office of the Secretary of State for Public Security (BSESP) Location: Port-au-Prince Reference: Mrs Wislande JEAN Position: Administrative Assistant Phone: 50938165272 E-mail : wisjean_27@yahoo.fr</p>
June 1, 2006 – January 25, 2008	20 months	<p>Position : Trainee Lawyer Employer : MSPP Location : Port-au-Prince Reference : Me Dudley JEAN PHILIPPE Position : Legal Adviser Phone : (509) 37340726 Mrs Sherley JEAN Position : Secretary Phone : (509)37090865</p>

EDUCATION AND TRAINING

- Master in International and European Fundamental Rights Law (MDIEDF), University of Nantes, Nantes, France
October 3, 2011 - July 31, 2012
- Master Pro in Administration and Management of Drinking Water Supply Systems and Sanitation , Quisqueya University (UNIQ), Port-au-Prince, Haiti
September 6, 2010 - June 30, 2011
- Master Pro in Management of Neteconomy Organizations (MONE I), University of Picardy Jules Verne. Amiens, France
October 4, 2010 - July 29, 2011
- Bachelor's degree in Law, State University of Haiti (UEH) / FDSE, Port-au-Prince, Haiti
October 8, 2001- July 31,2002/ October 11, 2004 - August 31,2007
- Bachelor's degree in Economics, Institut des Hautes Études Commerciales et Économiques (IHECE) .Port-au-Prince, Haiti
October 9, 2000 - August 30, 2004

TRAINING SEMINARS

- Certificate obtained in Value Chain Development (VCD), International Training Centre of the International Labour Organization (ITCILO), Turin, Italy
March 3, 2025 – May 30, 2025

- Certificate obtained in Monitoring and Evaluation, International Training Centre of the International Labour Organization (ITCILO), Turin, Italy
October 7, 2024 – November 29, 2024
- Certificate obtained in Monitoring and Evaluation, International Training Centre of the International Labour Organization (ITCILO), Turin, Italy
October 7, 2024 – November 29, 2024
- Certificate obtained in SIYB certified Trainer, International Training Centre of the International Labour Organization (ITCILO), Turin, Italy
April 22, 2024 – November 22, 2024
- Certificate obtained in « Evaluate a humanitarian project », Groupe URD, Plaisians, France
February 26, 2024 – May 3, 2024
- Certificate obtained in Financial management for development professionals , International Training Centre of the International Labour Organization (ITCILO), Turin, Italy
September 11, 2023 – November 3, 2023
- Certificate obtained in Management of Development Projects., INDES from the Inter-American Development Bank (IDB), Port-au-Prince, Haiti
September 6, 2016 – October 12, 2016
- Diploma obtained in Local Development Management , International Training Centre of the International Labour Organization (ITCILO), Turin, Italy
June 1, 2010 – March 30, 2011

AREAS OF EXPERTISE

- Project and Program Management
- Project and Program Financial Management
- Project and Program Monitoring and Evaluation
- Project and Program Evaluation
- Business Plan
- Human Rights
- Social Protection/Community Protection
- Value Chain Development (VCD)
- Local Development Management (LDM)
- Resource Mobilization
- Water, Sanitation, and Hygiene (WASH)
- Gender
- Capacity Building
- Income-Generating Activities (IGA)
- Advocacy
- Fund and Grant Management

LANGUAGE SKILLS

- French : read, write, speak
- Creole : read, write, speak
- English : Average

COMPUTER SKILLS

- Word, Excel, Power Point, Access , Quickbooks, ACCPAC

KEY SKILLS

- * Project Management: Full project cycle, Agile/Scrum methodologies, risk management, resource management.
- * Law and Compliance: Business law, administrative law, local regulations, ethics and compliance.
- * Finance: Financial analysis, budget monitoring, contract management, project financing.
- * Economic Analysis: Sector analysis, market research, impact assessment, economic modeling.
- * Soft Skills: Communication, teamwork, leadership, problem-solving, initiative.

ARTICLES/PUBLICATIONS

- The Right to Water in Haiti: Realities and Perspectives;
- For a New Approach to Tax Audits in Haiti

ASSOCIATION EXPERIENCES

- President of the "Friends of Progress of the South" (APROS/S) organization, Haiti
- Member of the Haitian Association of Economists (AHE)/ Haiti
- Member of the Port-au-Prince Bar Association, Haiti
- Voting Member of the CIVICUS organization, South Africa
- Member of the International Association of Lawyers (UIA)/France
- Member of the "Lawyers Without Borders" organization, Belgium
- Member of the Inter-American Federation of Lawyers (IABA)/USA

REFERENCES

- Agr. Emmanuel Michel
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- Rév. Père Bonard JOSEPH, OMI
Directeur du Collège Notre Dame de la Grâce de Blanchard
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- Levy E. RICHEMOND, PDG d`AVIMAX
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- Lefèvre GUSTAVE, Point Focal de l'URD Sud-Est/ DINEPA
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