NOEL SHEVADNAZE MOHAMED

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PROFILE SUMMARY

Experienced Monitoring and Evaluation (M&E) Officer with a strong background in data analysis, research, and IT support, specializing in the population development and social services sectors. Proficient in using advanced statistical software and data management systems to drive decision-making and enhance program effectiveness. I have demonstrated success in designing and implementing comprehensive M&E frameworks, conducting impactful research, and leveraging technology to streamline operations. Am known for exceptional stakeholder engagement, training and capacity building, and maintaining high standards of data accuracy and compliance .Am currently pursuing a Masters in Monitoring and Evaluation in order to further enhance my analytical and strategic planning skills. Seeking to contribute my expertise in an analyst role, with a focus on data-driven insights and continuous improvement in program monitoring and evaluation.

PERSONAL DETAILS

Year of Birth: 1989
Marital Status: Married

EDUCATION

- **Master of Arts, Monitoring and Evaluation –** University of Nairobi; Ongoing
- **Bachelor of Science Applied Statistics with Computing –** Maasai Mara University**;** 2010 to 2014
- **Diploma in Business Information Technology –** Strathmore University; 2009 to 2010
- **Kenya Certificate of Secondary Education -** Maranda High School; 2004 to 2007

PROFESSIONAL COURSES

Cisco Certified Network Associate (CCNA), Module I, II and III

KEY SKILLS AND COMPETENCIES ACQUIRED

- **Data Analysis and Management:** Proficient in using statistical software (SPSS, Datawrapper, Excel, Microsoft Power BI) to perform data cleaning, analysis, and visualization, ensuring accurate and actionable insights for decision-making.
- **Monitoring and Evaluation (M&E):** Expertise in designing and implementing M&E frameworks, developing data collection tools, and conducting impact evaluations to measure program effectiveness and inform strategic planning.
- **Research and Reporting:** Strong ability to conduct thorough desk reviews, key informant interviews, and surveys, followed by comprehensive data analysis and detailed report writing to communicate findings effectively.
- **IT Support and Systems Management:** Skilled in providing technical support, troubleshooting hardware and software issues, and managing IT systems to ensure smooth and efficient operations within an organization.
- **Stakeholder Engagement:** Effective in engaging with stakeholders at all levels, including government officials, donors, and program beneficiaries, to gather valuable feedback and ensure alignment with program objectives.

- **Database management**: Proficient in maintaining and managing large datasets, ensuring data integrity, security, and accessibility, with experience in using database management systems such as MS Access & MySQL.
- **Communication and Interpersonal Skills:** Effective communicator with strong interpersonal skills, capable of conveying technical information clearly to non-technical audiences and fostering collaborative working relationships.
- **Learning agility**: Demonstrates a strong capacity for rapid learning and adapting to new technologies, methodologies, and environments, ensuring continuous personal and professional growth to meet evolving industry demands.
- **Problem-Solving and Critical Thinking:** Excellent problem-solving skills, with the ability to analyse complex issues, identify solutions, and make informed decisions to improve program outcomes and operational efficiency.

WORK HISTORY

Monitoring, Evaluation, Accountability & Learning Officer
Missions of Hope International; January 2023 to date
Duties and Responsibilities

- **Designed and Implemented MEAL Frameworks:** Developed and executed comprehensive MEAL frameworks for multiple projects, ensuring alignment with organizational goals and donor requirements.
- **Data Collection and Analysis:** Led the design and deployment of data collection tools, including surveys, focus group discussions, and key informant interviews, resulting in high-quality data that informed project decisions.
- **Performance Monitoring:** Conducted regular field visits and site inspections to monitor project activities, ensuring compliance with planned outputs and outcomes, which improved project delivery timelines by 15%.
- **Reporting:** Compiled and analyzed data to prepare detailed termly and annual reports, delivering critical insights and recommendations that enhanced project performance and secured additional funding.
- **Capacity Building:** Trained 400+ staff and partners on MEAL methodologies and tools, enhancing their skills in data management and utilization, which led to a 25% improvement in data accuracy and reporting efficiency.
- **Accountability Systems:** Established and managed feedback and complaint mechanisms, increasing stakeholder engagement and satisfaction by 20%.
- **Learning and Adaptation:** Facilitated learning sessions and workshops to discuss findings and integrate lessons learned into future programming, fostering a culture of continuous improvement.
- **Collaboration and Coordination:** Worked closely with program managers, donors, and other stakeholders to ensure that MEAL activities were integrated seamlessly into program planning and execution.
- **Technology Integration:** Leveraged technology solutions such as Google Forms & Microsoft Power BI to streamline data collection and analysis processes, reducing data processing time by 30%.

Research Assistant
Twende Mbele Programme, Baseline Survey on M & E culture in Kenya; July to August 2019
Duties and Responsibilities

- **Conducting Key Informant Interviews:** Conducted over 15 key informant interviews with senior-level managers of government departments, gathering valuable insights on the status of monitoring and evaluation (M&E) practices in the country.
- **Desk Reviews:** Performed extensive desk reviews of relevant literature, policies, and reports to provide a comprehensive background and context for the national survey.

- **Data Cleaning and Analysis:** Led the data cleaning process to ensure the accuracy and consistency of collected data, followed by in-depth analysis using statistical software (SPSS, Excel). This contributed to the development of a robust dataset for further evaluation.
- **Survey Administration:** Assisted in the design and administration of the national survey, including the development of questionnaires and data collection tools, ensuring they were aligned with research objectives and standards.
- **Report Writing:** Contributed to the drafting of detailed reports and summaries of findings, which were presented to stakeholders and informed policy recommendations.
- **Collaboration:** Worked closely with a multidisciplinary research team, providing support in various stages of the survey process and facilitating effective communication among team members.
- **Data Visualization:** Created charts, graphs, and other visual aids to represent data findings clearly and concisely, aiding in the interpretation and dissemination of results.
- **Ethics and Compliance:** Ensured all research activities complied with ethical standards and guidelines, maintaining the confidentiality and integrity of collected data.

Registration and Admissions Officer
Mater Hospital; September 2014 to date
Duties and Responsibilities

- **Patient Data Management:** Efficiently handled the registration and admission of over 1,000 patients annually, ensuring accurate and timely entry of patient information into the hospital's Health Management Information System (HMIS).
- **Financial Administration:** Managed patient billing processes, including insurance verification and payment processing, which resulted in a 20% reduction in billing errors and a 15% increase in timely payments.
- **Medical Records Coordination:** Collaborated with medical staff to ensure that patient records were complete and up-to-date, supporting seamless care transitions and enhancing patient safety.
- **Compliance and Confidentiality:** Maintained strict adherence to Data Protection Act and other regulatory standards, safeguarding patient information and ensuring compliance with all relevant data protection laws.
- **Customer Service:** Provided exceptional service to patients and their families, addressing inquiries and resolving issues promptly, which improved patient satisfaction scores by 10%.
- **Process Improvement:** Implemented new registration protocols that reduced patient wait times by 25%, enhancing overall operational efficiency.
- **Training and Development:** Trained and supervised a team of 10 registration clerks, fostering a culture of accuracy and professionalism that resulted in a 30% improvement in data entry quality.
- **Reporting and Analysis:** Generated regular reports on patient admissions and discharges, providing critical data insights to hospital management for strategic planning and resource allocation.
- **Technology Integration:** Utilized advanced software systems such as IQ Care & Lifeline to streamline data entry processes, reducing administrative workload by 15%.

Data Intern
Mater Comprehensive Care Clinic; June to September 2013
Duties and Responsibilities

- **Data Collection and Management:** Assisted in the collection, entry, and management of program data for a donor-funded HIV&AIDS initiative, ensuring accurate and timely updates to the database.
- **Data Analysis:** Conducted comprehensive data analyses using statistical software (e.g., SPSS, Excel), generating actionable insights that supported program decision-making and strategic planning.
- **Reporting:** Compiled detailed data reports and dashboards for internal use and donor presentations, contributing to enhanced transparency and accountability. These reports helped secure additional funding by demonstrating program impact.

- **Monitoring and Evaluation Support:** Provided support in monitoring and evaluation (M&E) activities, including the design of data collection tools and methodologies, which improved data reliability and program effectiveness.
- **Data Quality Assurance:** Implemented data quality assurance protocols, ensuring data integrity and reducing errors by 20%.
- **Capacity Building:** Assisted in training program staff on data management best practices and the use of data collection tools, resulting in a 15% improvement in data entry accuracy and consistency.
- **Stakeholder Collaboration:** Worked closely with program coordinators, health facility staff, and other stakeholders to ensure the smooth flow of data and information, facilitating coordinated efforts towards program goals.
- **Technology Integration:** Utilized electronic data management systems such as DHIS2 & IQ Care enhancing data accessibility and facilitating real-time data tracking.
- **Compliance and Confidentiality:** Maintained strict adherence to data protection policies and ethical standards, ensuring the confidentiality and security of sensitive program data.

TRAINING

Customer Service Management - Kenya Institute of Management; August 2015 at the Mater Hospital

Monitoring and Evaluation in Global Health (University of Washington, Department of Global Health,2023)

Leadership and Management in Health (University of Washington, Department of Global Health, 2023)

Project Management in Global Health (University of Washington, Department of Global Health, 2023)

Research Methods Masterclass 2023, Leaders of Africa Institute

Data + Design for Development 2024, Leaders of Africa Institute

REFEREES

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