

# Tahmid . Arif

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## Profile Summary

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I am a private sector development professional with more than 17 years of experience in different national and international NGOs in project management, designing, budgeting, planning, research, monitoring and evaluation, results-based reporting in donor-funded activities. This includes 13 years in the education sector with particular focus on technical and vocational education and training as well as higher secondary education in Bangladesh and Nepal projects or BRAC, KOCIA, Swisscontact, ILO and Chemonics International Inc. Developed and managed M&E systems including designing guidelines, results frameworks, toolkits, and theory of change and database management system, donor and government reporting, staff capacity building for donor-funded projects. Experienced in leading and managing project evaluations (both nationally and internationally), evaluability assessments, impact assessments, baseline studies, needs assessment studies, tracer studies and assessments within multiple sectors including education, environment, public health, gender, DRR and market systems.

I am also experienced in planning, designing and facilitating stakeholder review workshops (internal and external), office re-treat programs, day observations and seasonal celebrations, etc. Strong communication and coordination skills, specifically experienced in building capacity of colleagues and stakeholders in data collection and analysis to ensure data quality and accuracy. Trained in leadership, project management, project evaluation, monitoring and results measurement, facilitation, database management, Team player, doer, proactive, accommodative and friendly. Fluent English and Bengali.

## Work Experience

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### **Monitoring, Evaluation and Learning (MEL) - Director at USAID's Higher Secondary Education Activity (HSEA), C**

Location: Dhaka, Bangladesh

Responsibilities: As one of the key senior management officials of the project, contributed to planning and designing intervention implementation, staff capacity development, government reporting and facilitation of strategic committee meetings; oversee HSEA's MEL and research interventions, including operation research, complexity-aware monitoring, and indicator reporting. Led HSEA's MEL plan design and management, Supervised the MEL manager and Research specialist; developed and maintained HSEA's data collection systems for the training of 60000 teachers, 6000 principals from 3000 colleges; regional education officers. Together with the team, developed MEL approaches and tools; reviewed and prepared evaluation and research plans; provided quality control and oversight to ensure data collection and analysis. Produced high-quality information and evidence on inputs, outputs, outcomes, and impact in formats tailored to diverse user groups for maximum dissemination, learning, and uptake. Provided guidance and support to colleagues to gather and analyze partner data and feedback, discuss MEL data improvement plans, and suggest MEL process improvements. Worked closely with the senior management team of the project to support collaborative-learning-adaptation, adaptive management, and efficient implementation. Led the planning, designing and facilitation of annual planning workshops with the stakeholders.

Coordinated preparation, presentation and submission of Annual Work Plan for USAID and Ministry of Education. Led preparation of Activity Monitoring and Evaluation Plan (AMELP) for USAID and conducted workshops (internal and with USAID and Ministry) in this regard. Coordinated preparation and submission of annual and quarterly performance reports to USAID. Planned facilitated periodic pause and reflect session with stakeholders and activate

action plan.

**Programme Officer - Monitoring and Evaluation at Skills 21 Project, International Labour Organization (2017-18)**

Location: Dhaka, Bangladesh

Responsibilities: Developed and managed ILO's results-based M&E system for education interventions in Bangladesh. Provides leadership in planning and implementation of M&E tools including the development of the national qualifications framework as well as the national quality assurance system focusing on adjusting the indicators to be more results oriented. Reported on national indicators for secondary education, TVET/skills development to the Ministry of Education and ILO. Under this work, liaised with Secondary and Higher Education Division (SHED) and Technical and Madrasah Education Division (TMED) for project implementation, monitoring, and reporting. Also coordinates with 13 public and private TVET institutions including 2 public teachers training institutes targeting 3,000 teachers training; Online material development training of 1200 teachers; Master Trainer and Managerial Training of 280 Principals/Trainers/ Teachers; Policy advocacy training of 100 TVET officials; Financial Management and Institutional governance training of 320 GOB officials of Ministry of Education - to measure changes in teaching and managing and budgeting performance in the classroom and in the sector after six-months of pedagogy and managerial training. Prepared reports and used questionnaires and classroom/workplace observation for performance monitoring as well as skills gap analysis to inform future training. Managed and conducted internal evaluations (for ILO Globally) and annual review and planning workshops and M&E trainings for ILO and partners. Supported project management in updating Risk Register of the project and by developing and managing training database of youth and trainers/ teachers/ managers for regular monitoring and reporting.

**Monitoring and Results Measurement (MRM) Manager at Swisscontact, Making Market Works for the Jamuna, Pabna**

Location: Dhaka, Bangladesh

Responsibilities: Developed and Managed MRM manual and system of M4C Project; Led the MRM team of four staff including M&E and GESI, managing activities related to gender, governance, conflict sensitive project management. Closely coordinated with technical teams for sector and intervention design and planning of MRM activities in the field, ensuring standards were followed by project personnel and built capacity where appropriate. Coordinated with four national NGOs and 1 Govt. partner to build capacity in MEL and results measurement.

**COORDINATOR - MONITORING AND RESULTS MEASUREMENT at SkillFUL Project, Swisscontact (2012-02-01 - 2013-01-31)**

Location: Dhaka, Bangladesh

Responsibilities: Developed and managed MRM system of TVET project and led results-based monitoring through data analysis to assess intervention progress, managed training database for regular monitoring and reporting, facilitated strategic meetings, conducted two tracer studies and collaborated with the Ministry of Education on reporting project results relevant to national level indicators.

**SENIOR PROGRAM OFFICER at Korea International Cooperation Agency (KOICA) Bangladesh Office (2011-08-23 - 2013-01-31)**

Location: Dhaka, Bangladesh

Responsibilities: Managed projects with Government of Bangladesh on TVET with Bureau of Manpower, Education and Training (BMET), Nursing College Establishment (Ministry of Health and Family Welfare), Solar power system installation in National parliament building, Lab Support in ICT department of Dhaka University, Automation of Rural Electrification Board, and Digitalization of Bangladesh Road Transport Authority services. This also included supporting Korean Expert Team in conducting feasibility studies, preparation of Preliminary Development Project Proposal (PDPP), ensuring publication and promotion of KOICA activities and Cooperation & Coordination with other donors in Bangladesh working on the similar context.

## Education

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### Master's Degree in Urban and Regional Planning

Institution: Bangladesh University of Engineering and Technology | Dates: 2006-12-01 - 2025-03-02

Location: Dhaka, Bangladesh

**Bachelor’s Degree in Urban and Regional Plannig**

Institution: Jahangirnagar University | Dates: 2000-04-08 - 2006-06-30

Location: Dhaka, Bangladesh

**Skills & Tools**

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Not applicable

**Languages**

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Bangla, English

**Awards & Certificates**

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Not Applicable from ( )