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## Ebtihal A. Al-Dayyat

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### Education

Sept 2020- on going	MSc in Environmental and sustainability studies, University of Strathclyde, Scotland, UK
April 2019- July 2021	Diploma in Procurement and supply chain, Chartered Institute of procurement and supply chain
2017-2018	International Master's Program in Public Procurement (IMPPM) Public Procurement Management, University of Rome Tor Vergara, Rome, Italy
2012-2016	M.Sc. in Engineering /Energy Management, University of Jordan, Amman, Jordan [2016]
1998-2004	B.Sc. in Electronics Engineering, Yarmouk University, Irbid, Jordan.

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### IT Skills:

- Microsoft Office
- Matlab

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### Languages:

- Arabic : Mother Tongue
- English: Fluent
- German : Basic

## Work Experience

### **Dec 2021 - Now Procurement and Project management expert / LDK Consultants**

- Setting-up a computerized management system at the beginning of the SOWP for the Project Implementation Unit ( PIU)
- Supporting PIU experts for managing and updating (upload documents etc.) the computerized management system
- Setting-up a detailed unit costs database at the beginning of the project, to serve as a reference for procurement procedures for the PIU
- Tracking progress of procurement activities against the schedules set forth in the procurement plan and update the procurement plan
- Highlighting variations in procurement progress, find out the reasons and identify remedial actions
- Identifying the goods, works and services required for SOWP implementation
- Developing technical specifications;
- Prescribing method for processing the procurement subject to necessary approval;
- Preparing bid documents;
- Advertising or soliciting for bids in accordance to established procedures and guidelines; ensuring that the advertisement and publications in solicitation for bids are in conformity with the provisions of the Law and Regulations as may be issued from time to time

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### **Feb 2020- Dec 2021 Project coordinator for Amman Landfill Gas Recovery and Electricity Generation / Part time – Amman Municipality**

- Maintaining and monitoring project plans and progress.
- Coordinating with internal and external stakeholder: Contractor, DBE, project manager, EBRD ( the Financier) project schedules, budgets and expenditures.
- Organizing, attending and participating in project periodic meetings.
- Documenting and following up on important documents, actions, financial control and variations.
- Determining project changes.

- Providing administrative support..
- Ensuring projects adhere to contract /frameworks and all documentation is maintained
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution

**Feb 2012 – Feb 2020                      Head of International Bidding section, Tendering and Procurement Department/ Amman Municipality, Amman, Jordan**

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- Analysis of the main types of contractual agreements that can be made between GAM and suppliers and identify the circumstances for each to be used
  - Develop the content for the pre- engagement of suppliers that can involve publicizing contract opportunities and provide feedback to stakeholders
  - Analysis and planning involved in a sourcing process and Create plans for sourcing processes identifying the steps to be taken and the involvement of internal or external stakeholders
  - Create selection and award criteria appropriate to the procurement proposing any necessary weighing for the criteria
  - Evaluation of submitted quotations or tenders on the basis of objective criteria using any agreed weighing and scoring process
  - Evaluation and choice of pre- qualified suppliers, pre-qualification criteria or processes for supplier appraisal in the sourcing process taking into account stakeholder requirements
  - Research information on suppliers using appropriate sources of information to select appropriate suppliers
  - Evaluation of the financial, commercial and technical capabilities of potential suppliers and Analyzing key ratios that indicate profitability, liquidity, gearing and investment in order to evaluate the suitability of potential suppliers
  - Negotiation with stakeholders/ suppliers to promote effective procurement in the stages of sourcing process, taking steps to overcome conflict and challenges with suppliers and other stakeholders and evaluate the range of approaches that can be used in commercial negotiation and use them when appropriate
  - Analyzing outcomes from a negotiation process with suppliers of goods and services
  - Measuring Operational Performance of the Procurement and Supply
  - Ensure compliance with organizational procedures associated with the sourcing process
  - Creation recommendations for the adoption of single, dual and multiple
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sourcing arrangements with suppliers

- Monitoring and investigating actions for deviations from planned budgeted costs

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**2007-2012                      Procurement Engineer   Amman Municipality**

- Supervising and coordinating day to day of procurement operations at International and funded projects in Amman Municipality
- Initiation of purchase and requisitions Processes of international and funded project orders within GAM; Prepare invitation letters, participate in assessment and recommendations of tenders, and proposals for bids suppliers
- Working with internal and external stakeholders' determiner their requirements and the procurements needs
- assessment of the specifications and services needed to purchase
- Administer contract performance in association with related parties
- Monitoring the Compliance with applicable rules, legislation, regulations, standards, and best practices. Ensure that all procurement is carried out in accordance with the (Grant / LOAN Agreements) and that the procurement arrangements are consistent GAM procurement by-law.
- Advising the Project Director on appropriate procurement procedures that best suit the program needs within the provisions of the legal agreements and the agreed Procurement Plan;
- Preparing and publishing EOI/RFP documents and invitation for RFP
- Following inquiries with internal/external entities
- Coordination with World Bank and its consultant in Preparing and issuing RFP addenda
- Evaluation of tenders and preparing evaluation report in compliance with related rules and guidelines
- Obtaining funding agencies no objections
- Control and supervise the procurement processes in line with funding agencies guides.
- Reviewing, coordination and following up the contracts signature
- Preparing, issuing letter of award
- Reviewing, follow-up invoices, Variations, amendment

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**2005-2007    PROPOSALS ENGINEER                      Aklouk Trading company**

- Technical Proposal Engineer will assist in all relevant activities related to

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the compilation of Tender Proposals for tenders related to work shop, industrial equipment and educational and vocational training institutions

- Preparing and delivering Technical and financial Proposals.
- Reviewing all details regarding tender documents and required specification and ensure that all specs can be fitted in technical proposal.
- Preparing quotations from external suppliers, out sourcing and all correspondences regarding any offer.
- Keeping custody of Tenders document, bonds, checks them for wordings, amount, validity etc.,.
- Following up as required with the inquiring parties for any question or information regarding the render.

#### **Publications :**

- Al Dayyat, Ebtihal A., Motasem N. Saidan, Zayed Al-Hamamre, Mohammad Al-Addous, and Malek Alkasrawi. 2021. "Pyrolysis of Solid Waste for Bio-Oil and Char Production in Refugees' Camp: A Case Study" *Energies* 14, no. 13: 3861. <https://doi.org/10.3390/en14133861>
- Al Dayyat et al., (2019). Solid Waste Management in Jordan: Impacts and Analysis. *Journal of Chemical Technology and Metallurgy*, 54, 2, 2019, 454-462

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#### **Professional Qualifications :**

- Membership of Chartered of Procurement and supply chain ( CIPS)
- A certified Project Management Professional (PMP)
- Member of Jordan Engineers Association ( JEA)
- Member of Association of Energy Engineers (AEE)

REFERENCES ARE AVAILABLE ON REQUES