**AKOR SUNDAY**

**Nationality**: Nigerian **|** **Sex:** Male **|** **Date of Birth**: 16/06/1995

**Email**: akorsunday070@gmail.com **Address 1**: Beside Police Secondary School Minna,

**Phone**: +234-7069226423 Niger State.

**State of Origin:** Benue State **Address 2**: No. 19 Chief Palace Guest House,

**LGA:** Ogbadibo Hospital Road, Karu Site Abuja FCT

**Career Summary**

A smart and highly dedicated analytical Research Professional with over 5-years’ experience in Programme Monitoring & Evaluation, focused on deriving meaningful insights from data and using it to help organizations to make powerful decisions so as to improve operations and consumer impact. With a strong academic background, I have a strong ambition to pursue a professional career in developmental and humanitarian services with a long-standing goal of working in Monitoring and Evaluation. I am highly motivated and focused with a strong passion for excellence and I seek to be part of an organization where my skills and competencies can be utilized.

**Core Skills and Competence**

**Soft skills|**

Effective communication skills, Self-motivation, Leadership, taking responsibility, Teamwork, Problem solving, decisiveness, ability to work under pressure, flexibility, and of course, negotiation, and conflict resolution

**Hard Skills|**

**Data & Informatics**: Data analysis with SPSS, EXCEL, Power BI, Use of DCT&PDM Tools, Kobo-Collect, NOMIS, EPI-INFO, EMR (LAMIS) & DHIS, CRM database, COMMCARE, Excellent data analysis, report writing & Data Interpretation.

**Monitoring & Evaluation**: Routine monitoring, Community Data verification & reporting in DHIS, Consistent update of EMR (LAMIS) & Filing of PMM & evaluation tools.

**Typing Speed**: 55 WPM

**Language Proficiency**

**Languages Speaking Reading Writing**

**English** *Proficient* || *Proficient* || *Proficient*

**Hausa** *Fluent* || *Good*  || *Good*

**EDUCATION**

**National Open University of Nigeria, Nigeria** 08/2021 – Present

*MSc. in Information Technology*

**Umaru Musa Yaradua University, Katsina, Nigeria** 01/2020 – 03/2021

*Professional Diploma in Public Health*

**Ahmadu Bello University Zaria, Nigeria** 03/2018 – 04/2019

*Professional Diploma in Education*

**Federal University of Technology, Minna, Nigeria** 10/2011 – 10/2016

*BEng Telecommunication engineering*

**PROFESSIONAL EXPERIENCE**

**Date:** 05/2021 – 12/2021

**Organization:** MALARIA CONSORTIUM - NIGER

**Project:** Seasonal Malaria Chemoprevention (SMC)

**Position:** LGA Field Officer Consultant

**Duties and Responsibilities**

**Programme Implementation, treatment tracking and management**

* Implement all SMC activities at health LGA level, including timely implementation of work plan, planning meetings, commodity distributions and monitoring to avoid any stock out, Community mobilization activities, supervision, monitoring and reporting.
* Ensure accountability of received commodities and supplies through tracking consumption levels and review of reconciliation reports
* Responsible for capacity building of field partners (Supervisors, HFW, CDDs, and community mobilisers) through training, on-job support and quality supervision.
* Track program targets and timely implement the planned activities to ensure program meets targets and review reports from LGAs and HFW for accuracy and completeness prior to submission.
* Ensure implementation of activities is in line with the laid down protocols, by continuously monitoring and conducting supervision and on-job training of LGA, HFW and CHWs
* Maintain a good relationship and work jointly with – Public Health Officers and other partners to undertake home visits, meetings and to ensure health LGA’s ownership.

**Reporting & data quality control**

* Review all field implementer reports, provide feedback on areas which needs correction and submit the final hard copy report to the LGA Cluster supervisor after LGA Level approval
* Assist ME Officer on the data quality queries and ensure identified issues are rectified in time
* Ensure submission of EoC Report, success stories, trip reports etc. to keep the LGA cluster and State Programme Manager abreast with the project implementation at LGA level

**Coordination and representation**

* Responsible for overall planning and coordination of LGA and HFW/supervisors and CDDs during training and supervision visits.
* Liaise with key partners including LGA team, State MOH, Community leaders, other stakeholders (as necessary)
* Attend data validation meetings at LGA level and as directed by LGA cluster supervisor/State Programme Manager
* Establish and maintain links with health and other nutrition services with special attention to referral cases

**Administrative and other duties**

* Ensure the development of individual and team action plans to ensure role complementarities in achieving the set treatment target
* Participate in the follow-up of supplies consumption
* Overall planning of stock levels, making sure that they are sufficient for the operations at SMC sites
* Ensure that all HF release physical inventory of all SMC commodities supplied at the end of each cycle.
* Any other duties as required by the line manager

**Professional Achievement**

* Supervised and managed over 500 SMC personnels from Mashegu LGA in Niger state
* I was able to manage the data collection and management processes before, during and after cycle round of mass SMC drug administration, including sentinel site monitoring
* I and my team successfully conducted SMC Round One for over 100,000 children in Mashegu LGA

**Date:** 01/2019 – 03/2021

**Organization:** SAVE THE CHILDREN INTERNATIONAL NIGERIA(Prime recipient),

COMMUNITY INFORMATION AND ADVOCACY INITIATIVE(Partner)

**Project:** REACH

**Location:** Katsina

**Position:** **Monitoring and Evaluation Officer (Full Time)**

**Duties and Responsibilities**

* Participated in the design of programme monitoring and evaluation tools (registers, reporting templates, databases, etc.) to track REACH project
* Collaborated with SCI staff, ensure timely data collection, compilation and reporting according to programme M&E plan
* Support collection of reports and quality checks
* Collects data pertaining to safe space activities in the communities
* Verify the reported data by safe space facilitators to ensure accuracy
* Responsible for data entry and maintenance of database
* Ensure timely sharing of monthly data reported by safe space facilitators and other activities of partners with MEAL officer in save the children office
* Ensure quality benchmarks are adhered to during implementation of activities by partner staff
* Provide close supervision of safe space activities and also conducts periodic data verification exercises
* Prepares reports containing descriptive, analytical, and evaluative content
* Support the project lead in using the data for planning and decision making
* Support supervision of community ASRH outreach services
* Supports the logistics and coordination of field research activities
* Organizes events such as workshops, meetings, seminars etc.
* Prepares correspondence as needed
* Build the capacities of safe space facilitators on data management.
* Provide on the job training and mentoring on data reporting to safe space facilitators
* Support project lead and other staff on other capacity building activities
* Support project lead in building the capacities of safe space facilitators on complaint and response mechanism
* Support the setting up of complaint and response mechanism system in the communities
* Receive and document beneficiaries’ complaints in the database
* Work with project lead and other team members on complaint resolution and timely sharing of feedbacks to the beneficiaries
* Maintain and share monthly CRM database with the MEAL officer in save the children office
* Work with field teams to collect information on case studies and success stories
* Ensure program document are properly archived
* Provide other cross cutting supports when the needs arise.

**Professional Achievement**

* Created awareness on covid-19 to adolescents and adults in the project locations, through round-table discussions on covid-19 safety measures involving demonstrating the wearing of face masks, washing hands regularly and use of hand sanitizers and social distancing
* Tracked the distribution of covid-19 relief materials including safe space materials, sanitizers, and facemasks to the various communities where the project is implemented
* Identified, profiled and enrolled 18000+ children and graduated 18,785 children Adolescents including male and female
* Managed the safe space enrollment database containing 18,000+ adolescents with all relevant data (5Ws, 3Ws and related MIS data) entered accurately.

**Date:** 10/2020 – 12/2020

**Organization:** PULA Agricultural Insurance and Technology Company

**Location:** Katsina

**Position:** **State Data Enumerator**

**Duties and Responsibilities**

**Coordination**

* Regular communication with the farmers included in the sample list.
* Regular communication and reporting to supervisor using phone and WhatsApp.
* Submitting field feedback through support desk.
* Submit daily and weekly KPIs where requested.
* Perform other duties as assigned by supervisor.

**Data Collection**

* Provide feedback to supervisor on observations made during the pre-testing of tools.
* Conduct Household Surveys and field visits designed to measure farmers’ harvest of identified target groups.
* Collect farmer field data using mobile phones or tablets and other tools provided
* Report any field findings and learnings to field supervisor.
* Keep good custody of inventory.

**Farmer Interactions**

* When instructed, conduct any other specific activities with farmers in specific areas.

**Professional Achievement**

* Supervised and reached the target number of 51 cotton farmers from 12 LGAs in Katsina state
* Made 102 box placements on the farms to measure the amount of yield
* Ensured farmers are linked to the PULA representatives to insure their farming loses

**Date:** 06/2018 – 12/2018

**Organization:** COMMUNITY INFORMATION AND ADVOCACY INITIATIVE,

Save the Children International (CEFM Protection Life Step Project - Prime Recipient)

**Location:** Katsina

**Position: M&E Associate (Full Time)**

**Duties and Responsibilities**

* Support project lead in building the capacities of safe space facilitators on complaint and response mechanism
* Support the setting up of complaint and response mechanism system in the communities
* Receive and document beneficiaries’ complaints in the database
* Work with project lead and other team members on complaint resolution and timely
* sharing of feedbacks to the beneficiaries
* Maintain and share monthly CRM database with the MEAL officer in save the children office
* Work with field teams to collect information on case studies and success stories
* Provide all with necessary tools to ensure data is collected in an organized and verifiable manner
* Ensure that all CSO staff at both the facility and community levels in assigned state are mentored and trained in data collection, documentation and validation.
* Use appropriate tool to document support given during mentoring visit, and ensure that facilities have copies of these.
* Review and centrally collate all M&E data for the project in assigned state and submit data monthly, quarterly or as required.
* Give data-based evidence to the Program Manager to guide programming in the state.
* Carry out data verification exercises at the various collection points in the community.
* Work regularly with the State and LGA M&E officers to ensure that optimum data quality is recorded at the facilities and LGA level.
* Liaise/support community groups to carryout community mobilization activities to facilitate demand creation for the assigned State and partner CSOs.
* Ensure accurate reporting of community outreach activities at State and CSOs through provision of standardized reporting tools.
* Facilitate and participate actively at cluster meetings in the assigned state.
* Verify data for completeness, correctness and consistency and follow up on any data/program quality issues.
* Promote the use of Information Communication Technology for Development (ICT4D) solutions throughout the project or digital data collection.
* Ensure that the cross-cutting themes such as gender and protection are integrated in the partners and in the project’s M&E plans and systems.
* Ensure ethical and safe collection and storage of data.

**Professional Achievement**

* Developed and utilized training monitoring systems to track and monitor trainers and participants at training events to facilitate follow-up and recordkeeping
* Assured the quality of data through data verification procedures, including routine data quality audits
* Assist to revive the project log-frame matrix, particularly in the areas of the objective hierarchy, indicators and monitoring mechanism.

**Date:** 03/2021- 04/2021

**Organization:** THE EDUCATION PARTNERSHIP CENTRE (TEP CENTRE) - KATSINA

**Location:** Katsina

**Project:** Final Evaluation of Girls Education Programme 2012-2020 in Northern Nigeria

**Position:** **State Enumerator**

**Duties and Responsibilities**

* Oversee data collection using the provided collection tools through observation of the vulnerability and businesses on ground and ensure data is accurately recorded.
* Interview the identified participants of the project within the project area to ensure the data and information that have been recorded within registered forms.
* Supervise survey within the assigned areas in the state
* Take responsibility for project equipment that you may be entrusted with
* Report daily issues, challenges and report to the project manager
* Any other duties assigned by the project manager

**Professional Achievement**

* Conducted Qualitative interviews, FGD for over 50 pupils from 15 GEP3 schools across 5 LGAs in Katsina State including Rimi, Kankia, Batsari, Baure & Funtua.
* Conducted KIIs & FGDs for over 20 households specifically caregivers, head teachers & school teachers as randomly selected for the sampling & research.

**CERTIFICATIONS OBTAINED**

* **Philanthropy University**

Planning for Monitoring and Evaluation 2019

* **Skills Edge Consulting Ltd. Abuja, Nigeria** 2018

Project Management, Human Resource Management certified

* **National Youth Service Corps NYSC** 2018

**PROFESSIONAL TRAININGS**

* SMC Nigeria National Training of Trainers 2021
* Child Protection Training 2020 - Save the Children, International (SCI)
* Gender Equality training 2020 Save the Children, International (SCI)
* A 1-day training on Data collection and data entry by ANEEJ for the MANTRA project in regards to National Cash Transfer Program 21st October 2019
* A 1- Day training on Report writing skills by community Information and Advocacy Initiative September 2019
* Parenting Skill Training 2018
* Case Management training 2018
* Household Economic Strengthening packages 2018 -Institute of Human Virology, Nigeria (IHVN)
* Standardized psychosocial curriculum training 2018
* Social and financial Education training for children and young people 2018
* Savings and loan group training 2018
* Village savings and Loan Skills 2018
* Business skills Training of trainers 2018
* Life Skills Training 2018
* Report writing skills training 2018

**REFEREES**

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