



## **CURRICULUM VITAE**

### ***Maia Ochigava***

MSc in Environmental Science and Engineering, Tbilisi State Technical University, Georgia

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#### **Personal details**

Date of birth 31<sup>st</sup> May 1973  
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#### **Education**

1990-1995 **Tbilisi State Technical University, Georgia.** MSc in Engineering of Industrial Ecology and Rational Use of Natural Resources

#### **Key Qualifications**

- Significant experience with environmental management, project administration and coordination of multiple project stakeholders
- Facilitation of project meetings, project coordination and NGO efforts with professional emphasis on public awareness, environmental education and consensus building
- Strong communications skills with focus on technical data review and access
- Development of baseline databases for use by Ministries
- Educational organization and Ministry liaison
- Team management experience
- Familiarity with management and reporting protocols of UN Organizations, World Bank, multiple Ministries of Georgia, OSCE and SIDA and other donor organizations

#### **Work Experience**

2007 July-present Project Technical Assistant in National Project UNDP/MOE Funded MLF on the part time position.

- Assure close coordination with focal point agencies;
- Establish close communications with all relevant stakeholders engaged in Refrigeration sector;
- Establish close coordination with MOE and UNDP, as well as with other related donor programmes/projects;

- Assist the Project with organization of discussions, meetings and workshops;
- Assist the Project Manager with collection of baseline information and development and/or systematization of database(s).
- Provide administrative and logistical support to the local office

Sulkhan Suladze, Project Manager

Tel: +995 32 23 26 89, e-mail: [sulkhan.suladze@undp.org.ge](mailto:sulkhan.suladze@undp.org.ge)

## 2003-present

Deputy Director at "Green Caucasus Area", Georgian NGO  
Responsible for: Project management, Team management and Public awareness campaigns.

Selected projects include:

**2008-present** Matra Local Waste Management Project "Promoting Community Involvement in Local Waste Management in the Poti-Batumi Coastal Region in Georgia" sub-project "Inventory of the Illegal Landfills in Kobuleti and Raising Public Awareness Through Involvement of School Pupils" Position: Project Coordinator.

**2008 - present**-UNDP/MOE awareness raising company – project Coordinator.

**2008 – present** –Environmental Education Expert for Eco-clubs of Georgian Scout Organization.

**2007 -present** UNOPS/GEF project Black Sea Environmental Problems Awareness Raising and Development of Information Channels for Key Stakeholders; Project Coordinator

**2006 (November-present)** UNOPS/GEF project "Black Sea Coastal Zone Schools for The Protection of The Black Sea!" Position: Environmental Education Expert

**2005 (16 June – 29 July)** Black Sea Ecosystem Recovery Project (BSERP); Position: Consultant for update of Environmental NGOs Directory of the Black Sea Region.

**2003 January - 2004 (April)** *WB Project* of Forestry Development. Development of Strategy of Public awareness in Forestry Sector. Position: Technical Assistant ,Conduct institutional, legal and technical studies; Identify and provide technical assistance to Manager: Identify existing data bases, data collection techniques, monitoring programs, and standards and systematize existing baseline data.

**2003 –2004 (January)** Environmental Education Short term Expert of Black Sea Ecosystem Recovery Project (*BSERP*); Adaptation of the proposed study sheets on environmental issues of the Black Sea according to the national conditions and standards of the Ministry of Education in particular country, development of the samples of small environmental project for the schools. Introducing the Study Pack at the local offices of the Ministry of Education to get approval for the pilot program. participation in the pilot program. It includes the following: to develop training program on Study Pack for local teachers; to select schools and teachers for the pilot program.

**2004 Apr-2007 Oct**

Project Regional Administrative Associate in regional UNDP/Sida and UNDP/GEF  
Project: Reducing Transboundary Degradation of the Kura-Aras River basin  
Assisting the National Country Coordinator in performing following:

**Sida Component:**

- Establish close communications among three National Offices of the project and provide proper coordination of project activities among them;
- Assure close coordination with focal point agencies;
- Establish close communications with all relevant stakeholders engaged in water resources management;
- Establish close coordination with GEF component of the Programme, as well as with other related donor programmes/projects;
- Assist the Project with organization of discussions, meetings and workshops;
- Assist the Project Teams with collection of baseline information and development and/or systematization of database(s).
- Provide administrative and logistical support to the local office
- Organization of study tour and supporting its administration.

**GEF Component**

- Assist the Project National Coordinator in establishing and maintaining regular contacts with national focal point agencies and all relevant stakeholders involved in water resources management;
- Assist the Project National Coordinator in undertaking communication with three National project Offices and other project partners;
- Assist the Project in administrative management;
- Assist the Project Coordinator in human resources and financial management;
- Assist the Project in organization of discussions, meetings and workshops on national and regional levels;
- Provide administrative and logistical support to the local office, where he/she will serve.

Malkhaz Adeishvili, National Country Coordinator  
Tel: +995 32 292742, e-mail: [madeishvili@caucasus.net](mailto:madeishvili@caucasus.net)

**2001-2005**

Expert of Environmental issues and Head of Environmental Education  
Team at International NGO- *NATT Inter-* in Georgia

**1996-2004 Apr**

Senior Specialist at the *MoE* Of Georgia (Ministry of Environment of Georgia),  
Main Department of Black Sea Protection;

- Relevant Experiences
- Participation in the development of BS protection general policies/programs/regulations/emission standards
- Licensing of air emissions
- Communications with different stakeholders and international organizations

Nino Tskhadadze, Former Head of BS Protection Department  
Tel: +995 77 46 48 84 , e-mail: [seenino2002@yahoo.com](mailto:seenino2002@yahoo.com)

As an expert of the Ministry of Environment, I participate in different state or donor financed activities/projects. For example, as MoE expert I was involved in the NEAP follow-up pilot project financed by the WB entitled "Eco Audit of Rustavi and Kaspi Cement Plants"(1998) Position: Environmental Manager; "Development of Nutrient Action Plans within the Framework of Black Sea Environmental Program"(1999) Position: Environmental Expert; editing of Oil Spill Contingency Plan Position: Environmental Editor and etc. I also was a member of three expert groups: the Council of the Development of National Report on the State of Environment and the Sustainable Tourism Development Commission in Georgia, the Council of Forest Code.

In parallel I am working with the top environmental agency, I am an invited consultant at ORIGO Consulting, Georgian environmental consulting firm. My experience with Origo includes the project Technical assistant position (2002) for the pilot project "Integrated River Basin Planning-Alazani Watershed" under the USAID/DAI South Caucasus Water project. Main responsibilities were

- Environmental planning and management
- Team management
- Coordination of Small Projects
- Communication activities
- Communications with different stakeholders and international organizations

**2006 (June-September)** Black Sea Ecosystem Recovery Project (BSERP); Position: Assistant of Consultant for Study On biodiversity changes - related tasks for the preparation of the Black Sea Transboundary Diagnostic Analysis

**2002-2003** Technical Assistant of development manager of Georgian Center for Conservation of Wildlife (GCCW), Georgian NGO

- Environmental Education program management -Schools and Nature
- Communications with different schools teachers and students
- Preparation of Database on the school teachers
- Communications with Children Publishing Houses and mass media;
- Participation in the organization of Environmental Contest for School Children;
- Participation in the production of Children's books "Nature and I".
- Communications with the Ministry of Education and the Institute of Retraining of Teachers.

## Tranings

2007	Participated in Trainings on the Energy, water, transport and other , arranged by "SPAMGO Training Centre" (Tbilisi, Georgia)
2006	Participation in the working seminars and trainings BSNN (Varna, Bulgaria )
2004-2007	Participation in the working seminars and trainings BSEP (Istanbul, Turkey)
2004-2007	Participation in the working seminars and trainings UNDP (Gudauri, Georgia)
2002-2003	Participation in the working seminars and trainings USAID (Telavi, Georgia)
2002	Participated in Training on Project Management, arranged by "Horizonti"; (Tbilisi, Georgia)
2001	Participated in Training on Project Development, arranged by WB. (Tbilisi, Georgia)
1999 -2000	English language courses-International House; Georgia (Tbilisi, Georgia)

1999  
Georgia)

Participated in Training on General Management; arranged by TACIS; (Tbilisi,

**Computer**

Windows, Microsoft Office, Power point, Internet applications;

**Languages**

**Georgian:** Native  
**English:** Good  
**Russian:** Advanced

**Reference:**

Mariam Shotadze, Programme Analyst, UNDP Georgia  
Tel: +995 32 99 85 58 e-mail: [mariam.shotadze@undp.org](mailto:mariam.shotadze@undp.org)