



Indochina Resource Action Center

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

Volume I

TECHNICAL PROPOSAL

in response to

RFP No. SSA-RFP-85-0220

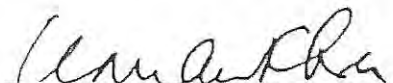
MUTUAL ASSISTANCE ASSOCIATIONS TECHNICAL ASSISTANCE PROJECT (MAA-TA)

Submitted to:

CONTRACTING OFFICER
Social Security Administration
Division of Contracts and Grants Management
Post Office Box 7692
Baltimore, Maryland 21202

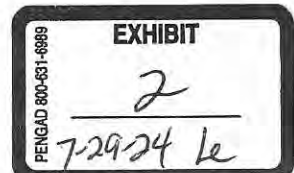
Prepared by:

THE INDOCHINA RESOURCE ACTION CENTER (IRAC)
WASHINGTON, D.C.


Le Xuan Khoa, President

May 28, 1985

Date



VII. STAFF EXPERIENCE AND CAPABILITY

Senior managerial staff from IRAC, technical professionals from cooperating mainstream agencies and experienced refugee consultants from established MAAs will comprise the project key personnel. IRAC, as lead agency, will direct the overall management of the project. A brief description of project key personnel's competencies and experience (elaborated further in their resumes attached in Appendix H1-H2), is presented below.

A. IRAC Project Staff

1. Project Director

Le Xuan Khoa, Executive Director of IRAC, is proposed to be Project Director. He has been continuously active in refugee affairs since he came to this country in 1975 as a refugee himself. For the past ten years, he has worked with numerous government agencies and private institutions and has spoken and written on a wide variety of issues on refugee resettlement and community development. He has appeared three times before the U.S. Senate Subcommittee on Immigration and Refugee Policy to testify on "Refugee Admissions," "Cash and Medical Assistance Policies" and "Re-authorization of the Refugee Act of 1980." In April 1982, the Citizens' Committee for Immigration Reform selected and honored him as one among several nationally prominent refugees and immigrants who have made significant contributions to the United States. He is currently serving on the Board of the National Committee for Responsive Philanthropy and as Vice President of the Asian-Pacific American Chamber of Commerce.

As the chief executive officer of IRAC, Mr. Khoa has been instrumental in the development of close relationships with Indochinese community organizations. He has managed major technical assistance projects, including the highly acclaimed series of eight multi-state MAA training workshops conducted in 1982-83 under a federal ORR grant, and, during 1984-85, another series of workshops and on-site technical assistance to all refugee groups under contract to ORR Regions IV, VIII and IX. He has an intimate knowledge of refugee community organizations and the trust of refugee community leaders throughout the country. Vietnamese and ethnic Chinese newspapers around the country frequently report his activities in support of refugee communities. Khoa himself is currently editor of The Bridge, a national newsletter published by IRAC and distributed nationwide to all refugee MAAs and major refugee-related public and private agencies.

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, he was Vice President of the University of Saigon and Professor of Humanities, Administrator of a major commercial bank, and Editor of four major newspapers and periodicals.

2. Project Associate

Cleo Lachapelle will be engaged as Project Associate responsible for the overall technical aspects of this project. Mr. Lachapelle

RPG REFUGEE POLICY GROUP

CENTER FOR POLICY ANALYSIS AND RESEARCH ON REFUGEE ISSUES

May 22, 1985

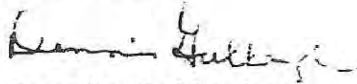
Dr. Le Xuan Khoa
Indochina Resource Action Center
1424 16th St., NW
Suite 404
Washington, D.C. 20036

Dear Dr. Khoa:

The Refugee Policy Group is pleased to join with the Indochina Resource Action Center in its application for a grant to provide technical assistance and training to Mutual Assistance Associations. Should IRAC be awarded this grant, RPG will provide an evaluation of the training program and technical assistance activities, as specified in the grant proposal.

We look forward to a pleasant and productive working relationship with you.

Sincerely,


Dennis Gallagher
Executive Director

DG:kb

RESUME

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

Work Experience (1953 - 1985)

- April 1982 - present Executive Director, Indochina Resource Action Center, Washington, D.C. Responsible for overall management of the organization, including involvement in and supervision of project activities, advocacy and public relations, negotiations for grants and contracts, and fund-raising. One major area of responsibility is to work with MAAs, strengthening their capacity in service provision and community development. Also, editor of The Bridge, IRAC's bi-monthly publication.
- June 1981 - March 1982 Deputy Director, Indochina Refugee Action Center, Washington, D.C. In charge of training and technical assistance to refugee Mutual Assistance Associations; cross-cultural training to mainstream agencies working with Indochinese refugees.
- 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) 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.
- 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 Germany 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 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 (1953). 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.

Languages

Vietnamese (native), English and French
(fluent).

Publications

See list attached herewith.