

Maxwell S. B. Nimely

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PROFILE SUMMARY

- Maxwell has a Master Degree in Public Health & Bachelor degree in Biological Sciences with several professional certificates in research, training and M & E. He is research, training, M & E consultant.
- Collaborating with employers/partners, Maxwell has participated and/or led over 50 data collection projects with over 35 clients serving as Data Analyst for quantitative and qualitative research data.
- His previous experiences include Projects manager/Coordinator, M & E Specialist and a Lecturer
- Maxwell professional work has traversed all the 15 political Sub-division (counties) of Liberia, sometimes working under very difficult circumstances, and travelling through dangerous terrains.
- In addition to his educational qualification and professional trainings, good writing and analytical skills, facilitating skills, communication and coordination are some of his expertise

CAREER SUMMARY

- Over 15 years' experience in the areas of health, Research, Business, Livelihood and Development
- Over 10 years of experience in designing & conducting research, survey and assessments
- Vast experience in Programs/projects designs, planning, management, implementation, and M&E
- IFC/LPI Certified trainer with competencies in Preparing, delivering and reporting on trainings
- Data collection and analysis of qualitative & quantitative data (software STATA, SPSS, Excel, etc.)

SKILLS/PERSONAL ATTRIBUTES

- Strong Communication, facilitation and Training skills
- Strong Leadership, supervision and coordination skills with excellent team spirit
- Strong Organizational and Analytical skills and ability to work under pressure and in difficult terrains
- Microsoft Office Suite (word, Excel, Power point, etc.) and excellent use of internet

EDUCATION

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| 2006 – 2008 | Master of Public Health (MPH), Cuttington University Graduate Programs
Oldest Congo Town, Monrovia, Liberia |
| 2001 – 2005 | Bachelor of Science (BSc.) Degree, Natural Sciences
Cuttington University Undergraduate, Suakoko, Bong County |
| 1998 – 2001 | Diploma & WAEC Certificate, Our Lady of Fatima High School
Harper City, Maryland County |

PROFESSIONAL TRAINING CERTIFICATES

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|---------------------------|---|
| Jan 16 –Feb 6 2021 | Certificate of Achievement of data analysis using STATA; STATA Data Analysis
Statistical and Research Services Consortium (SRSC), Clay Street, Monrovia, Liberia |
| May 20–24, 2019 | Certificate of Achievement in Evaluation Quality Use & Impact (EQUI) Training
Social Impact Inc., UN Drive Adjacent Gate 3 US Embassy, Liberia |
| March, 2018 | Certificate of Achievement (Certified Trainer), Trainer Performance Monitoring and Assessment
IFC/LPI (Learning and Performance Institute) Certification programme |
| April 25– 26, 2017 | Certificate of Achievement in Civil Society Organizations (CSOs) Financial Sustainability
Training, USAID Liberia Accountability and Voice Initiative (LAVI), Lib. |
| Mar 13 – 17, 2017 | Certificate of Achievement in Marketing & Business Plan Development Training
USAID Liberia Accountability and Voice Initiative (LAVI), Lib. |

WORK EXPERIENCE

Position: **Training, Research, and MEAL Consultant**
Organization: Top Consulting Inc. (TCi)
Location: The Olivetti Building (Beyah Bros), Ashmun Street, Monrovia, Liberia
Duration: 2022– Present

Responsibilities

- Conduct training and write research and training proposals
- Conduct quantitative and qualitative data analysis
- Conduct Research, M & E Activities and Write reports

Position: **Academic Coordinator (CIU)**
Organization: CEPRES International University
Location: Police Academy Community
Duration: December 2018 – December 2020

Responsibilities

- Ensured all lecturers and professors were attending classes per the academic schedule
- Coordinated departmental information and processes with various campus departments
- Hired, trained, supervised and evaluated faculty as assigned

Position: **Lecturer (Public Health & Allied Health Sciences)**
Organization: CEPRES International University
Location: Police Academy Community
Duration: January 2018 – December 2018

Responsibilities

- Prepared course description & course outline; Planned & delivered lectures in all assigned courses
- Develop course modules, power point and presentations
- Advised students in their academic works or programs

Position: **Director of Research and M & E**
Organization: Electronic Communication and Consulting Services (Econsult)
Location: 9th St. opp. National Election Commission (NEC), Monrovia Liberia
Duration: January 2016 – December, 2017

Responsibilities

- Prepared and delivered trainings on Research and Monitoring & Evaluation
- Designed and conducted monitoring and evaluation (M&E) activities
- Conducted research and assessments, including design, data collection, analysis, and reporting

Position: **Training, Research, and M&E Consultant**
Organization: Agency for Economic Development and Empowerment (ÆDE)
Location: Boker Compound, Cheeseman Avenue, Sinkor
Duration: June 2013 – December 2017

Responsibilities

- Conducted Research, Assessment and Data Analysis, conduct Training & Capacity Building
- Conducted Monitoring & Evaluation and reporting

Positions: **Research/Data Analyst/Project officer/Master Trainer/ M & E officer**
Organization: Agency for Economic Development and Empowerment (ÆDE)
Location: Boker Compound, Cheeseman Avenue, Sinkor
Duration: January 2010 – December 2013

Responsibilities

- Conducted Research, Assessments, Monitoring & Evaluations
- Analyzed qualitative & quantitative data using data analysis software such as SPSS, & Spreadsheets
- Conducted Training & Capacity Building activities and Managed Specific projects and reporting

Position: **Lecturer (Natural Science College: Biology & Mathematics)**
Organization: Cuttington University
Location: Suakoko, Bong County
Duration: August 2006 – April 2010

Responsibilities

- Prepared course description & outline and Planned & delivered lectures in all assigned courses
- Advised students in their academic works or programs
- Helped designed, developed and strengthened the curriculum of Natural Science College (NSC)

Consulting Engagements

Clients/Assignments/Projects/Achievements

Research/Surveys/Assessments/Evaluations

- **German Agency for International Cooperation (GIZ)/Agro-Life: Research Consultant (October - November 2023) – Capacity Needs Assessment (CNA) and Market Analysis (MA):** Conducted interviews with smallholder farmers residing in proximity to the GKNP in Grand and River Gee Counties to determine the capacity needs, challenges, opportunities, and provided recommendations. Subsequently, conducted County and National level stakeholders Market Analysis to evaluate dynamics and make informed decisions in food crops demand, supply and value chains in support of the Sustainable income Generating Activities (SIGA) Project, analyzed both qualitative & quantitative data, and wrote both CNA and MA Reports
- **Landesa/Econsult: Research and MEAL Consultant (September 2023) – Customary Land Formalization (CLF) Process Results Assessment:** Conducted field data collection through face-to-face key informants interviews (KIs) with DEN_L staff (facilitators, mobilizers, animators), LLA reps, Chiefs (Town, clan & Paramount), & member of the CLDMCs and FGDs with women & men of the CACs, transcribed, and wrote the assessment field Report
- **Landesa/Econsult: Research Consultant (August 2023) – Climate Change Experience Research (CCER):** Conducted field data collection in Lofa & Bong with key informants interviews (KIs) incl. CLDMCs, CFDCs, DAOs, FDA reps, commissioners & CFMCs and Focused Group Discussion (FGDs) with community leaders (chiefs, women, youths, landlords, & elders) transcribed, wrote community profiles of Gbarlin clan in Lofa and Diamah Clan in Bong, and wrote CCER field Report
- **German Agency for International Cooperation (GIZ): Independent Research and M&E Consultant (June – July 2023) – Public Private Partnership (PPP) Fund Joint Development Partnership Projects:** Conducted Baseline Surveys of “Employment Promotion through Innovative Waste Solutions (EPIWS)Project” implementing by Green Cities Inc. in Montserrado and “Clean Energy for Employment Promotion (CEEP)Project” implementing by J-Palm Liberia in Montserrado and Bong to determine benchmark data for the results and indicators in accordance with the respective projects designs and M&E plans, analyzed data, and wrote two separates Baseline Survey Reports.
- **Landesa/Econsult: Research and MEAL Consultant (February 2023) – Customary Land Formalization (CLF) Process Performance Assessment:** Conducted field data collection through face-to-face key informants interviews (KIs) with DEN_L staff (facilitators, mobilizers, animators), LLA reps, Chiefs (Town, clan & Paramount), member of the CLDMCs, ICCs, BHCs, & BDCs and FGDs with women & men of training participants, transcribed, and wrote the performance assessment field Report
- **Rotary Club of Monrovia (RCM): Independent M&E Consultant (September 2022) – Women Empowerment in West Africa (WEWA) Project Final Evaluation:** Reviewed pertinent documents and conducted field data collection through face-to-face interviews with women entrepreneurs (in Central Monrovia, Clara Town, Old & New Matadi and Du-port Road/Policy Academic communities), Project management team, and implementing partners staff, analyzed both qualitative & quantitative data, and wrote a solid Final Evaluation Report
- **German Agency for International Cooperation (GIZ): Independent M&E Consultant (June –July, 2022) – Public-Private Partnership (PPP) Project entitled “Enhancing the Capacity of Smallholders in the Production of Environmentally Traceable Cocoa” Midterm Review:** Reviewed appropriate documents and conducted field data collection through face-to-face interviews with smallholders cocoa farmers and key stakeholders (i.e. MOA, FDA, EPA, CDA, NC3P, SWAL, LACRA), and implementing partners staffers in Nimba, Grand Gedeh, River Gee and Montserrado Counties, analyzed both qualitative & quantitative data, and produced a comprehensive Evaluation Report
- **Rotary Club of Monrovia (RCM): Independent M&E Consultant (April 2022) – Women Empowerment in West Africa (WEWA) Project Midterm Evaluation:** Reviewed relevant documents and conducted field data collection through face-to-face interviews with women entrepreneurs in Central Monrovia, Clara

Town, Old & New Matadi and Du-port Road/Policy Academic communities), Project managers and staff, analyzed both qualitative & quantitative data, and the Evaluation Report

- **Rotary Club of Monrovia (RCM): Independent M&E Consultant (February 2022) – Women Empowerment in West Africa (WEWA) Project Baseline Survey:** Reviewed applicable documents and conducted field data collection through face-to-face interviews with women entrepreneurs in Central Monrovia, Clara Town, Old & New Matadi and Du-port Road/PA communities) and with relevant stakeholders, analyzed both qualitative & quantitative data and wrote baseline survey report
- **Solidaridad West Africa Liberia (SWAL): Field Team lead (October 2021 – December 2021) – Cocoa Value Chain Development Programme (COVADEP) Baseline Survey:** Reviewed relevant documents and led all the field data collection with cocoa farmer households and community leaders in Grand Gedeh and River Gee Counties, analyzed data and wrote baseline survey report
- **Ministry of Education/World Bank (MOE/WB): Field Team lead (August 2021 – October 2021) – Capacity Needs Assessment (CNA) of IRISE Project:** Led the field data collection and conducted interviews with CEOs, DEOs, High school Principals, Teachers, and MOE professional staff in MOE 16 counties (Mont.1 & 2) and at the central level with directors, dep. heads & partners, and reporting
- **Monrovia City Corporation (MCC) PIU/World Bank: Team Leader (April 2021 – June 2021) – Annual Solid Waste Performance Survey of Cheesemanburg Landfill & Urban Sanitation (CLUS) Project:** Led a team of 15 team members in Greater Monrovia (Monrovia City, Paynesville City, and surrounding communities), assisted in the analysis of data; and Drafted and finalized the survey Report
- **RTI International- Power Africa Off-Grid Project (PAOP): Assessor (May 2020 – July 2020) – Off-Grid Productive Energy Use (PUE):** Due to the global pandemic of COVID-19, collected primary data through phone calls, skype, emails, and texts to identify current and potential future productive use off-grid technologies in Liberia; analyzed data and drafted assessment report
- **Liberia Governance Support Activity (LGSA): Field Team Lead (June 5 – June 30, 2020) – Endline Survey: Protection of Customary Land Rights:** Led the field team and reviewed documents, trained enumerators on research methods, techniques & ethics, conducted interviews with Chiefs, elder council members, women leaders, youth leaders, CLMDC, landlords, and other community leaders in two clans Bong (Kpatawee & Kporyorquelleh in Suakoko district), three clans in Lofa (Palama & Vavala in Salayea District and Fissibu in Zorzor District) and two clans in Nimba (Dubuzon & Gayea in Kparblee District); analyzed data and wrote report.
- **Tearfund Liberia/Association of Evangelicals of Liberia (TFL/AEL): Lead Evaluator (March 9 – March 31, 2020) – Liberia Ebola Recovery: Promoting Access to Resources for the most vulnerable Final Evaluation:** Led the team and reviewed documents, conducted FGDs with 18 farmer field schools (FFS) and KII with lead farmers, project staff, partners, and community leaders in Kakata & Gibi districts, Margibi County and Monrovia; analyzed data and wrote report.
- **Catholic Agency for Overseas Development (CAFOD): Assessor (November – December 2019) – Socio-Economic Empowerment of Disadvantaged (SEED) Youth Project:** Led all activities of the field data collection of Labour Market Assessment (LMA) to identify high potential growth sectors and employment trends where quality, sustained and dignified employment can be created for disadvantaged youth in support of the local economy; analyzed data and wrote assessment report
- **Liberia Strategic Analysis (LSA)/Social Impact: Liberia Health Context Specialist – (May 6, 2019 – November 22, 2019) Partnership for Advancing Community-based Services (PACS) Performance Final Evaluation (PFE):** Participated in Evaluation Quality Use & Impact (EQUI) training, reviewed documents, participated in the Team Planning Meetings (TPM) and stakeholder workshops, collected quantitative and qualitative data, and Drafted sections of the evaluation report
- **Last Mile Health (LMH): Evaluator/Data Collection and Analysis Coordinator (Oct – Dec 2018) – Community Health Workers Support (CHWS) for Advancing Liberia Livelihood (ALL) Project:** Led the field data collection and reviewed all relevant documents; conducted interviews with County Health Team (CHT) of Rivercess County and Staff & leadership of the Central MOH Community Health Services Department (CHSD) and other relevant stakeholders

- **Land Governance Support Activity (LGSA): Team Leader (Sept 2017 – November 2017) – Annual Stakeholder Survey (Knowledge on land tenure and rights):** Led a team of 10 team members in ten counties (Lofa, Bong, Nimba, Grand Bassa, Rivercess, Margibi, Montserrado, Bomi, Gbarpolu and Grand Cape Mount), Analyzed data; conducted a one day validation workshop for key findings presentation; Wrote a community exit report and the final survey report
- **Sustainable Development Institute (SDI)/ILFTF: Lead Evaluator (May 30 – June 29, 2017) – Protection of Customary Collective Community Land Rights Project Final Evaluation:** Led a team and reviewed all relevant document, conducted FGDs with men, women, youths and marginalized groups and KIs with CSOs, CBOs, partners, and other stakeholders to include Town chiefs, clan chiefs, paramount chiefs, district commissioners, Land authorities, and community leaders in the project areas in Lofa, Bong and Grand Bassa Counties; collated, cleaned and analyzed data and wrote Evaluation report
- **Liberia WASH Consortium (LWC)/Oxfam GB: Lead Evaluator (March – May 2017) – European Union Water Facility (EUWF) Project Sanitation and Hygiene coverage Final Evaluation:** Led a team and reviewed all relevant documents and data; conducted focused group discussions with Men, women, Youth groups and KIs in West point, Clara Town, New Kru Town and Logan Town and with Consortium members and partners, analyzed data and wrote report
- **Finn Church Aid & FAWE (FCA/FAWE) Project: Lead Evaluator (Dec 2016 – Jan 2017) – Women & Girls Empowerment in Post-War Liberia Project Final Evaluation:** Reviewed relevant documents, conducted FGDs & KIs with women groups and Girls in the project areas of Montserrado, Bong, and Grand Bassa, analyzed data and wrote Evaluation report
- **Liberia WASH Consortium (LWC)/Oxfam GB: Assessor (Sep 2016) – European Union WASH Facility (EUWF) Project:** Conducted Training Needs Assessment (TNA) for the EU WASH Consortium Partners in 5 Counties (Montserrado, Cape Mount, Rivercess, Sinoe, and Lofa); identified gaps for all partners in the 5 counties, analyzed data and wrote assessment report
- **Ministry of Education (MOE): M & E Supervisor (April – June 2016) – Phase II of School Grant Project for Public and Community Schools:** Supervised and coached 15 monitors who provided hands-on training and mentoring to 222 school personnel and 5 SMC/PTS members to enable them implement the procurement and financial Management processes of the MOE School Grant Project; Collected and compiled monitoring report from All districts monitors; Wrote periodic report
- **Liberia WASH Consortium (LWC)/Oxfam GB/AEDE: Co-Evaluator (Feb – Mar 2016) – European Union WASH Facility (EUWF) Project Midterm Evaluation:** Recruitment participants in four slum communities (West Point, Clara Town, New Kru Town and Logan Town), conducted focused group discussions with Youth, Men and Women groups, and Key informants interviews with Religious leaders (Muslims & Christians), Hospitals/Clinics, School principals, Market heads, CBEs, Local leaders, and WASH Consortium members, analysis data and Drafted Evaluation report
- **Bea Mountain Mining Company (BMMC)/TCi: Researcher (Nov 2015 – Feb 2016) – BMMC Suppliers Survey:** recruited Data Collectors; Developed work plan; Helped developed survey tools, Trained data collectors on research methods, techniques and ethics, Supervised and coordinated field work, supervised and coordinated the data entry with data clerks, Collated data, cleaned data, Analysis and wrote report.
- **Ministry of Education (MOE)/AEDE : M & E Supervisor (Feb 16 – May 16, 2015) – Phase I of School Grant Project for Public and Community Schools:** Trained 15 Monitors and supervised all monitoring activities; Provided hand-on training and mentoring to 222 school personnel and 5 SMC/PTS members who implemented the procurement, financial and Administrative Management processes of the MOE School Grant Project; Worked with 115 Public and community schools for effective use of the approved grant; Collected monitoring reports from districts monitors and Wrote periodic reports.
- **National Opinion Research Center (NORC)/AEDE: Moderator (June 2014) –Governance & Economic Management Support (GEMS) Project Mid-Term Performance Evaluation:** Organized and scheduled Focused Groups, facilitated and moderated all FGDs, prepared reports summarizing the findings of the FGDs no later than 1 day after completing each focused group and organized all FGDs recordings for transcriptions.