



Indochina Resource Action Center

1424 Sixteenth Street, N.W., Suite 404 • Washington, D.C. 20036 • (202) 667-7810

TECHNICAL PROPOSAL

in response to

RFP No. 108-84-R-0004

REFUGEE LEADERSHIP AND PROGRAM MANAGEMENT
TECHNICAL ASSISTANCE FOR
MUTUAL ASSISTANCE ASSOCIATIONS (MAAS)

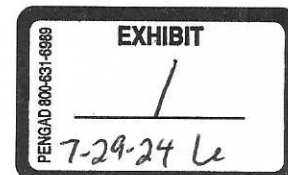
Submitted to:

Regional Contracts Office
Department of Health and Human Services
Room 1020 Federal Building
1961 Stout Street
Denver, Colorado 80294

Prepared by:

THE INDOCHINA RESOURCE ACTION CENTER (IRAC)

June 1, 1984



of key project personnel are attached in Appendix C.) A brief description of project staff and consultants' competencies and experience is presented below:

1. Le Xuan Khoa, Executive Director of IRAC is proposed to be Project Director. He joined IRAC in 1981 as deputy director, becoming director in 1983. As the chief executive officer of the only national Indochinese-managed organization, he has provided technical assistance to MAAs through workshops and by individual consultation. He has been instrumental in the development of IRAC's close relationship with Indochinese community organizations. Khoa has managed major technical assistance projects, including the most acclaimed series of eight multi-state MAA training workshops conducted last year under a federal grant with ORR. He has an intimate knowledge of refugee community organizations and the respect of refugee community leaders throughout the country. Vietnamese and ethnic Chinese newspapers around the country frequently report his activities supporting refugee communities (see samples in Appendix D).

Khoa has published numerous articles and presented lectures on refugee community organization and leadership. In fact, he was invited to speak on "Leadership in Refugee Communities" at the 4th Annual Utah Conference on Refugees in June 1983 (see Appendix E). In addition to his work with Indochinese refugees, he enjoys a close relationship with other refugee groups (Afghan, Ethiopian) as demonstrated by the establishment of the Refugee

Consortium in Washington, D.C. and the MAA Consortium in Atlanta, Georgia.

Prior to joining IRAC, Khoa was Senior Associate at the Center for Applied Linguistics and Associate Director of the Indochinese Mental Health Program sponsored by the Eastern Pennsylvania Psychiatric Institute. While in Vietnam, Khoa was Vice President of the University of Saigon and Professor of Humanities, Administrator of Dong Phuong Bank, and Editor of four major newspaper and periodicals.

2. Wath Symoun is Associate Director of IRAC, with responsibility for community relations and program development. He is proposed to serve as Project Coordinator. Before joining IRAC, Mr. Symoun was Director of the Indochinese Project at Sauk Valley College in Illinois, which provided instructional, occupational and social services. Mr. Symoun served as President of the Lao Association of Northwestern Illinois for three consecutive two-year terms. He is currently secretary of The Federation of Lao Associations of the Americas. While at IRAC, he has been involved in managing The Bridge, IRAC's bi-monthly publication, providing technical assistance to MAAs and arranging a national refugee leadership conference. A professional in social services delivery, program management and refugee organizational development, he was formerly administrator and teacher in Laos.

3. Jonathan Cook is currently national coordinator and chief executive officer of The Support Center, a network of

Khoa Xuan Le
 6712 Montrose Road
 Rockville, Maryland 20852
 (301) 770-6386 (h)
 (202) 667-7810 (w)

Work Experience (1953 - present)

- April 1983 - present - Executive Director, Indochina Resource Action Center (IRAC), Washington, D.C. As chief executive officer, responsible for implementation of IRAC's transformation into an Indochinese-managed organization. Managed major technical assistance projects, including a national Indochinese Mutual Assistance Association training project.
- June 1981 - April 1983 - Deputy Director, Indochina Refugee Action Center (predecessor to the Indochina Resource Action Center). Responsible for project management support, linkages and communication to the Indochinese communities and self-help organizations and leadership and coordinator of program and organizational development activities.
- July 1980 - May 1981 - Cross cultural Specialist, Orientation Resource Center, Center for Applied Linguistics, Washington, D.C. In charge of developing orientation materials for Indochinese refugees and American sponsors and service providers. Also, providing information and technical assistance through a hot-line telephone system and/or on-site visits.
- Dec. 1978 - June 1980 - Associate Director, Indochinese Mental Health Project, Bureau of Research and Training, Eastern Pennsylvania Psychiatric Institute. Directly involved in the implementation of project goals, namely: (a) training Indochinese Mental Health paraprofessionals and American service providers in cross-cultural counseling; (b) providing technical assistance for Indochinese Mutual Assistance Associations in their efforts of becoming community support groups; (c) promoting mutual understanding and cultural adjustment between Indochinese refugees and the American public.
- 1975-1978 - Research Associate, Opportunity Systems, Inc. Washington, D.C. In charge of a series of cross-sectional and longitudinal surveys contracted with the Department of H.E.W., on various aspects of resettlement of Indochinese refugees in the United States. Responsible for the design of questionnaires, data collection and report writing.

Resume
Khoa Xuan Le
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- 1961-1975 Professor, Department of Letters and Human Sciences, University of Saigon, Vietnam.
- In 1974, became Vice-President of the University of Saigon, in charge of Research and Development.
- Earlier the same year, Deputy General-Manager, Mandarin Garment Manufacturing Company, Ltd., Saigon, Vietnam. A joint business with Hongkong and West German investors. In charge of Public Relations.
- 1971-1975 Director, Vietnamese-American Association Press, Saigon, Vietnam. Entrusted with the supervision and quality control of the translation and publication of textbooks for Vietnamese students (mostly from American authors). As of April 1975, thirty-five books had been published and ten others were in preparation or being printed.
- Concurrently, Editor of Phat Trien Xa Hoi (Social Development), a journal of social studies published quarterly in Vietnamese and bi-annually in English by the Vietnam Social Science Association.
- 1968-1971 Administrative Director, Bank of the Orient, a commercial bank in Saigon, Vietnam. In charge of Administrative procedures and Correspondence with government agencies.
- 1968 Assistant Director, Southeast Asian Ministers of Education Organization (SEAMEO), Bangkok, Thailand. On loan by the Vietnamese Government for two three-month terms. Responsible for the organization of regional workshops and seminars.
- 1966-1967 Editorial staff writer of Chinh Luan, a leading daily newspaper, Saigon, Vietnam.
- 1965 Deputy Minister, Ministry of Culture and Education, Government of the Republic of Vietnam.
- 1961-1963 Editor, Xa Hoi Moi (The New Society), a weekly magazine, Saigon.
- 1957-1960 Secretary-general, Vietnamese Association for Asian Cultural Relations, Saigon, Vietnam. Concurrently, Editor of Van Hoa A Chau (Asian Culture), a journal of Asian studies published monthly in Vietnamese and quarterly in English by this association.

1953-1960 Teacher, Lycee Petrus Ky, Saigon, Vietnam. Also, Textbook specialist, Vietnam Instructional Materials Center.

Before 1975: Books and Essays in Vietnamese and/or in English on Oriental Philosophy, Vietnamese Culture and Education.

Education

Doctoral thesis entitled "The Philosophy of Dhyana (Zen) Buddhism in Vietnam". Faculty of Letters and Human Sciences, University of Paris (Sorbonne), France (1960).

Pedagogical Training, International Center for Pedagogical Studies, Audio-Visual Center of Saint-Cloud, and Pedagogical Museum (Sevres-Paris), France. (1956)

M.A., Faculty of Letters, University of Hanoi, Vietnam (1954). Major in Oriental Philosophy.

High School Teacher Diploma, School of Education, University of Hanoi, Hanoi, Vietnam. (1953)

Additional Training

Successful Management, a two-month intensive course taught by Mr. Winter, Former Vice-President of Pepsi-Cola, at the Industrial Development Center, Saigon, Vietnam, 1970.

Data Processing, Montgomery County Adult Education Program, Rockville, Maryland, Spring 1976.

Basic Accounting, Montgomery County Adult Education Program, Kensington, Maryland, Winter 1976.

Pre-Business Workshop, organized by the Small Business Administration, Washington, D.C., Summer 1977.

Principles of Management, a credit course, Montgomery College, Maryland, Summer 1978.

Publications

(see Page 4)