

CURRICULUM VITAE

1. Name and surname: Matteo Guidotti
2. Date of birth: 30.10.1970
3. Nationality: Swiss
4. Education:

Institution and Date	Degree(s) or Diploma(s) obtained
University of Geneva, Switzerland, Political Science Department – 2012	PhD – Title: Good Governance and Decentralization Policies. The Case Study of the Delivery of Administrative and Business Services at Local Level, Vietnam
The Graduate Institute of International and Development Studies, Geneva, Switzerland – 2004	MA – International Executive Master in Development Studies (30 ECTS)
University of Geneva, Switzerland – 1999	MPA – Master in Public Management and Policy Evaluation (90 ECTS)
University of Neuchâtel, Switzerland – 1997	BA in Political Science
University of Neuchâtel, Switzerland – 1995	BA in Economics

5. Membership of professional bodies:
 - Swiss Evaluation Society (SEVAL)
 - International Development Evaluation Association (IDEAS)

6. Language skills:

Languages (5 being the highest)	Reading	Speaking	Writing
English	5	5	5
French	5	5	5
Italian (mother tongue)	5	5	5

7. Current positions held:
 - MAGI-STER Sagl Consulting, Switzerland: partner, managing director (since 2004)

8. Key qualifications:
 - Evaluator in projects and policies related to capacity building, institutional and organizational reform, service delivery, good governance and decentralization
 - Consultant for the design and implementation of public administration reforms and decentralization initiatives at central and local levels; design and quality control of monitoring and performance based management systems
 - Senior trainer in the Evaluation of projects; in Results Based Management methodologies and tools
 - Senior lecturer in good governance and in public administration reform related matters

9. Areas of competence:
 - Organizational building and development, assessment and re-engineering of organizations (i.e., public, semi-public, and civil society entities)
 - Institutional building and development, public administration at central and local level, decentralization, good governance related initiatives
 - Public services delivery: citizen and pro-business one-stop-shops at central and local level (one-stop-shops for business registration)
 - Lecturing and training

10. Assignments and projects:

From – To	Location	Client/ Employer	Position	Description
January, November 2015	Switzerland	Swiss Agency for Development and Co-operation (SDC), Bern, Switzerland	External consultant	Shared participation in the identification and analysis of the strategies of the cantons in the area of international development and cooperation - Identification and analysis of the development strategies of the 26 Swiss cantons - Definition of possible synergies between cantonal strategies and federal government (SDC) international development and cooperation policy
December 2014, November 2015	Switzerland (Ticino)	Soccorso Operaio Svizzero Ticino (Swiss NGO)	External consultant	Assessment of the reorganization of the organization's main operations - SWOT analysis of the organization - Definition of a road map for the reorganization - Training of senior staff in project management
December 2012, ongoing	Abu Dhabi, Turkey, Switzerland	The Graduate Institute (IHEID) and the United Nations for Training and Research (UNITAR)	Academic coordinator and senior lecturer	Coordinator of the Executive Master in Development Policies and Practices (DPP) run by the IHEID and UNITAR for executive Afghan civil servants - Definition of the curriculum of the first module of the Master - Ensuring of the overall academic supervision and quality control of the course - Fulfilment of my role as senior lecturer responsible for the course on Governance and public policy
March 2012, ongoing	Ghana, Switzerland	The Graduate Institute (IHEID) and the University of Ghana Business School (UGBS)	Academic coordinator and senior lecturer	Coordinator of the Executive Master in Development Policies and Practices (DPP), English Speaking African Countries, run in collaboration with the University of Ghana Business School (UGBS) - Definition of the curriculum of the first module of the Master - Participation in negotiations with the IHEID's local partner (UGBS) - Ensuring of the overall academic supervision and quality control of the courses - Fulfilment of my role as senior lecturer responsible for the course on good

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				governance and public policy
March – November 2012	Malaysia, Switzerland	World Organization Against Torture (OMCT)	International evaluator	Evaluation of a three year European Union funded program run by the OMCT - As team leader, the performing of an evaluation of the program and the formulation of recommendations to improve its relevance, effectiveness, and sustainability
June 2011 – February 2012	Morocco	Education for Employment (EFE), American NGO	International evaluator	Evaluation and backstopping support for the implementation of the EFE program in Morocco (public-private partnership program providing services to young graduates and SMIs/SMEs to facilitate access to the national labor market) - Performing of an ex-ante evaluation of the EFE program in Morocco - Backstopping and training of EFE staff in Morocco in the area of monitoring and evaluation methodologies and practices
December 2010 – January 2011	Switzerland	State Secretariat for Economic Affairs (SECO), Switzerland	External evaluator	Evaluation of the adequacy of the workflows and management tools for the delivery at regional level of administrative services to job seekers - As team leader, an assessment of the abovementioned topics - Design of a monitoring and controlling dashboard (i.e., performance measuring system) with indicators and workflow to collect data on delivery performance - Formulation of recommendations to improve workflows and management tools for the application at regional level of the federal law on unemployment
May – June 2010	Kazakhstan	European Commission, Kazakhstan	International consultant	Assessment of a one-stop-shop (OSS) program for administrative and business services delivery at subnational level - Assessment of the abovementioned topics; mapping and assessment of macro workflows of services delivery procedures; formulation of recommendations to improve OSS strategy at subnational level - Performing of an institutional and stakeholder analysis of the decentralization policy of services delivery
January – May 2010	Switzerland	State Secretariat for Economic Affairs (SECO), Switzerland	External evaluator	Final evaluation of a program designed to enhance the delivery of administrative services to job seekers at cantonal level - As team leader, the performing of a policy evaluation; assessment of workflows, and organizational and governance issues; formulation of recommendations to enhance the effectiveness of services delivery to job seekers
January – March 2010	Switzerland, Vietnam	World Bank, USA	International consultant	Co-authoring of a policy paper on the decentralization of political, fiscal, and administrative matters, and public services delivery at local level since the 1990s - Application of a World Bank-University of New York analytical political economy framework to decentralization policies in Vietnam since the 1990s - Formulation of recommendations to adapt the political economy framework to transitional countries
October 2009 – January 2010	Switzerland, Vietnam	World Bank, Vietnam and The Graduate Institute (IHEID)	International consultant	Backstopping the assessment of a decentralization program (Program 1-3-5, phase II) funded by the World Bank and designed to enhance the accountability of local authorities and citizen participation in the selection and supervision of small-scale infrastructure investments - Methodological support for the scoping of the assessment and for the setting-up of the evaluation framework; desk review, questionnaire review, definition of indicators - Peer review of the final report
May – December 2009	Switzerland	State Secretariat for Economic Affairs (SECO), Switzerland	External evaluator	Mid-term evaluation of a program designed to enhance the delivery of administrative services to job seekers at cantonal level - As team leader, the performing of a policy evaluation; formulation of recommendations to enhance the effectiveness at cantonal level of the federal law on unemployment
November 2007 – August 2008	Switzerland, worldwide	International Union for Conservation of Nature (IUCN), Switzerland	External consultant	Implementation of performance, transparency, and accountability methodologies and tools - As project manager, the leading of a team in charge of implementing performance mechanisms (internal and vis-à-vis donors) for programs and project management, monitoring and evaluation, and reporting (i.e., user requirements, software selection and implementation, processes and workflows). Total users: 1100 people in 42 countries - Ensuring of the coordination of the project with other major internal initiatives designed to enhance performance, transparency, and accountability (i.e., Enterprise Resource Planning, Results Based Budgeting, Project Lifecycle Management)
October – November 2007	Switzerland, Italy	European Commission, Vietnam	International consultant	Design and organization of a study tour for an official Vietnamese delegation led by a vice minister in Switzerland and in Italy; objective, to inspect visit OSS mechanisms to set up private business - Identification of best practices in the domain of OSS for business registration of SMIs/SMEs at regional level in Switzerland and Italy; preparation of the study tour report, with lessons learned and follow-up issues - Facilitation of an internal workshop for the identification of lessons learned
February – June 2007	Switzerland	Tonga Soa Mada, Swiss NGO, Switzerland	External evaluator	Scope of the assignment: performance, transparency, and accountability enhancement - Management consulting (process identification, internal performance assessment, fund raising strategy design, etc.)

From – To	Location	Client/ Employer	Position	Description
				- Training of an NGO executive officer in project management, and monitoring and evaluation methodologies
May – June 2006	Vietnam	European Commission (EC), Vietnam	International consultant	Evaluation of OSS mechanisms for business registration at provincial level - As team leader, an assessment of the abovementioned topics - Performing of an institutional and stakeholder analysis of an OSS program for business registration - Formulation of recommendations to enhance EC technical support through OSS for business registration
October 2004 – January 2005	Vietnam	Swiss Agency for Development and Co-operation (SDC), Vietnam	International consultant	Identification of best practices in the delivery of administrative services through commune level OSS mechanisms - As team leader, the leading of an evaluation; mapping and assessment of services delivery workflows; identification of lessons learned and best practices; formulation of recommendations to improve OSS mechanisms at commune level
May 2004 – September 2004	Vietnam	Swiss Agency for Development and Co-operation (SDC), Vietnam	International consultant	Evaluation of district OSS for the delivery of business, social, and administrative services - As team leader, the leading of a joint SDC–Ministry of Home Affairs evaluation team - Design of a monitoring and evaluation tool for OSS to measure the performance of internal and external working processes required to deliver services at district level; formulation of recommendations to improve services delivery via OSS at district level - Set up of a methodology to measure, and a mechanism to collect, data on customer satisfaction - Design of a strategy to scale up best practices nationwide
November 2003 – January 2004	Vietnam	Swiss Agency for Development and Co-operation (SDC), Vietnam	International consultant	Evaluation of OSS pilot projects at district level - As team leader, the leading of a joint SDC–Ministry of Home Affairs evaluation team - Design of a monitoring and evaluation tool for OSS to measure the performance of internal and external working processes required to deliver services at commune level; formulation of recommendations to improve services delivery via OSS at district level - Set up of a methodology to measure, and a mechanism to collect, data on customer satisfaction
June – August 2003	Switzerland	Geneva Call, International NGO, Switzerland	External evaluator	Scope of the assignment: performance, transparency, and accountability enhancement - Design of an evaluation framework for projects funded by the EC - Training of program officers in monitoring and evaluation methodologies
February – March 2003	Switzerland, Ecuador	CISOL, Swiss–Ecuador NGO, Switzerland	External evaluator	Scope of the assignment: performance, transparency, and accountability enhancement - Support for the design of an evaluation framework - Training of program officers in monitoring and evaluation methodologies
August 1999 – June 2001	Switzerland, Italy, France, Holland	Ernst & Young Consulting (Employee)	Management Consultant	Scope of the assignment: performance management, public sector unit - Implementation of a strategic controlling system for the cantonal parliament linking executive managers, administrative units, and parliamentary commissions (monitoring and evaluation tools designed to measure policy and program performance for reporting to legislative bodies) - Design and implementation of monitoring mechanisms for public administration internal controlling units based on balanced scorecard methodology - Implementation of performance agreements linking cantonal authorities to service providers (i.e., service level agreements in cultural and educational services) - Oversight of organizational audits, mapping of business processes, and re-engineering of semi-public organizations
July 1998 – June 1999	Switzerland	Applied Economics Laboratory, University of Geneva (Researcher)	Researcher	Scope of the assignment: - Evaluation of the impacts of the Geneva cantonal fiscal policy on the development of the regional technological and health care clusters - Drafting of recommendations for regional economic cluster development - Preparation of the inception report, including questionnaires and evaluation methods; drafting of the final report
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