

## PERSONAL INFORMATION



## Maram Al Ayoub

33, Thwayba Ben Harmula St, Amman, 11181, Jordan

0096276555156

[Maram\\_ab@yahoo.com](mailto:Maram_ab@yahoo.com)

Sex Female | Date of birth 04/06/1979 | Nationality Jordanian

## JOB APPLIED FOR

## Procurement Expert

My profile is a direct match for your requirements, with over 15 years of professional experience in Jordan, including more than 7 years specifically dedicated to procurement. I hold an M.Sc. in Architectural Engineering and possess extensive, hands-on experience managing procurements in strict compliance with the guidelines of major international financiers like KfW, USAID, and the World Bank, while also navigating Jordanian national laws. My specific expertise includes drafting tender documents, leading technical and financial evaluations, and managing the end-to-end procurement process for high-value contracts, including consulting services and goods, consistently ensuring transparent and auditable processes.

## WORK EXPERIENCE

07/2024 – Present

Management & Implementation Office (PMIO),  
seconded to the Institute of Public Administration IPA (Amman <https://ipa.gov.jo>)

### Project Management Expert+ Counterpart to the Resident Twinning Adviser

- Oversee and follow up the implantation of EU-funded twinning projects, streamline the project outcomes with project documents and the needs of IPA
- Leading the communication process of connecting IPA to the international universities to establish joint collaborative training programs such as Melbourne University/Australia, Georgetown University/Qatar

Business or sector Training and Education

12/2019 – 05/2024

Ministry of Public Works & Housing (Amman // <https://www.mpwh.gov.jo/>)

### Head of Investment and Project Management Unit

- Directed procurement** for 2 programs (USAID-funded school projects):
  - inclusive Schools Program (ISP) 30 schools
  - School Transformation Program (STP) 30 schools
    - Writing RFPs, TOR covering technical details, business case, BOQ for project supervision survives.
    - Reviewing the tender documents RFPs, BOQs.
    - Experience in Engineering School infrastructure process, planning module design, construction, Handover, and defect liability (DLP).
    - Support USAID Partners through sharing information and best practices.
    - School planning module, need assessment.
    - Lead knowledge building and sharing, using knowledge management methodologies, Techniques, and processes.
    - Identify project objectives, policies, procedures, and performance standards.
    - Coordinated the issuance of new building codes for schools and trained relevant stakeholders in their application to enhance compliance and safety standards. Managed sourcing, compliance, and reporting on educational infrastructure projects.
- Enhancing School Management Project ESMP funded by USAID** The overall project objective is to improve the school management and planning process and the quality of school environments in Jordan by enhancing the planning, oversight, operation, and maintenance capabilities of the Ministries of Education and Public Works and Housing.
  - Reflect FIDIC contract duration on CMIS (Construction management information system) that will allow MPWH / MOE, this will lead to enhance management construction contract. I have reviewed with the team member all contract duration used FIDIC 99 red book, FIDIC 87 -USAID FIDIC pink book -KfW, Short Term (Minor Work) (Green Book)
  - Preparing the proposal to obtain the funding from different agencies for suggested programs and projects in the ministry.
  - Preparing progress reports for the executive development program for MPWH

- **New Terminal at King Hussein Bridge (Transaction advisor IFC)**
  - Directed procurement of the Masterplan for the new terminal
  - Managed Transaction processes and project implementation for the New Terminal at King Hussein Bridge (PPP), in accordance with the new PPP law, reviewing the TSR documents, the Due Diligence reports (legal and technical), Request for Qualifications ("RFQ") the contract documents, the RFP
  - Manage and run a wide variety of projects including but not limited to: Digital Transformation Projects, IT Implementations, Business Process Re-engineering, Feasibility Studies, etc.
  - manage the upgrading and enhancement plan for the current terminal (preparation of the TOR and BOQ and tender documents )
- Managed **Public-Private Partnerships (PPP)** for large-scale infrastructure projects and facilitated donor engagement for project funding (Toll Roads) including the process of documents, TORs preparation and Concession Agreement documents reviewing and easements of submitted documents lead by the world bank and IFC as transaction Advisor
  - Organize the activities of specific program/project areas.
  - Participate in the environmental and social impact assessment for KHB project area
- Committee member to accomplish the guide to contractual and Procurement procedures Based on Performance for the Education Sector "**Guide to Evaluation Procedures for Technical Service Providers and Contractors**" – USAID-funded
- Direct implantation of the Construction Management Information System CMIS – USAID-funded
- Coordinate for the new initiative of construction schools using the prefabricated and precast elements which led to the construction of the Ibder school in Irbid as pilot project
- Coordinator for the "**Energy Efficiency in Public Buildings**" funded by KfW the project minimize the energy expenditure in the health care buildings and schools as well as buildings of ministry of public works and housing
- Active participant in workshops and conferences focusing on investment in educational infrastructure
- Developed a systematic approach to procurement that resulted in improved project timelines and budget management, ensuring the successful completion of educational infrastructure projects.
- Prepared comprehensive reports for senior management regarding procurement processes and outcomes, emphasizing project efficacy and impact assessments.
- Active participant in committees focused on resolving infrastructure issues across various project types.

11/2015 – 12/2019

Ministry of Public Works & Housing (Amman <https://www.mpw.gov.jo/>)

### Head of Project Follow-Up Division

- **Directed procurement** for 3 programs in multi phases approach
  1. Learning Environment Improved Infrastructure Project (LEIIP): 112 schools
  2. Jordan Schools Expansion Project (JSEP): 240 schools
  3. Schools for Knowledge Economy Project (SKEP) USAID-funded school projects. 24 schools
 The construction and maintenance of schools all around the Kingdom
- **Directed procurement** For Al-Basheer new emergency building that construction contract value 15 million Jod with the Supervision consultancy services contact value of 1.5 million Jod
  - Writing RFPs, TOR covering technical details, business case, BOQ for project supervision survives.
  - Reviewing the tender documents RFPs, BOQs.
  - Contributing to strategic planning and ensuring compliance with international donor standards.
  - Preparing the quarterly report for the General Budget Department
  - M & E , for the implantation process of the construction of the infrastructure projects
  - Coordinated with various ministries on the progress of public projects and prepared comprehensive reports for senior management and international donors. Oversaw the procurement and monitoring of educational and infrastructure projects, ensuring alignment with governmental policies and donor requirements
- **New Terminal at King Hussein Bridge (with IFC):** Directed the PPP procurement and transaction advisory for this large-scale infrastructure project, involving the review of RFP, RFQ, and concession agreement documents, with a contract value significantly exceeding the threshold.(consultancy services 3 million JOD)
- **New Terminal at King Hussein Bridge:** consultancy services for the masterplan , the contract value is 400 thousand JoD
- **Inclusive Schools Program (ISP) & School Transformation Program (STP) (USAID-funded):** Directed the procurement for 60 schools across these two programs, managing the entire tender process from writing RFPs and BOQs to contract award and supervision. The total grant amount 180 million , I procured to consultancy contracts with the value of 2 million JoD
- **Jordan Schools Expansion Project (JSEP): 240 schools** Directed the procurement for 60 schools across these two programs, managing the entire tender process from writing RFPs and BOQs to contract award and supervision. The total grant fund for both construction and supervision consultancy services was 280 million JoD
- **Schools for Knowledge Economy Project (SKEP) USAID-funded school projects. 24 schools** Directed the procurement for 60 schools across these two programs, managing the entire tender process from writing RFPs and BOQs to contract award and supervision. The total grant fund for both construction and supervision consultancy services was 100 million JoD , each contract for consultancy service value around 1 to 1.5 million JoD and each 3 SKEP schools have one contract
- **For Al-Basheer new emergency building USAID-funded;** the construction contract value 15 million Jod with the Supervision consultancy services contact value of 1.5 million Jod
- **CIMS construction management system Enhancement project and IT equipment** , contract value \$ 1.3

The projects from my CV that match the requirement for experience in procurement processes for contracts

million under the total grant value of \$5 million for the Improved Construction Management and Planning project  
**USAID-funded**

- **Learning Environment Improved Infrastructure Project (LEIP) USAID-funded:** Directed procurement for a program comprising 112 schools, involving the preparation and evaluation of tender documents for major construction and supervision contracts, total grant value around \$138 million

02/2003 – 01/2004 Architectural Engineering Department, Jordan University, Amman, Jordan  
**Part-time Lecturer**

11/2011 – 03/2012 Land and Human to Advocate Progress (LHAP), Amman, Jordan  
**Research Consultant**

- EU-funded projects - Led the mapping and documentation of historical water collection systems in Jordan, with a focus on climate change adaptation.
- Developed a GIS database for rainwater harvesting sites, contributing to improved water demand management practices.

12/2007 – 02/2011 Ministry of Tourism & Antiquities,  
**Main Architect**

- Implemented project proposals funded by the World Bank for heritage buildings, integrating educational facility needs within urban conservation efforts
- Established documentation systems for heritage sites, contributing to the strategic planning of urban educational facilities.
- Developed terms of reference instrumental in the preservation of architectural and urban heritage, integrating them into broader project frameworks.
- Draft the terms of reference and scopes of work for the Salt Heritage Fund which is a pilot historic preservation fund for privately owned heritage buildings in Salt Municipality.

01/2005 – 12/2005 International Projects Unit, Al-Balqa' Applied University, As-Salt, Jordan  
**Project Coordinator and Monitoring & Evaluation Officer**

- Prepared periodic progress reports for university projects funded by international donors such as the World Bank and JICA.
- M&E Monitored project implementation and evaluated performance to ensure alignment with objectives.

01/2005 – 12/2005 Nedal Al-Fahmawi & Partner Engineering Co. Amman, Jordan  
**Architect**

02/2003 – 01/2004 Architectural Engineering Department, Jordan University of Science and Technology, Irbid, Jordan  
**Part-time teaching assistant**

## EDUCATION AND TRAINING

02/2007

### MSc. in Architectural Engineering

Jordan University of Science and Technology, Irbid, Jordan/ Architectural Engineering Department

- Thesis: "Examining The Design Quality of Comprehensive Healthcare Centres in Greater Amman"

[01/2003]

### BSc. Architectural Engineering

Jordan University of Science and Technology, Irbid, Jordan/Architectural Engineering Department

- Graduation project: Urban Growth Center in Jiza, Phase one, housing project

## PERSONAL SKILLS

Mother tongue(s)

Arabic

Other language(s)

English

[Remove any headings left empty.]

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	B2	B2	C1

French

A1

A2

A1

A1

A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
[Common European Framework of Reference for Languages](#)

### Communication skills

- My role as Head of the Investment and Project Management Unit at the Ministry of Public Works and Housing, I managed the Public-Private Partnership (PPP) project for the New Terminal at the King Hussein Bridge Crossing Board. enhanced my ability to communicate complex technical and financial details to diverse audiences, including government officials, private sector partners, and international donors.
- Managing procurement procedures for international funded projects required clear, precise communication with diverse stakeholders, including donors, contractors, and government officials.
- Preparing monitoring and evaluation reports for top management honed your ability to convey complex project insights clearly and persuasively to senior decision-makers.

### Organisational / managerial skills

- leadership (**Leading the Investment and Project Management**, I was responsible for a team of 6 people)
- Leading the Investment and Project Management Unit** and managing the New Terminal for King Hussein Bridge PPP project strengthened my ability to coordinate large-scale initiatives, streamline workflows, and oversee multidisciplinary teams across complex public sector operations.
- Supervising the procurement of over 150 internationally funded projects** and preparing high-level monitoring and evaluation reports sharpened my strategic planning, resource allocation, and performance management capabilities, ensuring efficient project execution and alignment with donor requirements.

### Job-related skills

- Project Management and Strategic Planning
- Procurement and Contract Management
- Stakeholder Engagement and Communication
- Data Analysis and Technical Writing
- Strong Reporting Skills (Daily, Weekly, Monthly)
- Proficient in Microsoft Office, MS Project, AutoCAD, 3DMax, Basic GIS
- Language Skills

## Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Levels: Basic user - Independent user - Proficient user  
[Digital competences - Self-assessment grid](#)

## Other skills

- Certified PPP professional(CP3P©) /Granted from K-Infrastructure
- ICDL CAD certification(CM08) /Granted from ECDL Foundation
- Public Investment Management (PIM) – World Bank Group, 2020
- PPP Procurement & Financing – Public Private Partnership Unit/Prime Ministry, 2021
- Road Infrastructure Safety Management – World Bank, 2023
- Performance-Based Contracting for Technical Services – World Bank, 2023
- Professional certificate in Performance Management - World Bank, 2018
- M&E certification: The Ten Steps of the Results-Based Monitoring and Evaluation System Management by Results

## Driving licence B

## ADDITIONAL INFORMATION

Publications  
Presentations  
Projects  
Conferences  
Seminars  
Honours and awards  
Memberships  
References  
Citations  
Courses  
Certifications

Al-Homoud, M., Al-Oun, S., and Al-Ayyoub, M. (2005). Bazaar Evolution: Interpretation in Terms of Economic Factors and Home Range Hierarchical Relations. Proceedings of the Twelfth Architectural Week: The Market and The Society, pp 31-53. Organized by Jordan Engineers Associations, Amman, Jordan.