

Mohammad Younus Didar

12th PD, Kabul Afghanistan

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Profile : A public administration professional with experience working in several organizations. Expertise in administrative duties (Research, Monitoring and Evaluation, and Project Management) capable of working independently with minimum supervision, and committed to providing excellent and high-quality service. Knowledge of interacting, dealing, and negotiating with people in a diverse multiple-culture environment. I am a Monitoring & Evaluation Coordinator at MgtWell Consulting Services. MgtWell is an international development management consulting firm that provides services to national and international NGOs. The firm is registered with the government of Afghanistan and the United States of America.

Education

Noida International University, Uttar Pradesh India

(MPA) Master's degree in Public Administration (August 2019 -May 2021)

Nangarhar University, Jalalabad Afghanistan

(BA) Bachelor's degree in Sharia and Law Studies (August 2012-May 2017)

Hazrat Ibrahim Khalilullah High School, Kabul Afghanistan

High School Diploma (August 1999-December 2011)

Training, Workshops, and Other Programs

Training	Provider	Location	Duration
Implementing a Successful Voucher Program	Cornerstone Foundation	Online	November 2024
SPSS	Udemy	Online	Ongoing
Tableau	Alison	Online	November 2024
Application of Washington Group Question	Humanity & Inclusion	Online	October 2024
Data Management in Emergencies	Save the Children	Online	August 2024
Cash and Voucher Assistance	Cornerstone Foundation	Online	September 2024
WASH	Save the Children	Online	September 2024
Cash For Work (CFW)	Disasterready.org	Online	August 2024
Data Collection and Ethics	Food & Agriculture Organization (FAO)	Kabul Taj Hotel	August 2024
Beneficiary Feedback Mechanisms	Cornerstone Foundation	Online	August 2024
MEAL in Emergency	Disasterready.org	Online	Jun 2024-Present
Resilience Index Measurement & Analysis (RIMA)	Food & Agriculture Organization (FAO)	Kabul Star Hotel	Jul 2024

Training For Trainers (ToT)	International Organization for Migration (IOM)	Online	Aprile 2024
Advance Monitoring and Evaluation	Udemy	Online	Jan 2024-Feb 2024
Monitoring and Evaluation Certificate	Afghanistan Open University	Online	March 2024-July 2024
Project Management Professional	Udemy	Online	Jan 2024-May 2024
Primavera P6 project planning and mastering class	Udemy	Online	Jan 2024-Jun 2024
Diploma in Project Management	Alison	Online	Feb 2024-Jun 2024
PMP Basic	Simplilearn	Online	Dec 2023-Feb 2024
Project Management Certificate	Afghanistan Open University	Afghanistan	Jan 2023- Mar 2024
HR Generalist	Pro Touch	India	April-July 2021
Young Trainer's Program	Pro Touch	India	May 2021
Prevention of Sexual Harassment at Work (POSH)	Pro Touch	India	April 2021
Advanced Excel	Centurion Education Society	India	Feb-April 2021
Management and Team Leadership skills	Online	India	May-June 2020
Organizational Behavior	Online	India	June 2020
Organization Development	Online	India	Feb 2020
Academic Level of English	Afghan Aim	Kabul	June-Oct 2018
Art of Oratory	Talk Table Training Centre	Kabul	Dec-March 2018
Exploring Gandhi and Peace Building	Standing Together to Enable Peace	India	April-May 2017
Research Methodology	Nangarhar University	Nangarhar	May 2017
Nonviolent Civic Mobilization	Nangarhar University	Nangarhar	April 2017
Conflict Resolution/Peace Building	Nangarhar University	Nangarhar	November 2017
Strengthening the Capacity of Afghan National Police on Standard Operating Procedures and Protocols for Addressing GBV	Reconstruction, Health & Humanitarian Assistance Committee	Laghman	September 2015
Combating Violence Against Women in Afghanistan	Reconstruction, Health & Humanitarian Assistance Committee	Nangarhar	September 2014

Employment History

Monitoring and Evaluation Coordinator at MgtWell Consulting Services, Kabul Afghanistan
(January 2024-Present).

Monitoring and Evaluation and Data Officer at MgtWell Consulting Services, Kabul
Afghanistan, (March 2024 – December 2024).

Duties and responsibilities:

- Developing and implementing data collection processes, including surveys, interviews, focus groups, and observation
- Providing oversight for a program's planning, evaluation, knowledge management, and monitoring.
- Develop measurement tools such as surveys or focus groups to assess attitudes, opinions, or behaviors.
- Supervising and coordinating numerous projects in all provinces of Afghanistan
- Provide multiple pieces of training for IOM, FAO, ALP, Action Against Hunger, and other International Organizations to enumerators for data collection.
- Collecting and reviewing project reports and progress updates.
- Designing and conducting baseline, mid-term, and end-line evaluations.
- Assessing the impact and sustainability of projects.
- Facilitating stakeholder meetings, workshops, and consultation on M&E issues.
- Building relationships with partners, donors, and other stakeholders.
- Ensuring M&E activities comply with organizational standards, donor requirements, and relevant regulations.
- Conducting field visits to the project sites and collecting accurate, precise, and quality data.

Data Analysing:

1. **Data Cleaning and Preparation:** This involves filtering the data, handling missing values, and preparing the dataset for analysis to ensure accuracy and relevance.
2. **Triangulation of Data:** applying multiple theories, and methods for interpreting the data and reducing individual biases. This method can assist us in cross-verifying information, providing a more comprehensive, robust meaning to the data.
3. **Data Exploration and Analysis:** Analysts use statistical tools and techniques to explore and analyze data, identifying patterns, relationships, and trends.
4. **Data Visualization:** Creating visual representations of data findings through charts, graphs, and dashboards to make the data understandable.
5. **Translation and Coding:** while cleaning the data, mostly coding and translation is necessary for qualitative data from the two national languages

Research Assistant at the Ministry of Hajj and Religious Affairs, Kabul Afghanistan (July 2017-August 2019)

Duties and responsibilities:

- Collected data through surveys, experiments, interviews, or secondary sources.
- Analyzed data using statistical tools and software.
- Interpreting research findings and concluding.
- Documented research processes and methodologies.
- Ensured accurate and comprehensive records of research activities.
- Worked with team members, stakeholders, and other researchers.
- Presented findings at meetings, conferences, and seminars.
- Maintained confidentiality and data protection standards.
- Provided training on research methods and tools.
- Translated data from the two national languages to English and vice versa.
- Performed other duties assigned by the manager.

Relationship Officer at Nangarhar University Youth Club Peace Center (Volunteer), Jalalabad Afghanistan (August 2016-May 2017)

Duties and Responsibilities:

- established a working network with local governmental and non-governmental organizations in the Nangarhar province.
- Coordinated managing urgent and normal weekly meetings among the club members and donors. Coordinated managing a few workshops and presentations.
- Participated in an international workshop about peace-building in India.
- Collected and donated 14,000\$ for Nuristan's vulnerable people.
- Coordinated collecting 90,000 CC blood and donating it to Nangarhar local hospital.
- Established a strong relationship between the Youth Club and different schools in Nangarhar province where we provided workshops for peace-building.
- Used to manage and coordinate online meetings with three other peace clubs in Afghanistan.
- Coordinated collecting 12,000 CC blood and donating it to Nangarhar local hospital.

Language Proficiency: Pashto (Native), Dari (Native), English (Excellent, **IELTS Academic Certify**), and Urdu (good)

Hard Skills: MS Office Package, Outlook, Adobe Photoshop, Canva, Primavera P6, KoBo Toolbox, ODK, Tableau, and SPSS.

Soft Skills: Good communication, coordination, leading, adaptability, teamwork, mentoring, emotional intelligence, conflict resolution, decision-making, and time management skills.