

NOELIE TANNOUS SADER

Personal Data

Name: Noelie
Family name: Tannous
Date Of Birth: December, 26, 1974
Gender: Female
Nationality: Lebanese
Marital Status: Married - 3 Kids

Home Address: Dik El Mehdi- Str-1
Home Phone: +961.3.156055
Email: noelietannous@hotmail.com
Main Strengths: Dynamic, organized, ambitious and patient

Career Goal:

To apply my extensive on-hand experience in a key managerial position, allowing me to add value to my prospective employer.

Education:

1992 - 1998: **Masters in Civil Engineering** (with emphasis on Public Work)
Engineering Faculty, Lebanese University - Roumieh, Lebanon

Membership:

Member Since 2000 in the Order of Engineers and Architects – Tripoli Membership No: 4498

Member Since 2018 in the Women Engineers Association - OEA Beirut-Tripoli

Formation:

Green Building and LEED® Professional Accreditation Workshop - April 2018 in AMIDEAST Center, Beirut Certificate awarded Apr 2018; Target Accreditation in LEED Green Associate and membership at USGBC

Project Management Professional “PMP Course” - February 2016 with PROMASTAR at Order of Engineers of Beirut Certificate Nb.: PEE-50-S30

Formation Certificate at NDU – Dec 2004: « La maîtrise des dépenses énergétiques, la gestion des bâtiments et des réseaux d'éclairage public » organized by the General Directory of Water and Energy, The Franco-phonie Institute of Energy and Environment (IEPF) and the French Agency of Environment and Master of Energy (ADEME) with the collaboration of the Lebanese Master Association of Energy and Environment (ALMEE).

Primavera-P3 Formation at Cybertech Institute Dubai – Aug 2004: “Project Management Software with certificate awarded”

Work Experience:

Oct 2018 - Till date UNHabitat Lebanon - Project Officer

- ❑ **Manager on the Cultural Heritage Project:** Preservation of Historic Buildings in Lebanese Old cities occupied by displaced Enhancing their housing conditions -Saida & Tripoli.
- **Project Planning and Management:**
 - Review project objectives, activities, deliverables & timeframe. Develop, monitor and set and update a detailed project work plan
 - Review and advise on weekly schedules prepared by the team, ensuring achieving planned activities in a timely manner.
 - Supervise the daily work of the (7) *team members* and report to UN-Habitat Programme Manager in case of any emerging challenges that may cause delays.
 - Ensure that the Project team is liaising and collaborating with concerned municipalities as well with NGOs Project partners in an effective and transparent manner.
- **Technical Support:**
 - Supervise and guide the team on the identification and the selection processes of historic buildings to be restored
 - Review and verify technical assessments related to the tender preparation (BOQ, Specs, drawings)...Bid evaluation, contractor selection
 - Review, verify and supervise the implementation of awareness raising and capacity building program...
- **Networking and Coordination:** Establish solid relationships with concerned municipalities, project partners, as well as any other concerned counterpart. Conduct regular meetings with mayors, partners, and other relevant stakeholders
- **Monitoring, Evaluation and reporting**
 - Develop monthly reports for project monitoring and documentation processes, as well as reports required by the donor.
 - Coordinate with the CPM, on the organization of workshops, training events and meetings at local and national level.

□ **2004 -- Aug 2018** **RELK&P, Rafik El-Khoury & Partners Consulting-Engineers (Beirut-Lebanon)**

*** QHSE Manager**

- Established a Quality Management System for the company that was certified by Afnor / Apave for ISO9001-2015, ISO14001-2015; OHSAS18001-2007
- Perform Internal Audit, issue Corrective/preventive Actions, Perform Permanent updates to the QM System
- Duties & Responsibilities is to provide support and guidance in the areas of Quality, Health, Safety and Environment (QHSE)
- Develop, monitor and maintain Quality, Health, Safety & Environmental policies and procedures consistent with the company's priorities and policies as well as compliance with relevant regulations;
- Complete setting up, implementing and maintaining QHSE Management System and ISO, OHSAS Certifications;
- Oversee and participate in customer and ISO, OHSAS audits and acts as the Management Representative;
- Control and Monitor progress of work execution;
- Drive corrective actions on significant internal and external QHSE issues;
- Work with operations to standardize QHSE best practices throughout the Company sites and provides training;
- Act as a focal point for addressing QHSE issues within the company;
- Evaluate, develop and implement QHSE Training Programs for new and existing employees;
- Inspect, Analyze and Monitor Facilities, Equipment and Processes to ensure compliance with Government and Company requirements;
- Perform regular Audits on all areas and sites to ensure continual implementation and improvement of Systems;
- Provide expertise for investigations of QHSE concerns and incidents, develop corrective actions and follow-up on mechanisms and ensure communication of relevant information to management and all employees;
- Monitor Federal and State Agencies for regulatory changes and advises operations of same;
- Share lessons learned (accident investigations) and best practices;

***Senior Project Manager**

The tasks handled as **Senior PM** are summarized but not limited to the following:

- Manage design and supervision works, monitor progress, review/approve submittals, prepare monthly reports, prepare/review interim payments and comparative table, coordinate between the projects parties and attend managerial/site meetings, record and follow up minutes of meetings
- Prepare deployment schedule and program of works and organization charts for the projects.
- Preparing Contract Agreements, including Back to Back agreements according to FIDIC.
- Launch Tenders including queries/replies, evaluate Tenders and prepare technical/financial reports.
- Coordination and follow-up between multinational companies working on projects.
- Preparation and Submission of Expropriation file with CDR

List of projects worked on from 2004 till 2018 available upon request.

□ **1998 – 2004 FNC, Fujairah National Construction Co.L.L.C. (Dubai - UAE)**

Civil Engineer

1. Development Department and Multistory Department and Control Department :

- Preparation of a program which generates the Bill of Material, Man-hour and machinery of any project from the standard Bill of Quantity.
- Site follow-up to limit the expenses of the job to its minimum. (LPO, MR, subcontracted items, material approval, manpower, project duration).

2. Support to Accounts, Financial and Administration department:

- Financial support & management in relation with the Accounts/ Financial Department –
Preparing the “**cash flow**” and the “**profit & loss account**” of big projects showing the inflows, outflows, profit, monthly deficit, work progress, submission to the bank to get financial facilities.

3. Customer Service Department 4-Estimation & Bidding Department 5-Building Permit/ Design Department

Languages:

- Arabic: Native language □ English: Fluent □ French: Fluent

Computer Skills:

- Microsoft- AutoCad- PrimaveraP3 - Visual Basic - STAAD 3 - Pro Steel 3D V16 - Precision Plus - Pascal

Referees:

Date: 8 June 2020

Reference: ADM/ROAS/20-06-01

To whom it may concern

This is to certify that Ms. Noelle Tannous worked with the UN-Habitat Country Programme in Lebanon from October 2018 till May 2020. During her assignment with UN-Habitat, Ms. Tannous was the Project Manager responsible for overseeing the implementation of a project entitled "Preservation of historical building in Lebanese old cities occupied by displaced, enhancing their housing conditions".

Through her rigorous and on point management in implementing this project, Ms. Tannous demonstrated strong project management skills. She managed a complex project in difficult political and economic circumstances and played a key role ensuring its successful and timely completion.

Through her involvement, Ms. Tannous demonstrated strong technical and administrative qualifications that enabled her to deliver the project's results and commitments within the planned timeframe and budget. Moreover, she ensured the maintenance of a very positive relationship with the project's donor key government counterparts.

Ms. Tannous demonstrated very good leadership skills, took initiative, was able to multi-task ensuring achievement of set goals. She maintained the motivation of her team and the satisfaction of stakeholders. She also performed her tasks in compliance with the applied rules and regulations of the United Nations.

Her enthusiasm to work on additional tasks and projects proposals was valued. She also effectively contributed in the country programme's COVID-19 response efforts in Lebanon through the elaboration of a technical paper and a number of project proposals responding to the needs of municipalities.

Ms. Tannous positively collaborated with the UN-Habitat Regional Office.

Erfan Ali



Regional Representative
Regional Office for Arab States (ROAS)
United Nations Human Settlements Programme (UN-Habitat)

Beirut, 29 April 2020

Letter of Recommendation

To who it may concern,

Ms. Noelle Tannous has worked with the UN-Habitat Lebanon Country Programme from October 2018 to May 2020 as Project Manager overseeing the implementation of a complex project entitled “Preservation of Historic Buildings in Lebanese Old Cities Occupied by Displaced, Enhancing their Housing Conditions in Haddadine Tripoli and Old City Saidia” for a total value of USD 2.34 million. The project was multi-pronged, delivering: the rehabilitation of historic buildings while ensuring the non- eviction of tenants; capacity building and awareness raising of the tenants and municipal staff; creation of a GIS platform and a maintenance guidance booklet to ensure the sustainability of the interventions; creation of touristic trails and accompanying touristic booklets/maps; and the training of volunteers as local touristic companions to enhance the socio-economic conditions of the vulnerable communities.

In my capacity as Head of UN-Habitat Lebanon Country Programme, I would like to recommend Ms. Tannous for similar positions corresponding to Project Manager, Senior Project Officer, Area Manager or Operation Manager

During her time with UN-Habitat, Ms. Tannous managed a project team of seven staff, overseeing a challenging project, fully meeting complex donor requirements, field level oversight and a large range of diverse outputs. She was able to revise the project plan to mitigate incurred delays, mobilize volunteers, prepare the project tender documents quickly, to mitigate project financial risk. She revised the project budget to account for new deliverables and created a resourceful project monitoring/archiving system. She actively responded to the two recent outbreaks, established and managed a business continuity plan and encouraged her team to the remote working mode.

Ms. Tannous further maintained good relations with donors, external partners, governmental entities and local authorities, which was critical in delivering the project. She was able to deliver the aforementioned project without incurring any additional costs, while adopting mitigation measures, managing risks and a stressful socio-economic environment as imposed by the ongoing protracted political situation in Lebanon.

Ms. Tannous is organized and is able to deliver tasks on time, with leadership skills enabling multi-tasking performance, while observing the necessary United Nations, national and local rules and regulations.

During her time with UN-Habitat, Ms. Tannous has contributed to the overall visibility, importance and recognition of the programme in Lebanon. She would be an asset to undertake a similar challenging responsibility with other United Nations entities, international and national Non-Government Organizations.

Yours sincerely,



Taina Christiansen
Head of Country Programme
christiansen@un.org



CERTIFICATE

To Whom It May Concern

This is to certify that **Mrs. Noelle Tannous Sader**, (Civil Engineer Graduated from the Lebanese University Faculty of Engineering Roumieh in 1998) is collaborating with **Rafik EL-Khoury & Partners – Consulting Engineers** as an independent Civil Engineer since 2004.

She has participated in the projects listed in the attached schedule, in the capacities stated. (NTSP Noelle Tannous Sader Participation).

She has given every satisfaction in her work and has shown good conduct.

For her Continuing Professional Development (CPD) she has attended the following courses:

Project Management Professional PMP at the Order of Engineers Beirut.

Green Building - Leed Professional Accreditation workshop at AMIDEAST.

Primavera P3 Formation at Sybertech Inst. Dubai.

This certificate has been prepared upon her request.

For Rafik El-Khoury & Partners

Rafik El-Khoury

Senior Partner



Rafik El - Khoury & Partners
Consulting - Engineers

Attachment: List of Projects



LIST OF PROJECTS

(In Alphabetical order with Noelle Tannous Sader Participation)

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- **Abboudieh Governmental Buildings Complex** – Abboudieh, North Lebanon, Lebanon – **Design of Governmental Buildings on the Lebanese-Syrian Border at Abboudieh** - Value: 15 Million USD –
NTSP: Project Coordinator/ Preparation of Expropriation file
 - **Baabda 1074 – Lebanon** – **Structural and MEP Design of 5 Mixed Use Buildings GF+5 floors above ground and 5 basements below ground**– Value: 42 Million USD –
NTSP: Senior Project Manager
 - **Beaufort Castle – Rehabilitation, Conservation and Restoration** – Chqif, South Lebanon, Lebanon - Value: 2.9 Million USD -
NTSP: Project Coordinator/ Contract Administration Follow-up
 - **Beirut Square – Beirut Central District, Lebanon** - **Residential Development with a built-up area approximately 15,000 m² over an underground parking for over 150 cars** - Value : 50 Million USD -
NTSP: Project Coordinator
 - **Bint Jbeil Rural Development Project** – Bint Jbeil District, South Lebanon - **Design and Supervision of Water and Wastewater Network 28.5 km and 37 km of Roads, Socio-Economic Assessment Study** - Value: 3.94 Million USD –
NTSP: Project Coordinator
 - **Beit Ed-Dine Historical Palace; Presidential Wing Survey- Assessment-Cost Estimation - Planning, Tender Documents Preparation and Construction Supervision Services** – Value: 3 Million USD –
NTSP: Senior Project Manager
 - **Capital Bay – Al-Reem Island, Abu Dhabi, UAE** – **Design Consultancy Services for 2 office towers (26 & 21 Storey) - 2 Residential Towers 400 keys (42 & 34 Storey), 5 stars Hotel (16 storey), Podium and Mall** - Value: ~ 1 Billion AED -
NTSP: Project Coordinator/ Evaluation of Geotechnical Tender & Investigation works
 - **Chalet Maarawi – Lebanon** - **Design Services** - NTSP: Project Manager
 - **Ciment de Sibline S.A.L- Chouf ,Lebanon** - **Design, PM & Construction Supervision for New Downstream Production Facilities (Light Weight Block Plant, Batching Plant , Polystyrene Plant , PU/ Production Unit Mix , Steam, Mortar Plant , storage and warehouse,..)** - Value: 5 Million USD –
NTSP: Project Manager
 - **Cultural Heritage and Urban Development Project** - **Baalbek, Lebanon** – **Restoration of Khan El Echle (Saida) and Baalbek Serail (Baalbek)** - **Design & Supervision Services**
NTSP: Senior Project Manager – Supervision of Baalbek Serail

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- **Cultural Heritage and Urban Development Project - Byblos - Lebanon - Design & Supervision Consultancy Services for the Rehabilitation of The Historic City Center and Urban Infrastructure improvements & Archeological site conservation - Value: 5 Million USD -**
NTSP: Project Manager/ Project Handing over and Variation order
- **Cultural Heritage and Urban Development Project - Old Byblos - Lebanon - Detailed Design for the Rehabilitation of Byblos Old City - Phase II -**
NTSP: Project Manager
- **Cultural Heritage and Urban Development Project - Urban Development and Conservation Khan Al Askar - Detailed Design for Rehabilitation of Khan El-Askar - Value: 3 Million USD -**
NTSP: Follow up of Geotechnical Investigation Works
- **Cultural Heritage and Urban Development Project Conservation - Baalbek and Tyre Archaeological Project Phase 1 - Design & Construction Supervision Services - Value: 5 Million USD -**
NTSP: Senior Project Manager
- **CHUD Tyre Phase II - Imam El Sadr Square & Parking Parcel 1010 - Tyre, Lebanon -** NTSP: Senior Project Manager - Final Project Stage
- **Erbil Commercial Center - Phase I - Nishtuman Area - N1 and N7, Arbil, Iraq -** Offices and shopping malls consists of seven building blocks, each one of them includes a basement, a ground floor and 5 storeys, totaling a built up area of some 70,000 sqm - Value: 40 Million USD - NTSP: Project Coordinator
- **Evangelical School - Miniyara, Lebanon - Design of 1 basement (includes multipurpose rooms, technical room and sports room and an auditorium of 300 seats and its related facilities), Ground floor and 1 floor - Value: 7 Million USD**
NTSP: Senior Project Manager
- **Evangelical School Saida - Lebanon - Design of 1 basement, Ground floor (includes an auditorium of 600 seats and its related facilities) and 2 floors - Value: 8 Million USD -** NTSP: Project Manager
- **Factory 4376 - Residential Building - Lebanon - Architectural, Engineering design & Construction Supervision services of 4 block buildings, 7 floors & 1 penthouse each, 3 underground basements - Value: 16 Million USD -**
NTSP: Project Manager
- **Hail 2 & Juba Power Plants - KSA - Civil Work Designs for Inlet Air Cooling System - Value: 30 Million USD -** NTSP: Project Manager
- **Ibl El-Saki Dam on The Hasbani River - Hasbaya District, Lebanon - Design for Construction of a 70 m high dam storage 50 Million m³ -Value: 200 Million USD -** NTSP: Project Coordinator
- **Kwashra Dam - Akkar Caza - North Lebanon, Lebanon - Design & Supervision for Rehabilitation and Extension of the Dam (200m Length) and its Ancillaries -**
NTSP: Project Manager
- **Japan Emergency Grant Aid to the Republic of Lebanon - Survey of 113 Public Schools for Generators and Fuel Tanks on Installation -**
NTSP: Senior Project Manager

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- **Lebanese - Syrian Frontier Posts – Abboudieh, Lebanon – Design and Supervision Services for Rehabilitation and extension of existing General Security Building, Extension of the Frontier Post –**
NTSP: Project Coordinator/ Preparation of Expropriation file
- **Lebanese - Syrian Frontier Posts – Arida, Lebanon – Design and Supervision Services for Rehabilitation and extension of existing General Security Building, Extension of the Frontier Post -**
NTSP: Project Coordinator/ Preparation of Expropriation file
- **Lebanese - Syrian Frontier Posts – Bkayaa, Lebanon - Design and Supervision Services for Rehabilitation and Upgrade of existing Customs and General Security Buildings –**
NTSP: Project Coordinator/ Preparation of Expropriation file
- **Lebanon Water Front City - SP10 (Types 1 & 2) – High- end apartments in a plot area approximately 5,212 sqm and the total GFA is approximately 30,414 sqm - Value: ~ 99.8 Million USD –** NTSP: Senior Project Manager, Contract stopped at Permit
- **Malga Residential Compound – Riyadh – KSA- Design and Construction Supervision services for a Residential complex with a built-up area of 17,800sqm including 64 residential units with huge indoor and outdoor recreational facilities - Value of the work: 70 Million SAR–**
NTSP: Project Design Manager
- **Naas Springs Project Phase 1 & Phase 2 - Bikfaya, Metn, Lebanon - Feasibility Study & Assessment of Naas Spring Water for the Construction of touristic resort, hotel, wellness center, and residential villas on 48,051m² in Naas area –**
NTSP: Project Manager
- **Nahr El-Bared Refugee Camp - Nahr El-Bared, North Lebanon – Project Management, Design and Supervision for the Reconstruction of the entire camp of Nahr El-Bared Camp with a total area of 400,00 m² including residential (4591 apartments) and non-residential buildings (around 1605 units 1193 mixed residential and non-residential), (landscaping, sea front, 22 km of water supply, 24 km of wastewater networks, electric & telephone network roads, sidewalks, shops, schools, ... (Value: 200 Million USD) -** NTSP: Project Coordinator
- **Olympic Swimming Pool – Naccache, Lebanon – Design and Construction Supervision Services of Sports center complex built on a plot area of 15,738 m². The BUA is estimated at 17,000 m² with 1,686 seats - Value: 17 Million USD -**
NTSP: Project Manager Design
- **Riyadh Power Plant 9 - Stages C, D & E – Riyadh, KSA – Design for the Upgrading of Power Block Area of Riyadh Power Plant No. 9 PP9 Stage C; Air Inlet Cooling -** NTSP: Project Manager Design
- **Sour Coastal Area Wastewater Project – Tyre, Lebanon – Design and Preparation of Tender Documents for 17 Km of wastewater network, Marine Survey and Mathematical Modeling for the Outfall 1km long and 80mm diameter (Value: 30 Million USD)–** NTSP: Tender and Evaluation
- **Sultanate of Oman Embassy - Beirut – Lebanon – Construction Supervision Services for a Luxury Building of 10 stories and 2 basements – Value: 17 Million USD –** NTSP: Project Manager

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- **Tibnin - Jmayjm - Baraachit - Chakra Wastewater Project – Bint Jbeil District, South Lebanon – Design and Supervision Services for 100 km wastewater network, 1 WWTP in Chaqra and 1 WWTP Tibnin (Value: 15 Million USD)- NTSP: Project Coordinator/ Contract Administration Follow-Up**
- **U Park – Residential Building – Beirut, Lebanon – Structural and MEP of Design of 5 Commercial Buildings GF+10 floors above ground and 2 basements below ground – Value: 18 Million USD – NTSP: Senior Project Manager**
- **Uptown Badaro – Beirut, Lebanon – Structural, MEP Design and Construction Supervision of a Mixed-Use, Residential and Commercial Development comprises 45 apartments including one Duplex Penthouse and one Loft – Value: 14 Million USD - NTSP: Senior Project Manager**
- **Villa Ghaith - Niha – Lebanon - Design and Construction Supervision for SMEP Architectural, ID and finishes for 3 floors Villa with a total BUA of 4000 m² - Value: 6 Million USD - NTSP: Project Manager**
- **Villa Mr. Abdulrahman Al Rashed – Bahrain - NTSP: Design Project Manager**
- **Villa Sheikh Saleh Kamel – KSA - NTSP: Design Project Manager**
- **Waterfront City Residences - Super Parcel SP-D – Lebanon – NTSP: Senior Project Manager Design**

- **Quality Management:**
Establish, Implement, Certification and Maintain with Afnor a Quality Management System ISO 9001:2008 starting 2008
 NTSP: Assistant Quality Manager - Auditor
Upgrade the Quality Management System to Quality Health Safety Environmental System according to ISO 9001:2015, ISO 14001:2015, OHSAS 18001-2007 standards in 2017
 NTSP: Quality Manager – Auditor (Assisted by a Third Party QM Professional)



Rafik El-Khoury & Partners
 Consulting - Engineers



شركة الفجيرة الوطنية للمقاولات ذ.م.م.
FUJAIRAH NATIONAL CONSTRUCTION CO. L.L.C.

EXPERIENCE CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN :

This is to certify that **Ms. Noelic Tannous** was employed in our Company as a Civil Engineer from Nov 1998. She was appointed in the following departments:

1. Engineering, Estimation & Customer Service Department
2. Design and Building Permit Department
3. Control and Development Department
4. Multistorey Department
5. Tender and Bidding department.
6. Contract auditing and finance Department.

She was assigned the following independent responsibilities during her employment which were fulfilled successfully.

- ❖ Tender Quantity Surveying, Quotation, Costing, Submission, Variation Order.
- ❖ Estimation of in-house turnkey Pre Engineered Steel job & related variations.
- ❖ Procurement of Steel/cladding with comparative analysis for finalization.
- ❖ Project planning & scheduling, Project co-ordination, Site Follow-up.
- ❖ Participating in the Design Team of 45 storey Tower Steel Structure.
- ❖ Redesign, order, delivery & site supervision of specialized items in 5stars hotel project.
- ❖ Designing hot rolled / PEB warehouses and Concrete Buildings.
- ❖ Developing control software linking the sales, operation & purchase department.
- ❖ Generating cash flows and guidance limits for Project Facilities.

She was found to be very diligent and dedicated team worker and demonstrated the potential of a team leader.

This letter is issued on request and does not constitute any obligations to the company whomsoever due to the previous employment.

We wish the very best for her careers and future endeavours.

Best regards,

For **FUJAIRAH NATIONAL CONSTRUCTION CO. L.L.C.**


JOSEPH ZAHRA
PRESIDENT



DUBAI
P O BOX : 16269
TEL : 3938888 (32LINES)
FAX : 3938080
Email: fncdxb@emirates.net.ae

ALSO IN:
FUJAIRAH
SHARJAH
ABU DHABI
AL AIN
BAHRAIN

QATAR
VIETNAM
SRILANKA
TANZANIA
MALDIVES &
LEBANON