Nilofar Sidiqi

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Kabul, Afghanistan

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Area of Expertise:

Data collection/survey and Midwifery:

Collecting the data from the field through KOBO Toolbox and Open Data Kit (ODK), interviewing with beneficiaries for Baseline, Mid-line (PDM) and End-line Outcome purpose.
With very good work experience in Midwifery.

Languages: Dari native language, English Working Knowledge, Pashto fluent

Computer skills: Microsoft Office, KOBO Toolbox, ODK

Education:

- ➢ **2021 – 2023**   Diploma in Midwifery   Farabi Institute of Health Science – Kabul, Afghanistan
- ➢ **2020 – 2021**   Diploma in English and Computer   Global Bond Academy (GBA), Kabul – Afghanistan
- ➢ **2015 – 2021**   High School – Diploma   Mahjuba Heravi High School, Kabul – Afghanistan

Professional Seminars and Courses / Learning activities:

- ✓ **Aug 2024**   1-day training on TPM data collection   Management well (MgtWell), Kabul, Afghanistan
- ✓ **May 2021**   5 days training on Data collection   Save the Children International (SCI), Kabul Afghanistan

Professional Summary

I am a creative, hard-worker, adaptable and a person having an eye for detail. I have worked in various platforms and have always received appreciations for being a bright and successful employee because I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake or situation with which I am presented.

Personal Characteristics

- Able to adjust to the environment
- Good interpersonal and communication skills
- Excellent teamworking skills
- Respecting diversity
- Accept challenges
- Familiarity with use of MS Office
- Problem-solving skills
- Ability to deal with emotionally charged situations
- Ability to work and communicate effectively with people from different backgrounds

Working Experience

MEAL Assistant
Aug 2024 – April 2025
Management Well (MgtWell) – Kabul, Afghanistan

Major Responsibilities

Field Monitoring:
- Conduct regular field visits to monitor project activities and ensure implementation is in line with planned objectives, timelines, and quality standards.
- Observe, document, and report on implementation progress, challenges, and compliance issues.

Data Collection and Analysis:

- Coordinate and participate in data collection activities through household surveys, interviews, FGDs (Focus Group Discussions), and key informant interviews.
- Use KOBO Toolbox for digital data collection, ensuring tools are properly deployed and functioning in the field.
- Conduct initial reviews of collected data for completeness and accuracy before submission.
- Assist in analyzing both quantitative and qualitative data to assess program performance.

Data Review, Cleaning, and Validation:
- Cross-check data entries for accuracy and consistency using Excel and KOBO data exports.
- Support the cleaning of datasets, identification of outliers or discrepancies, and correction in collaboration with field teams.
- Compare reported data against field observations and verification findings to ensure reliability.

Call-Back Verification (PDM/Verification):
- Conduct phone interviews with beneficiaries to verify the receipt of assistance and gather feedback on the quality and timeliness of support.
- Document responses and escalate any issues or discrepancies to the MEAL officer or relevant department.
- Ensure call-backs are conducted ethically and in line with data protection protocols.

Reporting:
- Contributes to the development of timely monitoring reports and summaries, including visualizations and key findings.
- Assist in compiling data and writing sections of donor and internal reports.
- Ensure reporting is clear, well-documented, and supported by verifiable evidence.

Field Support and Technical Assistance:
- Provide technical guidance to field staff on using M&E tools and KOBO forms.
- Conduct field validations to verify the accuracy of data and adherence to M&E standards.
- Ensure M&E protocols and ethical guidelines are followed in all field activities.

Capacity Building:
- Support training sessions for project and field staff on data collection tools, KOBO usage, and monitoring procedures.
- Assist in organizing learning sessions and workshops to promote data-driven decision-making.

Documentation and Record Keeping:
- Maintain organized and up-to-date records of all M&E documents, including raw data, reports, tools, and field notes.
- Support the maintenance of digital and physical filing systems for easy access and retrieval of M&E data.

Collaboration and Coordination:
- Work closely with programming and TPM teams to ensure monitoring findings inform project implementation.
- Coordinate with other departments and stakeholders to ensure M&E activities align with project goals and reporting requirements.

Midwife

November 2023 – June 2024
Al-Sayed Hospital – Kabul, Afghanistan

Major Responsibilities

Antenatal Care (ANC):
- Conduct initial and ongoing assessments of pregnant women to monitor the health of both mother and baby.
- Provide information, guidance, and support on prenatal health, nutrition, and exercise.
- Develop and manage individualized birth plans in collaboration with the expectant mother and her family.

Labor and Delivery:
- Assist and support women during labor, ensuring comfort, safety, and emotional well-being.
- Conduct normal deliveries and manage complications when necessary.
- Monitor the progress of labor and make decisions to ensure safe delivery, consulting with obstetricians for high-risk cases.

Postnatal Care (PNC):
- Provide postpartum care to mothers and newborns, including physical assessments and emotional support.
- Educate new parents on newborn care, breastfeeding, and maternal health.

- Monitor the health and recovery of the mother and provide guidance on family planning and contraception.

Clinical Duties:
- Maintain accurate and detailed medical records for each patient.
- Administer medications and treatments as prescribed.
- Conduct routine and emergency medical procedures as required.
- Ensure infection control protocols and hospital policies are followed.

Collaboration and Communication:
- Collaborate closely with obstetricians, pediatricians, and other healthcare providers to ensure comprehensive care.
- Communicate effectively with patients and their families to provide clear information and support.
- Participate in multidisciplinary team meetings to discuss patient care and improve outcomes.
- Stay updated with the latest practices, guidelines, and research in midwifery and maternal health.
- Mentor and train junior midwives, nursing staff, and students as required.
- Participate in continuous professional development activities and training programs.

Data Enumerator
May 2021 – June 2021
Save the Children International (SCI) – Kabul, Afghanistan

Major Responsibilities

Data Collection:
- Conduct FGDs, baseline, mid-line, and end-line surveys using KOBO Toolbox on mobile devices.
- Engage with respondents to collect accurate and comprehensive data according to project protocols.
- Ensure the completeness and correctness of collected data, verifying responses when necessary.

Fieldwork:
- Travel to designated survey locations, which may include urban, rural, or remote areas.
- Facilitate FGDs with diverse groups, ensuring all participants' voices are heard and recorded.
- Adapt to different cultural and environmental conditions during fieldwork.

Data Entry and Management:
- Enter and upload collected data into KOBO Toolbox in real-time or after data collection sessions.
- Review and clean data to ensure consistency and accuracy.
- Maintain organized records of collected data, survey materials, and field notes.

Quality Control:
- Conduct regular checks to ensure the quality and integrity of the data collected.
- Report any issues or discrepancies in data collection to the supervisor promptly.
- Participate in training sessions and debriefings to improve data collection techniques.

Communication and Reporting:
- Communicate effectively with team members, supervisors, and project managers.
- Provide regular updates on data collection progress and challenges encountered in the field.
- Prepare summary reports of findings as required.
- Any other tasks assigned by line manager.

References:

Will be available up request.