

# Curriculum Vitae

## George Mataradze, MD

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Date of birth:	22 April, 1966
Nationality:	Georgian

### Education

Tbilisi State Medical Institute (TSMI), Faculty of General Medicine, Republic of Georgia, 1989.

**Certificate:** Medical Doctor, Ministry of Health, Republic of Georgia, 1989. (HB N 067141)

### General Skills

- Ø Program Design and Team Management;
- Ø Preparation of project proposals, planning, budgeting & design;
- Ø Monitoring & Evaluation;
- Ø Organizational & Opportunity Seeking skills;
- Ø Human resource deployment & management;
- Ø Conceptualization, Project Management and Inter-Personal skills;
- Ø Extensive experience in challenging environments;
- Ø Donor funded multi-site projects, multi-donor environments and healthcare-related projects, including project planning, implementation, monitoring, reporting, evaluation and fund replenishment.

### Key Qualifications

I bring over 14 years of experience in health and social program management in South Caucasus, with 12 years at senior management level. Specifically in the following areas: Health care reform (at macro and institutional levels), health system strengthening, health policy analysis, strategic planning, organization & project management (including HIV/AIDS & TB program monitoring & evaluation); health program planning and administration. During my professional career, I managed comprehensive health system reform support activities, operated effectively as a manager with proven capacity and ability to improve implementation with a management by objectives/results approach. I'm a specialist in development and use of Result Based Monitoring and Evaluation Systems. My experience of managing multi-million dollar projects in complex emergencies gives me an ability to motivate and guide institutional contractors and grantees, collaborate closely with internal and external stakeholders, provide innovative support for the improved design, planning, organization and management of programs and processes; to build effective personal and organizational capacities. I also have considerable management experience of a

range of development projects funded by the major development agencies. I have undertaken management of large multi-disciplinary, integrated projects as well as smaller, specifically targeted ones, including project start-up and implementation. Moreover, I possess an innate ability to organize, participate in, and lead interdisciplinary and intercultural teams and has extensively worked with host governments, multi and bilateral organizations, diplomatic missions.

I'm a highly motivated team player, visionary and strategic thinker, who is culturally sensitive and politically aware, with a passion for creating organizational learning processes, which drive up organizational performance.

## Employment Record

- 2006 – up to date
- Curatio International Consulting**  
**Position: Managing Director**  
**Location: Tbilisi, Georgia**  
**Tasks:**
- a. Development of organizational policies and oversight of project implementation;
  - b. Project/proposal development oversight, provision of technical input and budgeting;
  - c. Networking with key international organizations, such as WHO, UNAIDS, GFATM, private sector clients and service provider organizations;
  - d. Provision of consultancy market intelligence in CIS, awareness of trends and developments, opportunities and risks;
  - e. Quality control over development of technical proposals and consultancy outputs.
- 2005 – 2006
- USAID/Caucasus**  
**Tbilisi, Georgia**  
*Acting Director, Health and Social Development Office:* Overseeing Mission's health and education portfolio (with the annual budget of up to 9 mln USD): (a) Mission social sector engagement strategy development and analysis; (b) Overall social portfolio program planning, implementation and monitoring; (c) Conduct research to identify internal/external information and based on its synthesis/analysis identify trends/development of healthcare sector in Georgia & Azerbaijan; (d) Draft healthcare policy-related briefing papers/analytical notes for consideration by the Mission leadership and USAID/W headquarters; (f) Facilitate donor harmonization and greater aid effectiveness in health and education sectors. Mentoring and overseeing professional and support staff.
- 1999 – 2005
- USAID/Caucasus**  
**Tbilisi, Georgia**  
*Program Management Specialist (Health):* Overall Responsibility – to develop and manage the Mission health portfolio including strategy design, implementation and monitoring of project activities in Health sector in Georgia and Azerbaijan. Perform research on issues relating to healthcare sector development to ensure that the US Government be aware of any new development, potential challenges, gaps, pitfalls.

Specific duties included (but not limited to) the following:

- Development/design of new health initiatives, support to the development of strategic options and recommendations for USAID/Caucasus engagement in the health sector, assessment of Georgia/Azerbaijan technical assistance needs, drafting Program Descriptions (PD), Terms of References, Memorandum of Understandings with external partners collaborating with the USAID/Caucasus on health initiatives, lead health office budget planning process.
- Draft healthcare sector-related briefings and analytical notes and support the development of Mission's healthcare strategy; In doing so, solicit contributions from relevant stakeholders/partners, ensuring appropriate inputs and high-quality, timely deliverables.
- Preparation of health portion of the Mission annual reports, Department of State Office of Coordinator for US Assistance to Europe and Eurasia (EUR/ACE) reports, Mission Health Strategic Objective Performance Monitoring Plans (PMP), and project monitoring reports for periodic submission to USAID/Washington as well as reports for decision to be taken by the Mission leadership;
- Serve as a Cognizant Technical Officer (CTO) for four out of the eight projects within USAID/Caucasus health portfolio for Georgia. Develop systems, processes and management tools to support implementation, including work plans and tools for delivery of the results, including technical facilitation in the development of the Log-frame and Monitoring & Evaluation frameworks, in projects related to HIV/AIDS interventions.
- Serve as a principal USAID Liaison with the Ministry of Health, NGO and donor community, and other stakeholders working in the health sector. Serve as a US Government representative to the Country Coordination Mechanism (CCM), and a focal point for USG-funded TA grants to the GFATM in Georgia.
- Develop, maintain, and disseminate a consolidated picture of the status of all pending and ongoing developments in healthcare sector.
- Provide technical guidance to health related activities being carried out in Azerbaijan.

1998 -  
1999

### **International Relief and Development (IRD)**

#### **Tbilisi, Georgia**

*Country Representative:* Situation analysis and project design; overseeing and directing project activities in Georgia (with the budget up to 1 mln USD); enhancing the capacity of PHC facilities in Western Georgia through planning and conducting training seminars on Health Care Management and Drug Rationalization for the local doctors and health care professionals, as well as the provision of pharmaceuticals and medical supplies; conduct follow-up assessments of each facility and verify treatment records to ensure proper utilization; meeting with donors, NGOs and Governmental officials to determine priority areas, unmet needs with particular emphasis on PHC level, and geographical priorities

- especially in outreach areas for Georgia. Overall management of the office and staff, directly supervised 7 staff members.
- 1997 – **United Methodist Committee On Relief (UMCOR)**  
1998 **Tbilisi, Georgia**  
*Monetization Project Deputy Director:* overseeing day-to-day management of all operational aspects of the Monetization program (with the budget of up to 3 mln USD); designing and planning programs in the areas of health care implemented by sub-grantees; supervising project specialists and administrative personal engaged in the projects (3 direct subordinates); maintain communication with relevant officials from the Government of Georgia, international organizations and private companies.
- 1996 – **United Methodist Committee On Relief (UMCOR)**  
1997 **Kutaisi, Georgia**  
*UMCOR/Kutaisi Sub-Office Director:* Implementing UNHCR funded IDP Multi-Business income generation project (with the budget of up to 1 mln USD), including 10 business enterprises in agricultural, manufacture and service sectors; overall management of the Department of State Funded Pharmaceutical Distribution Program for the West Georgia; overseeing USDA funded infant nutrition and food distribution projects; overall management of the office and staff, directly supervised 15 staff members.
- 1994 – **Fund for Democracy and Development (FDD)**  
1996 **Tbilisi, Georgia**  
*Procurement Manager/Monitoring Manager:* USAID-funded Sagaredjo Income Generation project (East Georgia): management of procurement activities - conduct negotiations with suppliers and providers, ensuring the competitive bidding process, procuring all raw materials and commodities for Sagaredjo enterprise, participating in assessment of marketing possibilities, submitting weekly reports.  
Ponichala Blind People Community Reactivating project (Tbilisi): procurement plan development, monitoring procurement and technological process documentation according to USAID procedures, supervision of inventory, regular assessment of the beneficiaries, the end use surveys.
- 1992 – **Russian-Georgian Joint Venture “Kolkha”**  
1994 **Russia, Georgia**  
*Deputy General Director:* Export/Import of raw materials and food.
- 1990 – **Clinical and Experimental Institute of Neurology**  
1997 **Tbilisi, Georgia**  
*Physician on duty.* Responsibilities included clinical care for patients suffering from stroke, dementia, epilepsy, and other acute and/or chronic neurological diseases.

## Consultancy Assignments

- 2011 **Review and activity design of the Technical Proposal – Medical Service Corporation International (MSCI)**  
**Tbilisi, Georgia**

Provide technical comments, suggest innovative approaches and ensure technical quality check for MSCCI technical proposal for the USAID RFA entitled, “Georgia Tuberculosis Prevention Project”.

**Technical Assistance to East Europe and Central Asia Union of People Living with HIV/AIDS (ECUS)**

**Kiev, Ukraine**

Activity design and concept paper development for the EC RFP EuropeAid/130355/C/ACT/Multi: Capacity building for non-state actors in relation to HIV-AIDS prevention, treatment and care for the European Neighborhood and Partnership countries.

**2010** **Moldova Institute for Human Rights (IDOM) capacity building needs assessment and preparation of a proposal – Soros Foundation Moldova Chisinau, Moldova**

*Team Leader:*

- Development of a capacity-self assessment instrument tailored to the local specifics and helpful to identify concerns and underlying causes;
- Review of background documents (related to the performance of IDOM performance, organizational & Governance structures, OSI grant application requirements, etc).
- Evaluate current Governance structure and decision making processes;
- Evaluate current management (including financial management) structures and processes of the IDOM;
- Define the roles and commitment of the IDOM in the finalization of the proposal to OSI or other Donor;
- Finalize IDOM capacity self-assessment report with recommendations;
- Finalize the proposal.

**2010** **Technical Assistance to East Europe and Central Asia Union of People Living with HIV/AIDS (ECUS)**

**Kiev, Ukraine**

*Strategic planning Consultant:*

- Facilitation of the strategic planning workshop.
- Development of the organization’s strategy document, including formulation of vision and mission, objectives & targets with respective logical framework.
- Draft of the Monitoring & Evaluation plan

**2010** **Human Rights in Health (HRH) Coalition capacity-building needs assessment and preparation of a proposal to meet these needs – Open Society Georgia Foundation (OSGF)**

**Tbilisi, Georgia**

*NGO assessment expert:*

- Development of a capacity-self assessment instrument tailored to local specifics and helpful to identify concerns and underlying causes;
- Review of background documents (related to the performance of HRH Coalition members, performance targets, OSGF grant application

requirements, etc);

- Design the workshop agenda and necessary technical materials;
- Conduct the capacity self assessment;
- Construct a problem tree – identify a major problem (e.g. related to performance) and weakness in the capacity (underlying causes), prioritize the causes and define risks (factors that cannot be changed within a given timeframe & resources);
- Discuss feasibility of different approaches & interventions that can address the priority needs and improve the overall performance (defined by corresponding indicators and targets at the best);
- Preparation of a proposal for HRH to carry out capacity-building interventions to meet identified needs.

2009 -  
2010

### **Technical Assistance to Strategic Planning and Organizational Development – All-Ukrainian Network of People Living with HIV/AIDS Kiev, Ukraine**

#### *Organizational Change & Management Consultant:*

- Evaluate current management (including financial management) structures and processes, and also current management information system of the organization.
- Develop and recommend draft implementation plan of activities related to management improvements.
- Develop and recommend detailed options for management reforms and for inclusion in the strategic plan.
- Conduct Strategic Planning workshop with AUN major stakeholders;
- Formulate organization vision and mission, and respective objectives & targets.
- Work on the log frame draft.
- Define Objectives together with major interventions and rank these objectives by priorities.
- Work on formulation of risks and corresponding risk management strategies.
- Supervise the process of formulation of major objectives in accordance to the log frame structure (for each objective) through provision of guidance and quality check.
- Define key performance dimensions and indicators, and key performance targets.
- Write up the strategy document (narrative).

October  
r 2008

### **Review of Inception Report – Second Independent Evaluation of UNAIDS - ITAD Limited**

ITAD Ltd in partnership with HLSP/CIC have been contracted by UNAIDS to conduct the second independent evaluation. I was asked to review the Inception Report and comment on the approach and methodology aimed to assess the efficacy, effectiveness and outcomes of UNAIDS at the global, regional and country levels; special attention was given to the characteristics of the epidemic and the national responses in CIS region, involving and working with civil society, gender dimensions, human rights and greater involvement of people living with HIV.

2008	<p><b>HIV/AIDS &amp; Migration - ADB/Tajikistan</b></p> <p><b>Tajikistan</b></p> <p><i>Monitoring &amp; Evaluation Specialist:</i> Design of the monitoring and evaluation plan to ensure the achievement of the project goals &amp; objectives by measuring progress, through quantifiable indicators, for each of the ADB's HIV/AIDS and migration sub-components, in line with national guidelines on monitoring and evaluation and designed indicators with integration in sentinel surveillance among vulnerable groups of population.</p>
2006	<p><b>Penitentiary System Healthcare service financing - ICRC Georgia</b></p> <p><b>Tbilisi, Georgia</b></p> <p><i>HCF Expert:</i> Georgia penitentiary system health care analysis, namely: basic elements on Health Economics leading to an understanding of how and what to cost according to health needs in order to ensure the adequate financing of essential health care services with focus on priority public health programs in prisons i.e. TB, HIV/AIDS and Mental Health and how a Health Needs Assessment can fill the “evidence” gap.</p>
1999	<p><b>Evaluation of Health Care Reforms in Georgia - UNDP Georgia</b></p> <p><b>Tbilisi, Georgia</b></p> <p><i>Expert:</i> overview of the old Soviet system and comparative analysis of the reform situation in the NIS; overview of legislation base of the reforms; identification of failures and achievements etc.</p>
1999	<p><b>Maxwell Stamp INC</b></p> <p><b>Tbilisi, Georgia</b></p> <p><i>Expert:</i> Georgia Primary Health Care Strategy Development; contributed to the elaboration of philosophy of PHC in Georgia context; conducted situation analysis, formulated recommendations for functional, organizational and structural formation of Georgia's Primary Health Care; designed the strategy implementation plan</p>
1998	<p><b>UNDP Georgia</b></p> <p><b>Tbilisi, Georgia</b></p> <p><i>Expert:</i> Georgia pharmaceutical market assessment and analysis, including data collection, analysis and stakeholder mapping through meeting with local suppliers, private and state pharmacies, Governmental and customs department officials etc.</p>

## Training

October 2007	SME business Finance – European School of Management ESM-Tbilisi, Georgia
November 2005	Financial Management Overview Course – Tbilisi, Georgia
July 2005	Supervision Seminar - Washington DC, USA
July 2003	CTO Certification Course - Budapest, Hungary
November 2002	Introduction to USAID Environmental Procedures – Tbilisi, Georgia
June 2002	Project Performance Management Course – <i>PriceWaterHouse</i> Coopers, Tbilisi, Georgia

June 2001

Activity Management I Workshop - Budapest, Hungary

April 2001

USAID Performance Management Workshop - Washington DC, USA

## Publications

1. The Role of Supportive Supervision on Immunization Program Outcome – A Randomized Field Trial from Georgia - Mamuka Djibuti, George Gotsadze, Akaki Zoidze, George Mataradze, Laura C. Esmail, and Jillian Clare Kohler.
2. Human resources for health challenges of public health system reform in Georgia, co-author, Human Resources for Health, 2008
3. Influence of household demographic and socio-economic factors on household expenditure on tobacco in six New Independent States, co-author, BMC Public Health, 7:222, 2007
4. Health Care Financing in Georgia, co-author, Materials of conference in Bosnia, 2000.
5. Hospital Sector Reform in Georgia, co-author, HMDJ 1999.
6. Health Care Reforms in Georgia, co-author, UNDP Georgia 1998.
7. Pharmaceutical Market Situation in Georgia, co-author, UNDP Georgia 1998.
8. Some Aspects of Lateral Amiotrophical Sclerosis Treatment. Tbilisi Medical Institute Press, 1989.
9. EEG adverse activity in various phases of Sepsis treatment. Tbilisi Medical Institute Press, 1987.

## Languages

	<b>Speak</b>	<b>Read</b>	<b>Write</b>
<b>Georgian</b>	Native	native	native
<b>English</b>	Fluent	excellent	good
<b>Russian</b>	Fluent	excellent	good