Abdul Wajid

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Passionate, highly adaptable humanitarian professional who specializes in using data to learn and to make informed decisions. I am data management and monitoring/ evaluation (M&E) professional with over years of experience in the development sector. I have an extensive knowledge in developing questionnaires, Monitoring, pre/ post-evaluation, develop/ implement an online messaging survey using Engaged-Spark, data analysis and reporting. I am mostly been involved in data management, in particular in developing:

* Data management manual
* GBV Information gathering & sharing manual
* Online messaging survey using Engaged-Spark
* Risk Assessment tools, Pre/Post Evaluation.
* Mobile data management manual.

My work utilizes software packages/tools:

SPSS, STATA, GBV-Incident recorder, Carto-DB, Online Monitoring plateform using google app script, gis, Mobile Data management using XLS-Form authoring, KOBO, ODK Collect, ODK Scan, Magpi, CommCare, Raosoft & Research Randomizer. In addition to that I have a proven skills of data analysis using variable **tabulation, if-conditions, correlation, regression, factor analysis, principal component analysis, looping- foreach, forvalues, statistical tests t, reshaping data-sets, analysis of variance, sample weightage and time-series analysis.**

**Academic Qualification:**

M.Sc “Sociology”

M.Sc AI, Big Data & Recursive Tech

DIT: HTML, CSS, Bootstrap, JavaScript, MERN Stack Technologies

Python (Pandas,Numpy, GIS, Seaborn, MatplotLib)

**Language:**

Pashto, Urdu, English

**Work Experience:**

Independent data professional (online/ distance support) 2019 - till now

USAID/ Tetra-Tech; Regional M&E Specialist; Dec-2016 Apr-2018

Job Description:

* With close coordination with management and other stakeholders, make a professional contribution to formulation of the AMEP to form a sound results-based programming process and collaborative working relations with counterparts.
* Data Management using Mobile Data Collection tools ODK, ONA using open source applications.
* Data analysis & reporting according to the pre0defined indicators.
* Contribute to the incorporation of M&E tasks in the M&E key document AMEP in order to anticipate and prepare for the information needs and operational/ implementation modalities.
* Contributions to and provide technical assistance for the planning and establishing the major research and monitoring activities. Period (annual) review and update the M&E documents including the AMEP. and annual IMEPs to be reflected and address the results expected.
* Assist, support and contribute to the joint evaluations with management and stakeholders/ counterparts. Working in close collaboration with the Government counterparts/ partners. Review, update and support management of the medium-term response with a revised AMEP.
* Support and develop user-friendly infographics, data visualization using open source innovative tools & technologies.
* Interview government officials on matters related to project implementation to identify key issues regarding program quality, impact. Track and record daily monitoring findings from monitors and share with line Managers for action accordingly. Assist the M&E team in conducting various program surveys including but not limited to baseline and impact assessments as well as different focus group discussions.

UNFPA/ MoH; National GBV Data Management Specialist; Jan-2016 to Dec-2016

Job Description:

* Design/ develop national GBV data collection working group, draft the TORs, chair and facilitate the bi- quarterly meetings of the GBV data collection-working group.
* Close coordination on GBV cases on IPs, National Health & Non-health actors that contribute to the gender-based violence programming.
* Closely working with UNFPA and MoPH working group to review and contextualize the global guidelines for GBV data collection.
* Close coordination with inter-sectorial committees (GBV) to integrate GBVIMS tools into national health management system as well as to ensure a unified GBV mechanism across all actors such as

-Unified Data coding scheme, Unified Cases-Classification, Centralized information referral mechanism, GBV Data security and GBV Information sharing protocols.

-GBV treatment protocols, GBV Data-analysis.

* Support & provide technical support to ensure that the GBV programme has quality information to assess progress towards expected results established in annual work plans as well as GBV cases in emergency cases.
* Participates in GBV data collection related coordination groups; and actively participates in GBV sub cluster/protection cluster; and maintains an open dialogue with all relevant sectorial and inter-agency actors operating within the sites of operation.
* Provide technical support to ensure that the GBV programme and national partners have timely and accurate measurement of change in conditions in the country or region, including monitoring of socio-economic trends and the country’s wider policy, economic or institutional context, to facilitate planning and to draw conclusions about the impact of programmes or policies. Analyzes the main challenges and gaps in implementation of the GBV data collection action plan and submits regular report in this regard to MoPH and UNFPA.
* Review & assess emergencies cases received from FPC centers/ unit under HSR to GBV, verify them with relevant HF/ units and provide feedbacks for closure/ referral of the GBV cases.
* Ensures close collaboration and monitoring of referral trends with the health, judicial and psychosocial actors; and conducts on-going analysis and problem solving about referral trends.
* Coordinate with GBV programme and partners and provide assistance in their using up-to-date information, Situation Analysis, Common inter-agency Assessment, Early Warning Monitoring Systems, Annual Reviews, Mid-Term Reviews, and Annual Reports or other progress reports. This includes commissioning a real-time reporting using incidence recorder including the high-risk locations as well as the locations with high number of GBV cases.

Mercy Corps Int; Monitoring, Evaluation & Learning Coordinator; Mar-2014 to End-2015

Job Description:

* Developing & utilizing risk assessment tools, formation of M&E Strategy.
* Support operationalization, Risk analysis / measurement.
* Conducting process evaluation.
* Data Management using Mobile Data Collection tools ODK, ONA.
* Development of questionnaires.
* Designing & conducting messaging survey using Engaged-Spark.
* Data analysis using STATA.
* Donor communication / reporting.
* EDU. Scholarship Data management.
* Coaching and on job training on mobile data collection, monitoring & reporting.
* Working Closely with Donor and MEL-team on logical framework and Indicator matrix.
* Provide support the M&E planning & budgeting, preparation exercise including the costing.
* Provide necessary technical support to ensure that monitoring systems are in place and that key annual programme indicators are tracked and analyzed, including those related to partnerships, risk assessment and provided regularly support required.
* Facilitate learning from the results of monitoring and evaluation within the Mercy Corps programme and more widely within regional office, as well as among national partners and other key stakeholders, engaging more expertise and HQ recommendations. Seek advanced or in-depth technical support on monitoring and evaluation from the Regional M&E Advisors and headquarters advisors on monitoring and evaluation as required.
* Support & collaborate to implement capacity-building strategies as a joint commitment with other developmental partners.
* Collaborate with the Regional M & E Adviser to ensure the availability of current and accurate monitoring and evaluation, data management and results management.
* Developing & implementing monitoring plan for LES scholars and their institutions based-on risk rated in order to collect the data.

The Liaison Office; Monitoring & Evaluation Officer; July-2013 to Mar-2014

Job Description:

* Assist the M&E Manager in compiling monthly and quarterly reports and plans.
* Ensure that all the data reported to the senior management, donors and / or stakeholders is of quality, and inconsistencies avoided.
* Liaise with TLO departmental heads regarding data retrieval, reporting and M&E related issues. Follow-up the monthly action plans of TLO pillars.
* lead the process of beneficiary verification process and perform the assessments accordingly.
* Assisting M&E Manager to make and keep M&E system updated.
* Provide technical support to ensure that M&E has the data/information necessary for Management to effectively report on and advocate for fundraising through the appropriate channels and to enhance partnerships with key players in monitoring collectively progress on livelihood progress.
* Analyzed and compile monitoring and evaluation information/ disaggregated data as required and make them available to programme/planning sections. Contribute to the preparation of management reports (e.g., relevant sections of the annual reports), drawing on monitoring and analysis of key management indicators. Assist in the preparation of reports on systemic issues, good practices or any other analysis of data related to TLO-SLSD programme implementation.
* Assist & Support the team in collecting and interpreting the data-sets effectively to guide and advise an operational approaches and respond to rapid setting such as flood and soil erosion.
* Provide on job training to field monitors on data collection and reporting.
* Ensure that all data are entered in the M&E database on-time, accurate and completed and are consistence.
* Ensure the M&E department filing system updated, and all the related files are appropriately filled.
* Provide feedback on the formulation of the M&E Strategy and support its operationalization.  
  Provide support and follow up on any other related tasks as needed.
* Other M&E related tasks as needed when required or assigned by the M&E Manager

Child-Fund Int; Monitoring & Evaluation Officer; Feb-2012 to Jul-2013

Job Description:

* Ensure that M&E data collection procedures are in place and that all responsible staff are trained to carry out data collection and reports to Child-Fund.
* In close consultation with management, contribute to formulation of staff capacity development strategy and plans, and exercise effective leadership in implementing them, ensuring that the enumerators and monitors have the basic knowledge and skills to fulfil their monitoring and evaluation responsibilities, and training is planned and carried out to fill identified gaps and challenges.
* Assist and support to ensure that the relevant programme partners participate and formulate the ‘Terms of Reference’ for evaluation and design of high quality. Provide technical support to ensure that evaluation design and management meet quality standards as outlined in Child-Fund Programme Policies and Procedures and related stand-alone Evaluation Technical Notes, when necessary seek expertise of knowledge institutions. Facilitate and take part in producing Evaluation results on specific and substantive issues.
* Support and assist tracking to ensure that a management response to the findings and recommendations of the evaluation is completed, recorded, and followed up for implementation. Most specifically, ensure that evaluation recommendations are submitted to the Country Management Team and follow-up actions recorded.
* Contribute to the collaboration of an M&E capacity building strategy for national partners and institutions and corresponding activities for implementation in the context of the AMEP and Monitoring plan. Provide technical support for implementation of capacity building strategies as a joint commitment with other developmental partners/ counterparts with special attention to the interest, concern and participation of primary stakeholders as well as the trainers.
* Keeping all records in Hard copy and as well, Soft copy as a Backup for future planning to enhance the program.
* Attend trainings on M&E processes and protocols

CRS; Data Management Intern; Jul-2011 to Jan-2012

Job Description:

* Data cross-Checks
* Data Cleaning
* Data entry into database.
* Managing project files.
* Scanning and Printing documents.
* Keeping all records in hard form as well as the soft copies of the documents as a Backup for future records.
* Any other duties assigned by supervisor.

**Trainings:**

* Mobile data management: Mercy Corps
* Designing Monitoring & Evaluation: Mercy Corps
* Monitoring and Evaluation-training: AWDP/USAID.
* Monitoring toolkits training (IWA): Integrity watch
* Sphere- minimum standards in Humanitarian response: (CWS-Church world services PK/AF.)
* “Do No Harm” approach: The Liaison Office.
* E-Spark, messaging survey: (The Mercy Corps.)
* Monitoring & Evaluation: HSR-USAID
* Klipfolio: ISLA-USAID
* Advance STATA- TAF
* JavaScript - EC6
* MERN STACK (Mongo-DB, Express JS, React JS, Node JS)
* Python
* Node JS
* Securing Routes (Node JS)
* Data Science
* Time Series Analysis

**References:** Will be provided upon request.