

Asif Shah



CordAid office in Herat.



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PROFESSIONAL SUMMARY:

Experienced and results-oriented MEAL Officer with a solid background in designing and managing effective Monitoring, Evaluation, Accountability, and Learning systems across humanitarian and development programs. Highly skilled in collecting and analyzing data to measure impact, improve program performance, and support evidence-based decision-making. Strong understanding of accountability frameworks and participatory approaches that keep communities at the center of the work. Adept at turning data into deep learning, better decision, best outcomes, and helping teams adapt and improve. Known for a collaborative approach, attention to detail, and commitment to quality, transparency and dedicated for a continuous improvement. proven expertise in managing Community Feedback Response Mechanisms (CFRM) to ensure timely, transparent responses that empower communities and improve program outcomes. Skilled in turning feedback into practical solutions and capturing compelling success stories that highlight impact, build stakeholder confidence, and drive continuous learning.

BRIEF:

- Five years of experience in MEAL, including work on USAID-BHA-funded programs
- Bachelor of Science (B.Sc) from UET University.

DRIVING LICENSE:

Number # 1274758

Valid for: Car's and motorcycle's.

Valid till: Dec ,2025.

EDUCATIONAL QUALIFICATION:

Qualification	Subjects	Board / University	Year
(B.Sc) Bachelor of Science	Communication Engineering	UET University / HEC Afghanistan scholarship	2015 - 2019

Title	Date/ Duration	Organization	Location
MEAL Officer	July-24-March-2025	iMMAP Inc. international (USAID-BHA)	Kabul
<p>Key of responsibilities:</p> <ul style="list-style-type: none"> • Documented and analyzed current MEAL processes. • identified areas for improvement and implementing strategies to enhance efficiency and accountability. • Developed, managed, and updated the Integrated Tracking Tool (ITT) dashboard, ensuring it accurately reflects project progress and outcome. • Conducted Comprehensive interviews with partners and users of iMMAP Inc. products to assess the impact of relevance of iMMAP Inc. intervention. • Led the development of mid-term and end term evaluation reports, synthesizing data and insights to inform future project direction and strategy. • Collaborated with various team to capture and document best practices, lesson learned and innovative approaches in MEAL. • Coordinated and draft donor reports, ensuring timely submission and adherence to donor requirements and standards. • Log frame development. • MEAL Tools development. • Documented current MEAL processes. • Analyzed existing MEAL practices for effectiveness. • Identified areas for improvement in MEAL processes. • Implemented strategies to enhance efficiency. • Ensured accountability within project frameworks. • Developed the Integrated Tracking Tool (ITT) dashboard. • Managed updates to the ITT for accuracy. • Reflected project progress in the ITT dashboard. • Conducted comprehensive interviews with partners. • Interviewed users of iMMAP Inc. products for feedback. • Assessed the relevance of iMMAP Inc. interventions. • Evaluated the impact of implemented strategies. • Led the development of mid-term evaluation reports. • Overseeing the creation of end-term evaluation reports. • Synthesized data and insights from evaluations. • Informed future project direction based on evaluations. • Collaborated with teams to document best practices. • Captured lessons learned from ongoing projects. • Shared innovative approaches in MEAL practices. • Coordinated the drafting of donor reports. • Ensured timely submission of donor reports. • Adhered to donor requirements and standards. • Contributed to the development of logical frameworks (log frames). • Assisted in the creation of MEAL tools. • Enhanced existing MEAL tools for better usability. 			

Title	Date/ Duration	Organization	Location
M&E Officer	Oct-23-June-2024	AWEC NGO	Paktia
<p>Key of responsibilities:</p> <ul style="list-style-type: none"> Contributed to the development of the M&E plan. Oversaw program conformity to assist the program manager in the correct implementation of project plans. Participated in the formulation of the M&E plan for the Unit as well as for individual officers. Became familiar with both the financial and narrative components of the contracts for the training providers being monitored. Undertook field visits to project sites according to the M&E plan and conducted periodic data gathering. Designed practical M&E tools for different projects. Prepared M&E reports to communicate gathered data to the program team and other stakeholders. Assisted with program evaluations when necessary. Oversaw provincial staff regarding human resources, administration, and finances, with guidance from AWEC's main office departments. Managed the documentation of M&E records in the proper filing system. Assisted donors in designing and refining the project Management Information System, upon request. Monitored AWEC's grantees' activities, including visiting project sites, comparing planned versus actual program results, and reporting findings. Participated in project design and proposal development, as requested. Conducted field visits to monitor project implementation status and addressed any inconsistencies noticed between program implementation and project goals. Implemented the project monitoring and evaluation strategy and recommended any necessary changes based on lessons learned at the regional/local level. Monitored project activities in Paktia province and reported to the M&E Specialist in Kabul. Reviewed performance indicators, produced reports by various stakeholders, and recommended necessary changes for program improvement. Developed criteria and evaluation schemes for assessing project outcomes, impacts, benefits, and sustainability, and updated reports to the line manager. Oversaw and executed M&E activities outlined in the Annual Work Plan, with particular focus on results and impacts. Prepared consolidated progress reports for project management, identifying problems, potential bottlenecks in implementation, and providing specific recommendations to the line manager. Developed a comprehensive structure for overseeing activities, data gathering, analysis, and reporting. Collected, analyzed, and disseminated data on a quarterly basis, reporting to the line manager for program improvements and result-based management. Designed tools for both quantitative and qualitative data, such as surveys and questionnaires. Developed project-related indicators for program improvements and project implementation. 			

Title	Date/ Duration	Organization	Location
M&E Officer	Feb-23-July-2023	ActionAid International	Khost
<p>Key of responsibilities:</p> <ul style="list-style-type: none"> Assisted the MEAL manager with development of the M&E plan for the project, including indicator selection, target setting, reporting, designing the templates in KOBO and MIS database management. Assisted MEAL manager to improve monitoring, evaluation, accountability and learning systems and MIS databases. Worked with project focal points to collect information and conducting Programme M&E to ensure that required information are collected and available for donor reporting / Programme annual and quarterly reporting. Prepared case studies, success stories, lessons learned and quotes from partners and beneficiaries and reports. collaborated with the MEAL manager establish thematic evaluation systems (including methodologies, data captures instruments, data storage /management systems; and reporting / analysis mechanisms). Led role in overseeing data collection, collation, storage, analysis, and reporting ensuring that data is of high quality. Visited each of the project sites on a regular basis, at least once per month, to monitor progress against reports, to assess outcomes of the work and to collect stories and case studies suitable for learning and promotional purposes. Undertaken regular interviews with the target populations, men and men and boys and girls, with the consideration of disability and age, individuals participating in the project to assess their level of satisfaction and to record and pass on their ideas for improvements to the project activities. Assisted the MEAL Manager to prepare for and conduct regular project reviews, contributing to the content and facilitation of the process. Supported the National and Provincial focal points to conduct baseline, mid-term evaluation, end line and PDM (post-distribution monitoring) to inform project strategies and knowledge generation. Collected, collated, analyzed, and presented information on project outputs and outcomes for use in project management and reporting. Prepared quality progress reports, case studies and stories of change, in line with project requirements and ActionAid guidelines. Assisted the MEAL Manager to prepare for and conduct regular project reviews, contributing to the content and facilitation of the process. Supported the National and Provincial focal points to conduct baseline, mid-term evaluation, Endoline and PDM (post-distribution monitoring) to inform project strategies and knowledge generation. Collected, collated, analyzed, and presented information on project outputs and outcomes for use in project management and reporting. Prepared quality progress reports, case studies and stories of change, in line with project requirements and ActionAid guidelines. supervised regular data collection and ensure quality of the data by random verifications and validations recorded, managed and preserve monitoring and evaluation data in a safe and accessible way analyzed and discussed the findings based on regular monitoring data. 			

Title	Date/ Duration	Organization	Location
M&E Officer	April-2021– Nov-2022	OHD NGO	Kabul
<p>Key of responsibilities:</p> <ul style="list-style-type: none"> • Assist MEAL Coordinator in carrying out the baseline, endline and Internal evaluation surveys. • Develop a performance monitoring framework to measure progress, effectiveness, efficiency and achievement of the expected results, specifying qualitative and quantitative indicators, data sources, and data collection methods. • Update and follow up IPTT with program team. • Work closely with project staff (in Kunar provinces and other east areas if need) to ensure accountability systems are in place that engage beneficiaries and stakeholders in process monitoring of SCI deliver services. • Coordinate with the MEAL team and project staff and document lessons learnt and findings. • Provide inputs and support to the MEAL team in developing their MEAL systems. • Conduct monitoring field visits (in Kunar province and in other service east areas if need) and ensure activities progress alignment with the initial plan. • Engage in distribution holds in Kunar to support the MEAL help desk and ensure accountability measures are established. • Submit monitoring field visit reports' findings with MEAL unit for further follow up with program. • Development of case studies to capture qualitative outputs of the project. • Produce accurate and timely reports for MEAL unit. • Feed quality benchmark narration into MIS. • Update project's indicators status and achievement level into MIS. • Ensure the maintenance of both qualitative and quantitative data. • Will support the MEAL coordinator for MEAL relevant activities in other eastern provinces if needed. • Mobilizing and making communities aware on project objectives, outputs and activities and MEAL systems and SCI Child Safeguarding Policies. • Facilitate project and activities information at all events such as training and workshops • Support in development of project monitoring tools, databases, quality benchmark and project reporting. • Support in building the capacities of projects field based staff in terms of project MEAL requirements. • Whenever required, give company to representatives of project stakeholders during joint-monitoring visits. • Other duties as required in line with the skills, experience and role. • BEHAVIOURS (Values in Practice) • Accountability: <ul style="list-style-type: none"> • holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values • holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved. • Ambition: <ul style="list-style-type: none"> • sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same. 			

Title	Date/ Duration	Organization	Location
Protection Officer	Nov-2020 – March-2021	IRC INGO	Gardez / Paktia
<p>Key of responsibilities:</p> <ul style="list-style-type: none"> Planned and ensure the strategic building and management of Community Based Protection Committees (CBPCs) in accordance with best practices and IRC policy Mobilized the community in the establishment of CBPCs, oversee and guide members in activities Ensured that committee membership is inclusive with Age, Gender, Disability & Diversity approach Enabled CBPCs to build and strengthen community ownership and participatory processes Through regular trainings, improved the skills, knowledge, and capacity of CBPCs to identify prevent and respond to protection concerns in communities Supported CBPCs in undertaking of community-based protection analysis, service mapping, and referrals. Supported CBPCs in developing community-based protection strategies to address protection risks. Built capacity of CBPCs through trainings on protection processes Oversee and guided CBPCS in implementation of quick impact projects in accordance with criteria, including reviewing community proposals, and selection of projects with aim of preventing, reducing or addressing key protection risks and concerns identified by the community. Support CBPCs with implementation by undertaking procurement and financial management. Support Monitoring and Evaluation team in measuring the progress and impact of the quick impact projects Supported CBPCs in undertaking information dissemination in communities on laws, rights, and available services Planned and ensure the strategic building of the protection sector and the implementation of daily field activities in relation to protection case management protection monitoring and community-based protection. Provided technical and management leadership to the protection case management programs in accordance with best practices and IRC policy. Ensure that that persons experiencing protection risks are effectively identified and receive timely individual case management support with adherence to standard tools and procedures and with technical quality. Provided close oversight and conduct regular meetings with the Case Management Officer Protection Monitoring Officer and Community Based Protection Officer on program implementation and progress. Coordinated with other protection agencies on case management and referrals. Contributed with creation and dissemination of key protection messages for community. Coordinated with ERM Coordinators on the implementation of ERM activities including implementation of Individual Protection Assistance (IPA) and Rapid Protection Assessments (RPA) in a timely and effective manner. Support and organize implementation of field level assessments referrals IPA analysis of data and advocacy. Built the capacity of protection staff to identify protection risks and flag protection emergencies such as mass displacements caused by conflict activity or natural disasters for ERM. Build capacity of protection staff to identify cases meeting IPA criteria implementation and follow up of IPA cases. 			

Title	Date/ Duration	Organization	Location
M&E Officer	Jan-2020 – Oct-2020	OHD NGO	Kabul
<p>Key of responsibilities:</p> <ul style="list-style-type: none"> • supervised regular data collection and ensure quality of the data by random verifications and validations • recorded, manage and preserve monitoring and evaluation data in a safe and accessible way • analyzed and discuss findings based on regular monitoring data • Provided technical support on M&E and evidence-based recommendations to project staff. • Ensured that implementation of field activities adheres according to the standards. • Participated actively in Programme planning process and budgeting of the Programme Implementation and Quality unit • Supported DPM in developing the annual and six monthly organizational reports. • Supported DPM in dealing with any other tasks as may be required • Developed project monitoring plan (PMP) of the projects in line with project LFA and consulting with Programme team. • Engaged with PO staff to collect and manage essential data of their respective projects • Regular field visits form project activities in all target districts. • Ensured quality of data collected by project staff • Provided feedback to senior staff and Programme teams on projects' performance based on monitoring data findings. • Produced quarterly progress reports based on the annual work plan, with qualitative and evaluative inputs from the various sectors under the project. • Produced or assist in the production of other internal documents, such as monthly field news, success stories as may be decided upon from time to time. • Performed any other related duties as required by the Line Manager. • Assisted the MEAL manager with development of the M&E plan for the project, including indicator selection, target setting, reporting, designing the templates in KOBO and MIS database management. • Assisted MEAL manager to improve monitoring, evaluation, accountability and learning systems and MIS databases. • Worked with project focal points to collect information and conduct Programme M&E to ensure that required information are collected and available for donor reporting / Programme annual and quarterly reporting. • Prepared case studies, success stories, lessons learned and quotes from partners and beneficiaries and reports. • collaborated with the MEAL manager establish thematic evaluation systems (including methodologies, data captures instruments, data storage / management systems; and reporting / analysis mechanisms). • Led role in overseeing data collection, collation, storage, analysis, and reporting ensuring that data is of high quality. • Visited each of the project sites on a regular basis, at least once per month, to monitor progress against reports, to assess outcomes of the work and to collect stories and case studies suitable for learning and promotional purposes. 			

LANGUAGES:

Language	Reading	Writing	Speaking	Understanding
English	Excellent	Excellent	Excellent	Excellent
Pashtu	Native	Native	Native	Native
Dari	Excellent	Good	Excellent	Excellent

SKILLS AND TIPS:

- Works with community elders like **CDCs, ADAs, DDAs**, Tribal Shuras in Afghanistan,
- Works with **Directors of different line Ministers especially with Ministry of Refugees and Returnees (MoRR), ANDMA etc.**
- Works with government authorities like, heads of line departments, Ulaswalls, **and Governors** etc. in SE region.
- Works with different **Donors like USAID, PRTs, UN agencies, German Embassy, govt. of Japan** etc.
- Works to **coordinate the NGOs activities** in Kabul and in SE region.
- Computer package like MS Office, internet etc.,
- Using office equipment.

COMPUTER SKILLS:

- encoding, data cleaning, data analysis, visualization, indicators design and selection, ODK, Kobo Toolkit, Kobo Toolbox, CommCare, Ms. Office (MS Word, MS Excel, MS Power point, MS Access, MS Window) Power Bi , Outlook , Ms-Team & Internet.

LEISURE INTEREST:

Researching, study, helping vulnerable and learning new skills.

Name	Business or occupation	Email Address	Phone #
iMMAP Inc. USAID-BHA	iMMAP Inc. USA Washington DC / HR	rep-afghanistan@immap.org	Due to recent cut off the office got closed.
Mr.Muhammad Qais Shams	MEAL Specialist / AWEC	Qais.shams@awec.info	0798387951
Mr.Naqibullah Nang	MEAL Coordinator /ActionAid International	naqibullah.nang@actionaid.org	0779629037
Ms.Muslima Omid	Protection Manager / IRC	Muslima.omid@rescue.org	
Mr. Anwar Ullah Ilham	Director / OHD	ohdsavelives@gmail.com	0775051478