

## Motivation Letter

**To:**

**From:** Sayed Hasibullah “Shahidzai”

**Subject:** Application for the Position of

**Dear Sir/Madam**

I am writing to express my keen interest in your vacancy subjected above which was recently advertised. For your kind consideration, I am currently working as a **Management Accompaniment specialist (MA)** and I have wide range of experience in M&E Management and Capacity Building sector from the last Five years. I have good knowledge and experience of monitoring and health related activities, specially HMIS, Data Collection, Covid19 Project Assessor, CBNP Projects, NTP Monitoring PIP and Quality assurance or Control and Research.

I believe my skills, practical experience, and reputation for excellence can greatly enhance your organization's and it can give me a bigger opportunity to contribute further in achieving impressive performance.

I have a proven track record of responsibility, integrity and commitment to the organization's overall objectives. I am comfortable working independently or as part of team and I firmly believe that your organization's need and my skills are an excellent match. In addition to all of this, I possess impeccable personal and work references.

Thank you for taking the time to consider my application. I strongly welcome the opportunity to meet and discuss further about my qualifications and experience. I will be reached at [0785058533](tel:0785058533) or [shsshahidzai@gmail.com](mailto:shsshahidzai@gmail.com)

**Sincerely yours,**

**SAYED HASIBULLAH “SHAHIDZAI”**

## Curriculum Vitae (CV)

**Name:** Sayed Hasibullah “Shahidzai”  
**Father Name:** Sayed Mushahidullah  
**Nationality:** Afghan  
**Place of Birth:** Nangarhar  
**Date of Birth:** 11/08/1990  
**Contact details:** +93(0)785058533, [shsshahidzai@gmail.com](mailto:shsshahidzai@gmail.com)

### **Work Experience:**

**1<sup>st</sup> Aug2024 to Dec 2025: Senior Management Accompaniment Specialist (MA) with Mgtwell/HPRO.**

### **Duties and Responsibilities:**

#### **Data analysis:**

- Regularly communicate data packs containing information about the performance of Service Providers to SP NGOs.
- Undertake regular review of data packs generated from the monitoring data of different sources including TPM, HMIS and other sources together with SPs at the provincial level to identify gaps in service delivery (both in terms of service delivery volume targets and service quality).

#### **Strategy**

- Support the MA technical team to develop strategies on how to improve service delivery by SPs based on the findings of the performance review process.
- Work together with SPs at the provincial level to implement the developed strategies on how to improve service delivery through hands-on technical support and mentorship.
- Work with SPs to develop innovate approaches for improving health service delivery.

#### **Process Improvement:**

- Orient SPs in understanding the concept and process of financial incentives through the HER project for improving service volume and service quality, and helping SPs link those incentives to action.
- Support to SPs to help them build their capacities in proper collection and maintaining of medical records at HF level.
- Facilitate regular quarterly performance/quality of care reviews together with SPs and other key stakeholders at the provincial level in support of the national-level performance reviews conducted by UNICEF.
- Collect lessons learned, innovations and localized approaches deployed by the relevant SP in order to facilitate sharing of best practices that can be scaled up or replicated by other SPs.
- Participate regular weekly meetings with the MA's technical team to share progress and challenges and discuss solutions.
- Provide regular monthly reports of progress, challenges, recommendations and plan for the coming month with the relevant line supervisor.

**March 2024 To July 2024: M&E Manager with Mumtaz Rana Consultancy in TTBP**

## **Projects.**

### **Duties and Responsibilities:**

- Develop monitoring tools and system for specific project.
- Conduct monitoring visits of the project.
- Monitoring all 5 provinces field and Kabul team.
- Preparing monitoring reports and discussing with Technical Team and Upper Management.
- Manage the project M&E Frame work and Matrix.
- Lead and take part in Evaluation of project as and when required.
- Lead and Support the Session of Trainers and Trainees.
- Analysis and Preparation of the evaluation reports.
- Take part or lead the design of evolution of projects.

## **1<sup>st</sup> May2023 to Dec 2023: Management Accompaniment (MA) Officer with Mgtwell/HPRO.**

### **Duties and Responsibilities:**

#### **Data analysis:**

- Regularly communicate data packs containing information about the performance of Service Providers to SP NGOs.
- Undertake regular review of data packs generated from the monitoring data of different sources including TPM, HMIS and other sources together with SPs at the provincial level to identify gaps in service delivery (both in terms of service delivery volume targets and service quality).

#### **Strategy**

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#### **Process Improvement:**

- Orient SPs in understanding the concept and process of financial incentives through the HER project for improving service volume and service quality, and helping SPs link those incentives to action.
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- Participate regular weekly meetings with the MA's technical team to share progress and challenges and discuss solutions.
- Provide regular monthly reports of progress, challenges, recommendations and plan for the coming month with the relevant line supervisor.

## **Mar 2023 – Mar 2024 Master Trainer/Field M&E Monitor with HPRO in**

## **TPM, DQA, QOC, QQC, QQM Projects of BPHS/EPHS Services in Afghanistan.**

### **Duties and Responsibilities:**

- Developed Data Collections tools.
- Developed Field monitoring and data collection manuals and guide lines.
- Trained all field monitors and provincial officers of 34 provinces on Data Collection of EPHS/BPHS Services.
- Train Monitors and Officers on all P4P Indicators and COVID19 Tools & Equipment of EPHS/BPHS Health Facilities.
- Conducted provincial spot check of data collection and Monitoring of EPHS/BPHS.
- Supervised provincial officers and field monitors.
- Post monitor and checked few health facilities randomly in different Provinces which already assessed by provincial Officers.
- Developed and submitted field visit reports.

### **April 2021 – Mar 2023 Master Trainer/Post Monitor with Particip/Kit in**

### **TPM, DQA, COVID19 Projects, ICRC Hospitals Assessment 18 Provinces in Afghanistan of BPHS/EPHS Services.**

### **Duties and Responsibilities:**

- Administrate Pre and post Training Assessments (NTA).
- Develop Training plan and organize training sessions for the HMIS P4P indicators, DQA, QQM, QQC, QOC, COVID19 Projects.
- Support Developing and Implement a security plan to help ensure safety and security of field staff.
- Developed Data Collections tools.
- Developed Field monitoring and data collection manuals and guide lines.
- Trained all field monitors and provincial officers of 34 provinces on Data Collection of EPHS/BPHS.
- Train Monitors and Officers on all P4P Indicators of EPHS/BPHS Health Facilities.
- Conducted provincial spot check of data collection and Monitoring of EPHS/BPHS.
- Supervised provincial officers and field monitors.
- Post monitor and checked few health facilities randomly in different Provinces which already assessed by provincial Officers.
- Developed and submitted field visit reports

### **Sep 2022 – Dec 2022 Senior HMIS Officer of BPHS, SDO (Sanayee Development Organization) Kabul**

### **Duties and Responsibilities:**

- Provide technical support to program managers.
- Managing DHIS2 data warehouse providing data to relevant departments.
- Data entry, processing, Analyzing, weekly, monthly, quarterly, annual data.
- Provide field office, health facilities and community networks with adequate number of updated relevant HMIS formats.
- Identify staff needs and perform specific training and support to health facilities staff and community network on HMIS and use of data for action.
- Monitor timeliness and completeness of reports, develop monitoring and supervision plan and conduct supportive supervision visits. Assess quality of reported data.

- Making reports on health facilities and sharing it with relevant stakeholders.

**Dec 2019 to Aug 2021 BPHS/EPHS Team Leader of Data Collection in TPM and COVID 19 Projects with Particip/Kit in (East Region) and 18 Province of Afghanistan.**

**Duties and Responsibilities:**

- Leading Data Collection Teams in East Region on overall performance of the BPHS facilities at provincial level.
- Collects the data on functionality verification (availability and readiness) Community Verification (House Hold Verifications) of the BPHS/EPHS health facility treatment and surveillance centers, including laboratory services.
- Covid 19 Assets, Tools, Equipment Verifications in Health Facilities.
- Covid19 medicines Stock Cards and Indicators Assessment in Health Facilities.
- Covid19 Positive Patients Verification on Phone Calls by them given phone numbers for the Satisfaction from Health Staff during Covid19 Treatment, free Treatments and Discharge after Cure from Covid19.
- Review all collected data on a daily basis (on the spot) to identify mistakes or missing information and go back to the facilities for correction/clarification as needed to ensure the high quality of the data collected.
- Functions as focal person for third-party monitoring of HMIS under the MOPH Health System Preparedness in the 18 targeted provinces.
- Coordinate with local health officials and local communities to ensure successful data collection.
- Assists the technical manager in developing a security plan to help ensure the safety and security of the field staff.
- Updates field monitor/technical manager on the status of the fieldwork and all field-related problems on a regular basis.
- Submits all completed data collection forms to the office after the final check.
- Ensures the submission of electronically collected data to the server, by regularly connecting to GPS.
- Collects and submits all required supporting documents as evidence of data collection (signed forms, GPS points, pictures, etc.)
- Keeps the forms and instruments safe and strictly maintains the confidentiality of data.
- Carries out other data collection activities as assigned by the technical manager.

**Jan 2020 – Jan29th 2020: Qualitative method study, Evaluation of District Health Information System (DHIS2) Version 2.31 implementation process: evidence from three province of Afghanistan (Herat, Kandahar, Mazar) for HSR project of USAID**

**Duties and Responsibilities:**

- Data collection through Focus group discussions with HMIS officers, HMIS assistants of governments side as well as with NGOs within Herat, Mazar and Kandahar
- Data cleaning and analysis.
- Report Writing.

**1<sup>st</sup> Aug2018 to 30<sup>th</sup> Dec2018 HMIS Data Editor and Tracker with KIT (Royal Topical**

**Institute).**

**Duties and Responsibilities:**

- Systematic Sampling of Health facilities for data collection.
- Tracking of the field teams and sharing weekly update of field work with teams.
- Interview households/clients follow up by phone call.
- Process the verification of around 4500 to 5000 community forms and moving the score of community forms into the HMIS forms.
- Editing of collected health facilities' functionality forms and calling to field staff or health facilities.
- Editing of collected hospitals functionality forms and calling to field staff or Hospitals.
- Editing of collected HMIS forms of BPHS and calling to the health facilities.
- Editing of collected HMIS forms of EPHS and calling to the health facilities.
- Crosschecking the entered data with related forms.
- Assistances the response to NGO's feedback and calling to field staff or Hospitals/ health facilities if necessary.
- Receiving the collected forms.

**Dec 2018 – Dec 2019 Medical Doctor in Omid Jamal Health Clinic, Kabul.**

**Duties and Responsibilities:**

- Preparing patients for examination by performing preliminary physical tests; taking blood pressure, blood samples, weight, and temperature; and reporting patient history summary to senior practitioners.
- Saving doctors' time by helping with office procedures.
- Securing patient information and maintaining patient confidence by completing and safeguarding medical records; completing diagnostic coding and procedure coding; and keeping patient information confidential.
- Counseling patients by transmitting physician's orders and questions about surgery.
- Maintaining safe, secure, and healthy work environment by establishing and following standards and procedures and complying with legal regulations.
- Keeping supplies ready by inventorying stock, placing orders, and verifying receipt.
- Keeping equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance, and calling for repairs.
- Helping patients by providing information, services, and assistance.
- Maintaining medical supplies inventory and performing preventive maintenance to keep medical equipment operating.
- Verifying patient information by interviewing patient, recording medical history, and confirming purpose of visit.
- Scheduling surgeries by making arrangements with the surgical center; verifying times with patients; and preparing charts and pre-admission and consent forms.
- Updating job knowledge by participating in educational opportunities and reading professional publications.

**Aug 2013 to May 2015 Assistant CMO (Circumstances Medical Officer) in Lady Reading Teaching Hospital, Peshawar – Pakistan**

**Duties and Responsibilities:**

- Obtaining and recording patient medical histories, vitals, test results and other information for medical records while maintaining strict confidentiality.
- Coordinating the daily administrative activities, including scheduling, patient check-in and check-out, and patient medical record maintenance.
- Preparing surgery and treatment rooms for clinical examinations and assisting practitioners with medical procedures and other patient care.
- Delivering compassionate support, attention, and assistance to patients and families.
- Ensuring compliance with all health care regulations.
- Preparing and administering medications for patients as directed by physicians.

**Jan 2012 to June 2012 Assistant Medical Doctor in Al Makkah Medical and Children Dehydration Center, Peshawar – Pakistan**

**Duties and Responsibilities:**

- Perform routine checkups on patients and keep detailed notes of the patient
- Perform diagnostic tests to diagnose patients and recommend patients to see a specialist
- Provide quality healthcare to patients and take part in further education opportunities
- Treat patients in the office for minor injuries and create a care plan for a patient
- Helps patients by providing information, services, and assistance.
- Maintains medical supplies inventory and performing preventive maintenance to keep medical equipment operating.
- Verifies patient information by interviewing patient, recording medical history, and confirming purpose of visit.
- Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; and reporting patient history summary.
- Saves doctors' time by helping with office procedures.
- Secures patient information and maintains patient confidence by completing and safeguarding medical records; completing diagnostic coding and procedure coding; and keeping patient information confidential.
- Counsels patients by transmitting physician's orders and questions about surgery.
- Schedules surgeries by making arrangements with the surgical center; verifying times with patients; and preparing charts and pre-admission and consent forms.
- Maintains safe, secure, and healthy work environment by establishing and following standards and procedures and complying with legal regulations.
- Keeps supplies ready by inventorying stock, placing orders, and verifying receipt.
- Keeps equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance, and calling for repairs.
- Updates job knowledge by participating in educational opportunities and reading professional publications.
- Serves and protects the practice by adhering to professional standards; facility policies and procedures; and federal, state, and local requirements.
- Enhances practice reputation by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments.

**Educational Background:**

May 2016 – Sep 2022	MD from Milli University, Kabul – Afghanistan
Feb 2012 – Mar 2016	Bachelor of Health and Medicine from Khyber Medical University, Peshawar Pakistan.
Jan 2012 – Dec 2012	Diploma in HRM from Subash Educational Complex, Peshawar - Pakistan
Jan 2009 – Dec 2011	Studied Health and Medicine Diploma at PIMS, Peshawar - Pakistan.
Feb 1996 – Nov 2008	Studied High School at Khushaal Khan High, Board Bazar Peshawar – Pakistan.

**Training/Workshops Received:**

- E- Surveillance Training by Surveillance Directorate MOPH
- PSEA (Prevention of Sexual Exploitation and Abuse /Sexual Harassment GBV (Gender Based Violence) Training by HPRO
- Quick Quality Control and Hygiene Program Management Training by HPRO
- HMIS and DHSI2 Training by MOPH.
- HMIS Revise and New Format Training by MOPH.
- Business Management and Quality Assurance and Control Training from Harakat Organization.
- NGOs Capacity Building Training from HPRO.
- Management Accompaniment Training from HPRO/Mgtwell
- Field Data Collection Training from Oxfam Afghanistan
- Data verification and validation Training from Oxfam Afghanistan
- M/E Training from Particip/Kit.
- Drug Quality Assessment, Quality of Care, ICRC H/F Assessment Training.
- Data Collection and Assessment of H/Facilities Verification Training from Particip/KIT.
- Completion certificate of DHIS2 Fundamentals, at Online DHIS2 academy.
- Five days HMIS information use Training at Provincial level by MOPH.
- Human Resource Management Training from Subash Educational complex.
- Communication Skills Training from Subash Educational Complex.

**ICT Skills and competencies:**



- Windows, Word, Excel, Access, PowerPoint, Networking, trouble shooting, Printing, Scanning and PDF file management.
- KOBO/ODK TOOL KIT (Data collection and Analysis Software)

**Language Skills:**

Language	Reading	Writing	Speaking	Understanding
<b>Pashto</b>	<b>Native</b>			
<b>Dari</b>	<i>Fluent</i>	<i>Fluent</i>	<i>Fluent</i>	<i>Fluent</i>
<b>English</b>	<i>Fluent</i>	<i>Fluent</i>	<i>Fluent</i>	<i>Fluent</i>
<b>Urdu</b>	<i>Fluent</i>	<i>Fluent</i>	<i>Fluent</i>	<i>Fluent</i>

**References:**

- References will be provided upon request