

Nawidullah Assadzay

Address: Qalai Wazeer, khoshal khan, Kabul, Afghanistan

Email: Nawid.Assadzay@hotmail.com, Nawid.assadzay@gmail.com,

Phone: +93 (0) 744-536-761 & +93 (0) 799-831-841

PROFILE

I am a dynamic and results-oriented professional with a Master's degree in Business Administration and extensive expertise in Monitoring and Evaluation (M&E), currently pursuing a Post Graduate Diploma in M&E. With over five years of hands-on experience, I have successfully managed and executed more than 40 projects, including feasibility studies, impact assessments, and end-line evaluations. As the Head of M&E at MgtWell, I have developed and implemented comprehensive M&E frameworks, ensuring alignment with organizational goals and donor requirements. My responsibilities have included providing technical guidance to project teams, training staff, establishing robust data collection and management systems, and delivering high-quality reports for stakeholders. I am proficient in advanced data analysis tools and software, including SPSS, STATA, Tableau, and Microsoft Power BI, which enable me to transform data into actionable insights. My strong communication and teamwork skills, combined with the ability to work independently in challenging environments, make me a quick learner and an effective leader in M&E initiatives.

EDUCATION

2023 (Ongoing)	Post Graduate Diploma in Monitoring and Evaluation Strategia Netherlands Betje Wolffstraat 62, 3027 RN, Rotterdam, Netherlands
2022	Master's in Business Administration (MBA) Kabul University
2016	Bachelor's in Business Administration (BBA) Kabul University
2012	High School Graduate (12th Grade Graduation Certificate) Ariana Afghan Turk High School

Certificates:

- Certificate in English language from Arianna Afghan Turk High School.
- Certificate in Turkish language from Arianna Afghan Turk High School.
- Certificate in computer programs (MS Windows, MS Office, Web expression, Internet).

WORK EXPERIENCE

MgtWell Consulting Services
Head of Monitoring and Evaluation

Jan 2024 to Present

Duties and Responsibilities:

- Monitoring and Evaluation Strategy:
 - Develop and oversee the implementation of the organization's M&E framework and policies.
 - Ensure alignment of M&E approaches across all projects and initiatives.
- Project-Level M&E:



- Provide technical guidance and support to project teams on M&E design and execution.
 - Review and validate M&E plans, and data collection methodologies.
3. Data Management and Analytics:
 - Establish robust data management systems and processes.
 - Oversee the analysis and interpretation of data to generate actionable insights.
 4. Reporting and Knowledge Sharing:
 - Prepare high-quality M&E reports and presentations for internal and external stakeholders.
 - Facilitate the documentation and dissemination of best practices and lessons learned.
 5. Capacity Building and Continuous Improvement:
 - Design and deliver M&E training programs for the organization's staff.
 - Continuously review and enhance the organization's M&E systems and practices.

Integrity Research and Consultancy LTD / Assurance and Learning Programme (ALP) / MgtWell

Local Project Coordinator

Feb 2024 to present

Duties and Responsibilities

1. Coordination:
 - Facilitate effective communication between various implementing partners (IPs) of FCDO and ALP to ensure seamless data collection processes.
 - Organize and schedule data collection activities, ensuring alignment with project timelines and objectives.
 - Prepare and distribute regular progress reports on data collection activities to stakeholders, including Integrity and ALP teams.
2. TMP Execution:
 - Review and assess Terms of Reference (ToRs) for data collection to ensure clarity and alignment with the scope of work (SOW).
 - Translate data collection tools and questionnaires into local languages to ensure cultural relevance and comprehension.
 - Digitalize data collection tools using software such as ODK or KoBoToolbox for efficient data gathering and management.
 - Mobilize and coordinate data collection teams and enumerators, ensuring they are adequately prepared and equipped for field activities.
 - Conduct comprehensive training sessions for enumerators on data collection methodologies, ethical considerations, and best practices.
 - Supervise data collection in the field, ensuring adherence to protocols and accuracy in data gathering.
 - Provide ongoing technical guidance and support to field supervisors and teams to address challenges and optimize data collection efforts.
3. Data Management and Quality Assurance:
 - Implement regular data quality audits to assess the integrity and reliability of collected data, providing actionable feedback for improvement.
 - Collaborate with data entry and analysis teams to ensure proper cleaning, validation, and translation of collected data.
 - Develop and maintain data management protocols to safeguard data integrity and confidentiality throughout the project lifecycle.

UNFAO / MgtWell / LTA: Third Party Monitoring Services – Emergency and Resilience Projects
LTA Manager

Sep 2023 to Present

Duties and Responsibilities:

Nawidullah CV



1. Monitoring and Evaluation Strategy:
 - Lead the development and implementation of the overall monitoring and evaluation (M&E) strategy for the project.
 - Establish robust M&E frameworks, including performance indicators, data collection methodologies, and reporting mechanisms.
 - Ensure alignment of the M&E approach with the project's objectives, donor requirements, and international standards.
2. Third Party Monitoring Execution:
 - Oversee the planning and implementation of third-party monitoring activities, such as site visits, interviews, and data collection.
 - Manage the selection, training, and coordination of third-party monitoring teams.
 - Ensure the timely and high-quality delivery of monitoring reports and data analysis.
3. Data Management and Quality Assurance:
 - Implement robust data management systems and protocols for data collection, storage, and analysis.
 - Conduct regular data quality audits and provide feedback to improve data accuracy, completeness, and reliability.
 - Develop data visualization tools and dashboards.

IOM / MgtWell / LTA: Provision of Third-Party Monitoring Services in Afghanistan.

LTA Manager

May 2023 to May 2024

UNDP / MgtWell / Provision of Impact/Immediate results assessment of Sustaining Essential Services Delivery Project (Support for Afghan People).

Food Security Component Lead and Project Coordinator

Apr 2023 to Apr 2024

Duties and Responsibilities:

1. Project Coordination:
 - Develop and manage the work plan, timeline, and budget for the food security component.
 - Facilitate coordination and collaboration among the project's technical teams and stakeholders.
 - Monitor the progress of the project activities and address any issues or challenges.
2. Impact and Immediate Results Assessment:
 - Lead the design and implementation of the impact and immediate results assessment for the food security component including the design of methodology and tools.
 - Oversee the data collection, analysis, and interpretation to generate insights and recommendations.
 - Ensure the quality and reliability of the assessment findings.
3. Reporting and Knowledge Sharing:
 - Prepare high-quality progress reports and assessment outputs for the project stakeholders.

UNFAO / MgtWell / Third Party Monitoring Services for 213_WBK EFSP Project

TPM Manager

Mar 2023 to Jun 2024

Duties and Responsibilities:

1. Monitoring and Evaluation Strategy:
 - Lead the development and implementation of the overall monitoring and evaluation (M&E) strategy for the project.
 - Establish robust M&E frameworks, including performance indicators, data collection methodologies, and reporting mechanisms.



- Ensure alignment of the M&E approach with the project's objectives, donor requirements, and international standards.
2. Third Party Monitoring Execution:
 - Oversee the planning and implementation of third-party monitoring activities, such as site visits, interviews, and data collection.
 - Manage the selection, training, and coordination of third-party monitoring teams.
 - Ensure the timely and high-quality delivery of monitoring reports and data analysis.
 3. Data Management and Quality Assurance:
 - Implement robust data management systems and protocols for data collection, storage, and analysis.
 - Conduct regular data quality audits and provide feedback to improve data accuracy, completeness, and reliability.
 - Develop data visualization tools and dashboards.

UNICEF / MgtWell / LTA: Baseline Survey and Endline Survey for SBC Qualitative Research of Cash for Education Project (ECPP)
Project Coordinator and M&E Specialist Feb 2023 to Dec 2023

Duties and Responsibilities:

1. Project Coordination:
 - Develop and manage project work plans, and timelines.
 - Facilitate coordination among project stakeholders, including UNICEF, MgtWell, and local partners.
 - Monitor project progress and address any issues or challenges that arise.
2. Monitoring and Evaluation:
 - Design and implement the baseline and endline survey methodologies.
 - Oversee the data collection, management, and quality assurance processes.
 - Analyze the survey data and generate insights to inform the project's social and behavioral change (SBC) qualitative research.
3. Capacity Building:
 - Provide training and support to the survey teams on data collection, management, and analysis.
 - Facilitate knowledge-sharing sessions to promote the exchange of best practices and lessons learned.
4. Reporting and Documentation:
 - Prepare high-quality progress reports, survey findings, and other project deliverables.

UNFAO / MgtWell / RIMA Round 1 and 2
Project Manager and Data Quality Assurance Specialist Jan 2023 to Sep 2024

UNFAO / MgtWell / DIEM Round 3 to Round 8
Project Manager and Data Quality Assurance Specialist Mar 2022 to Mar 2024

Duties and Responsibilities:

1. Project Management:
 - Develop and manage project work plans, timelines.
 - Coordinate with cross-functional teams and stakeholders to facilitate collaboration and information sharing.
 - Monitor project progress, identify and address risks and issues, and report on project performance.
2. Data Quality Assurance:
 - Establish robust data collection, management, and quality assurance protocols.



- Train and provide ongoing support to data collection teams on data quality best practices.
- Conduct regular data audits and verifications to ensure accuracy, completeness, and reliability of project data.
- Implement data quality control measures and provide timely feedback to improve data quality.

**UNFAO / MgtWell / Third Party Monitoring Services: Sustaining Essential Services Delivery
Project Support for Afghan People
TPM Manager**

Mar 2022 to Dec 2023

Duties and Responsibilities:

1. Monitoring and Evaluation Strategy:
 - Lead the development and implementation of the overall monitoring and evaluation (M&E) strategy for the project.
 - Establish robust M&E frameworks, including performance indicators, data collection methodologies, and reporting mechanisms.
 - Ensure alignment of the M&E approach with the project's objectives, donor requirements, and international standards.
2. Third Party Monitoring Execution:
 - Oversee the planning and implementation of third-party monitoring activities, such as site visits, interviews, and data collection.
 - Manage the selection, training, and coordination of third-party monitoring teams.
 - Ensure the timely and high-quality delivery of monitoring reports and data analysis.
3. Data Management and Quality Assurance:
 - Implement robust data management systems and protocols for data collection, storage, and analysis.
 - Conduct regular data quality audits and provide feedback to improve data accuracy, completeness, and reliability.
 - Develop data visualization tools and dashboards.

**MgtWell Consulting Services
Monitoring and Evaluation Manager**

June 2021 to Dec 2023

Duties and Responsibilities:

1. M&E Strategy and Systems Development:
 - Lead the development and implementation of the organization's overall M&E strategy and frameworks.
 - Establish robust M&E systems, including data collection, management, and reporting processes.
 - Collaborate with program teams to define appropriate performance indicators, targets, and data collection methodologies.
 - Ensure alignment of M&E systems with the organization's strategic goals, donor requirements, and industry best practices.
2. Data Management and Analysis:
 - Oversee the collection, cleaning, storage, and analysis of data from various sources.
 - Implement data quality assurance mechanisms and conduct regular data audits.



- Lead the generation of insights, trends, and recommendations based on data analysis.
 - Develop user-friendly dashboards, visualizations.
3. **Monitoring and Evaluation Execution:**
 - Coordinate the planning and implementation of monitoring activities, such as field visits, focus group discussions, and key informant interviews.
 - Manage the execution of periodic evaluations, including baseline, midterm, and endline assessments for different clients.
 - Ensure the timely delivery of high-quality M&E reports, including progress updates, baseline assessments, post-distribution monitoring, endline evaluations, and impact assessments.
 - Facilitate the use of evaluation findings to inform program improvements and future planning.
 4. **Capacity Building and Knowledge Management:**
 - Develop and deliver training programs to build the M&E capacity of project staff and partners.
 - Provide technical assistance and mentoring to program teams on M&E best practices.
 - Contribute to the creation and dissemination of knowledge products, such as case studies, success stories, and lessons learned.
 - Represent the organization in M&E-related assignments and projects.
 5. **Stakeholder Engagement and Compliance:**
 - Engage with key stakeholders, including donors, government agencies, and community representatives, to ensure alignment and buy-in for M&E activities.
 - Ensure compliance with the organization's M&E policies, donor requirements, and relevant regulatory frameworks.
 - Collaborate with cross-functional teams (program, finance, operations, etc.) to integrate M&E considerations into overall organizational processes.
 6. **Continuous Improvement and Innovation:**
 - Monitor and evaluate the effectiveness of the organization's M&E system and recommend improvements.
 - Research and explore new M&E approaches, tools, and technologies to enhance the organization's capabilities.
 - Contribute to the development and refinement of the organization's M&E policies, guidelines, and standard operating procedures.

WHO / MgtWell / Endline Evaluation of GBV Treatment protocol Project Phase 3

Project Coordinator and Data Analyst

Aug 2020 to Jan 2021

Duties and Responsibilities:

1. **Project Coordination:**
 - Liaise with the project management team, technical experts in GBV, and relevant stakeholders to ensure effective coordination and implementation of the endline evaluation.
 - Develop and maintain project work plans, timelines, and monitoring systems to track progress against agreed milestones and deliverables.



- Organize and facilitate project meetings, workshops, and other coordination activities to foster collaboration and information sharing.
 - Assist in the preparation of project reports, presentations, and other communication materials.
2. **Data Management and Analysis:**
 - Develop and oversee the implementation of robust data collection, management, and storage systems for the endline evaluation.
 - Collaborate with the research team to define data collection methodologies, tools, and protocols.
 - Train and provide ongoing support to enumerators and data collectors on data collection and quality assurance procedures.
 - Perform comprehensive data cleaning, validation, and analysis using SPSS and STATA
 - Produce data visualizations, dashboards.
 3. **Monitoring and Evaluation:**
 - Contribute to the development and refinement of the project's monitoring and evaluation framework, including the identification of appropriate indicators and targets.
 - Regularly monitor and evaluate the progress and performance of the endline evaluation, identifying and addressing any challenges or bottlenecks.
 - Participate in the development of the endline evaluation report, incorporating data-driven insights and recommendations.
 - Support the dissemination of evaluation findings to relevant stakeholders.
 4. **Capacity Building and Knowledge Management:**
 - Provide training and mentoring to project staff and partners.
 - Contribute to the development of knowledge products, such as case studies, best practices, and lessons learned, to promote the exchange of knowledge and experiences.
 5. **Compliance and Administration:**
 - Ensure compliance with project protocols, donor requirements, and organizational policies and procedures.
 - Manage project-related administrative tasks, such as procurement, travel arrangements, and financial monitoring.
 - Provide regular updates and progress reports to the project management team and key stakeholders.

MgtWell Consulting Services
Senior Monitoring and Evaluation Officer

14 Aug 2019 to 31 May 2021

Duties and Responsibilities:

1. **Monitoring and Evaluation Systems:**
 - Assist in the development and implementation of comprehensive M&E frameworks and plans for projects/programs.
 - Establish and maintain robust data collection, aggregation, and reporting systems to track project/program performance and progress.
 - Collaborate with program teams to define appropriate indicators, targets, and data collection methodologies.
 - Provide training and guidance to project staff including enumerators and field coordinators and partners on M&E best practices.
2. **Data Management and Analysis:**
 - Develop advance digital data collection tools using ODK and Kobotoolbox
 - Oversee the collection, cleaning, and organization of data from various sources.



- Conduct regular data quality checks and implement data validation processes.
 - Perform quantitative and qualitative data analysis to generate insights and identify trends.
 - Develop user-friendly data visualization tools and dashboards to communicate M&E findings using Tableau and Microsoft Power BI.
3. Reporting and Knowledge Management:
- Prepare periodic progress reports, evaluation reports, and donor-specific M&E deliverables.
 - Contribute to the development of success stories, case studies, and other knowledge products.
 - Facilitate the sharing of M&E learnings and best practices within the organization and with external partners.
4. Capacity Building and Collaboration:
- Train and mentor project staff including enumerators, field supervisors and partners on M&E principles, tools, and methodologies.
 - Collaborate with cross-functional teams (program, finance, operations, etc.) to ensure alignment of M&E activities.
 - Participate in M&E-related working groups, communities of practice, and knowledge-sharing forums.
5. Continuous Improvement:
- Monitor and evaluate the effectiveness of the M&E system, and recommend improvements as needed.
 - Stay up-to-date with the latest M&E approaches, tools, and technologies, and explore opportunities for innovation.
 - Contribute to the development and refinement of the organization's M&E policies, guidelines, and standard operating procedures.

Short Consultancies:

Date from - Date to	Location	Organization	Position	Description
April 1, 2021 To July 1, 2021	Kabul, Herat, Bamiyan, Balkh, Kunduz, Logar and Parwan	The Food and Agriculture Organization of the United Nations (FAO)	Field Supervisor	Impact Evaluation: Independent evaluation of FAO's contribution to Afghanistan based on the Country Programming Framework (2017-2021)



December 1, 2020 To January 1, 2021	Balkh, Herat, Kabul, Kandahar, and Nangarhar	International Federation of Red Cross and Red Crescent Societies (IFRC)	Project Coordinator	Final Evaluation (Drought, Flash Floods, and COVID-19 Response) Project
November 1, 2021 To January 1, 2022	Balkh, Herat, Kabul, Kandahar, and Nangarhar	International Federation of Red Cross and Red Crescent Societies (IFRC)	Project Lead	Final End-line Assessment CBHP
July 1, 2020 To October 1, 2020	Kabul	War Child Canada	Project Coordinator and Data Analyst	Impact Evaluation: Impact Study for Child-based Safeguarding Mechanism
May 1, 2021 To June 1, 2021	Herat and Daikundi	OXFAM International	Project Lead and Data Analyst	Real Time Review (RTR) of Emergency Response and WASH project
November 1, 2020 To December 1, 2020	Heart and Helmand	OXFAM International	Field Coordinator and Data Analyst	End line Evaluation of AHF standard Allocation project based in Herat and Helmand province
June 29, 2020 To July 30, 2020	Badakhshan	Afghanaid (British-registered international NGO)	Data Analyst	Final Evaluation: Boost Alternative Development Intervention through Licit Livelihoods (BADIL) Project



Jun-21 To Jul-21	Herat	Terre des Hommes (Tdh)	Project Coordinator	End-line Assessment Food aid and improved access to shelter, drinking water, and hygiene using cash transfer measures for internally displaced persons, returnees, and host communities
Jan-21 To Feb-21	Kabul	The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and MOE	M&E Expert and Project Coordinator	Impact Evaluation of E-Governance Program
Jan-21 To Feb-21	Balkh, Bamyan, Herat, Kunduz, and Nangarhar	Medico International and Afghanistan Human Rights and Democracy Organization	M&E Specialist and Project Coordinator	Feasibility Study: BMZ (German Economic Cooperation and Development) Peace Project (Making the Afghan peacebuilding process sustainable)
18-Mar-20 To 10-Apr-20	Balkh Province	Welthungerhilfe	M&E Specialist	Feasibility Study: for the Proposed Project Economic Integration of rural communities in Silk and Cashmere value chains in Balkh, Afghanistan
Apr-21 To Jul-21	Nangahar, Herat, Balkh, Kunduz, and Kandahar	The World Bank & Ministry of Finance	Project Lead	Tax Payer Satisfaction Survey for Revenue



1-Jun-20 To 15-Jul-20	Kabul, Herat, Balkh, Kandahar, Nangarhar, Kunar, and Laghman Provinces	Creative International	Field Supervisor	Recon Study: Market Research – USAID Anticipated Project: Community-Based Jobs for Peace Activity
2-Jul-20 To 15-Aug-20	Nangarhar, Takhar, and Herat	OXFAM International	Field Supervisor	Comparative study: Comparative Learning About the Impact of Advocacy Trajectories in the Citizen-State Program's district and non-Program Districts Related to Health and Education Service Delivery
December 2021- Present	Dykindi Province	Afghanaid Afghanistan	Data Analyst	Final Evaluation of Strengthening Animal Welfare (STRAW) project.
March – June 2019	Badakhshan, Takhar, Bamyan, Samangan, Sar-e- pul and Jawzjan	ARC: Afghanaid, Save the Children, Concern World Wide, ActionAid	M&E Officer/ Data Analyst	Baseline Study of SIDA funded “Community Based Eco-DRR” project.
November 2019 – January 2020	Jalalabad, Asadabad and Mehtar Lam	United Nations High Commission for Refugees (UNHCR) Shelter Cluster.	M&E specialist/ Project Coordinator	Rental Market Assessment in Jalalabad, Asadabad and Mehtar Lam: Cash for Rent: Survey using KoBo ToolBox.
Jan-23 To Mar-23	Badakhshan and Takhar	Mission East	Project Coordinator and M&E Specialist	Impact Evaluation: Measuring the impact of programming under cash-base interventions and Nexus approach



Apr-23 To Jun-23	Sar-e-Pol, Badghis, Helmand, Laghman, Paktika, and Kabul provinces of Afghanistan	UNICEF	Project Coordinator and M&E Specialist	SBC WASH Qualitative Study Social & Behavior Change (SBC) Section
Dec-23 To Jan-24	Jawzjan and Nangarhar	Save the Children International	Project Coordinator and M&E Specialist	ECHO - HIP TPM (Third Party Monitoring)
Dec-23 To Jan-24	Balkh, Faryab and Kandahar	Save the Children International	Project Coordinator and M&E Specialist	End - Line Evaluation Assessment for SC- Italy project (Health, nutrition, and FSL assistance to underserved communities)
Nov-22 To Dec-22	Herat, Mazar, Kandahar and Kabul	Norwegian Refugee Council	Project Coordinator and M&E Specialist	External Evaluation: of NRC “Creating Jobs for Displaced Youth in Afghanistan through Private Sector Development Consortium”
30-Oct-22 To 18-Dec-22	Ghor, Badghis, Faryab, Daikundi, Kandahar, Uruzgan, and Bamyan.	World Vision International	Project Lead and M&E Specialist	Endline Survey: Endline Survey of the Fostering Resilience through Multisector Emergency Support (FRAMES) Project in Afghanistan



Nov-22 To Jan-23	Bamyan, Kabul, Kandahar and Kunduz	CAFOD, in consortium with the Afghan Women's Education Center (AWEC) and Equality for Peace and Development Organization (EPDO)	Project Coordinator and M&E Specialist	Baseline Study: of the Provision of Humanitarian and Livelihood Support to Communities in Bamyan, Kabul, Kandahar and Kunduz Provinces project
Feb-23 To Mar-23	Herat, Badghis, Faryab and Ghor	World Vision International	Project Coordinator and M&E Specialist	Assessment: Comprehensive Multi-Sectoral Need Assessment

LANGUAGE SKILLS

- Dari: Native speaker
- Pashto: Native speaker
- English: Fluent
- Turkish: Fluent

COMPUTER SKILLS

- Good knowledge of Computer Hardware.
- Windows XP, 7, 8, 10.
- Microsoft Office Package
- MS. Web Expression
- SPSS (Statistical Package for the Social Sciences)
- EViews (Statistical Package for windows)
- MAXQDA (Maximum Qualitative Data Analysis)
- Microsoft Power BI
- STATA
- Tableau
- Kobotoolbox and ODK

References:

1. **Ulfat Yousafzai**
CEO at MgtWell Consulting Services
Email: ceo@mgtwell.com
Phone: +93 78 126 6164
2. **Phineas Pachavo Magwenzi**
Business Development Specialist at MgtWell Consulting Services
Email: pphinmag@gmail.com
Phone: +268 7671 2453 / +93 798 153 568
3. **Fazalellahi Hamdard**



Third Party Monitoring (TPM) Coordination Specialist at UNFAO

Email: Fazalellahi.Hamdard@fao.org

Phone: +93744029979

4. Sayed Sartaj Shahidzai

Monitoring and Communication Officer for NFM Project, UNDP Afghanistan

Email: sayed.sartaj.shahidzai@undp.org

Phone: +93777771717 1

