

# FRED MUKONDA

7901 Mukulumpe Road, Woodlands Extension, Lusaka Zambia

---

## EMAIL

mukondafred@gmail.com

## MOBILE

0969437466

## SUMMARY OF QUALIFICATIONS

### COMPETENCIES

- Attentive to details, accurate and a keen observer
- Ability to write report and proposals
- Highly organized with good time management skills
- Good project management skills
- Proven understanding of MERL/MEAL concepts for Development Profession
- Knowledge in monitoring and evaluation of projects along with the M&E tools.
- Proficiency in computer applications and ability to use software such as outlook
- Excellent team working skills, good organisational and social skills.
- Field experience with international organisation such as UNDP/UN
- Strong interpersonal and communication skills; both spoken and written, resourcefulness, initiative, maturity of judgment, tact, and negotiating skills, and the ability to cope with situations which may pose conflict;
- Demonstrated ability to apply good judgment in the context of assignments given;
- Ability of mapping excel point data in Google Earth
- Able to work with GPS data in QGIS

### COMPUTER SKILLS

- Macintosh and Windows: Microsoft Word, Logframe, MS Project, PlanBridge, Willmer Project Tracker, Excel, Access, PowerPoint, and Publisher, Adobe, QGIS, ArcGIS
- PageMaker, Adobe Illustrator, Prezi, Internet Browsers and e-mail managing systems.
- STATA, R, SPSS, RapidMiner, Microfit, RATS, Microsoft PowerBI, Gretl, Eviews, JMulT

## EDUCATION

### **University of Zambia**

Bachelor of Arts / / 2007 – 2011

### **Information and Communications University**

Post-graduate Diploma, Project Planning & Management / / 2011

### **Supershine University**

Post-graduate Diploma in Monitoring & Evaluation / / 2018 – 2019

## **Professional Training**

Certificate // 2013 – 2020

- GIS Techniques for M&E of HIV/AIDS and Related Programs - Global Health Learning
- M&E Fundamentals - Global Health/PDMS
- MEAL DPro: Monitoring, Evaluation, Accountability and Learning- Humanitarian Leadership Academy , Humentum, & Catholic Relief Services (CRS)
- Monitoring and Evaluation of Climate Mitigation Initiatives - The World Bank
- Resilience Monitoring and Evaluation (ReM&E) - World Bank's 'Results Monitoring and Evaluation for Resilience-Building Operations' or 'ReM&E' project
- Choosing Data Collection Methods - IRC
- Data Analysis and Action Planning - IRC
- Developing Logframes - International Rescue Committee (IRC)
- Developing Theories of Change - International Rescue Committee (IRC)
- Drawing Up a Project Budget - Cegos
- Gender-sensitive Monitoring and Evaluation - Switchboard
- Grant Seeking Essentials: What Is Grant Seeking? - Cornerstone OnDemand Foundation
- Grant Seeking Essentials: Soliciting & Stewarding Grantors - Cornerstone OnDemand Foundation
- Monitoring and Evaluation Practices - International Rescue Committee (IRC)
- Grant Seeking Essentials: Identifying & Cultivating Grantors - Cornerstone OnDemand Foundation
- Anticipating Project Risks - Cegos
- Introduction to Monitoring and Evaluation - International Rescue Committee (IRC)
- The Project Framework - Cegos
- Project Management - Cornerstone OnDemand Foundation
- Project Management Essentials - Cegos
- Grant Seeking Essentials Exam - Cornerstone OnDemand Foundation
- Project Planning - Cegos
- Proposal Writing - Cornerstone OnDemand Foundation
- Basic and Advanced Impact Analysis - Global Health/PDMS
- Data Quality - Global Health/PDMS
- Data Use for Program - Global Health/PDMS
- Managers Measuring Malaria through Household Surveys - Global Health/PDMS
- Preparing Data for Impact Analysis - Global Health/PDMS
- Social and Behavior Change (SBC) Program Monitoring - Global Health/PDMS
- Project Management - Learning Pool
- Gender Equality and Development - The World Bank

## **EXPERIENCE**

### **United Nations Development Programmes (UNDP)**

/ / Socio-Economic Support Specialist (National Consultant) / / 05/2020 – 08/2020

Under the overall guidance of the Resident Representative (RR) and the direct supervision of the

Deputy Resident Representative (DRR) and in close collaboration with the Economic Advisor and the Strategic and Policy Unit SPU), assisted the Senior Management and SPU in its technical leadership role, in particular the coordination of the UN support to GRZ to operationalise the UN Framework for Immediate Socio-economic response to Covid-19.

Duties and responsibilities:

- Facilitating the coordination of the technical support provided by the UN Programme Management Team (PMT);
- Assisting the Resident Representative in its role of PMT Chair, including but not limited to the follow-up with UN agencies on specific assignments, collecting feedback, providing technical responses, etc.
- Drafting technical documents such as presentations, concept notes, briefing notes, technical advisory notes to the attention of Senior UN, cooperating partners and Government officials.
- Coordinating and collaborating with the government, the UN System and other external partners to provide strategic guidance to the Senior Management;
- Contribute to the process of the analysis of assessment findings and facilitate the development of a strategy/framework for recovery programming;
- Preparation and coordination of meetings on the socioeconomic assessments and ensure appropriate record of meetings and dissemination.
- Contribute to the analysis, drafting and recommendations of the assessment reports;
- Provide technical advice and support the development of sector-based recovery and reconstruction plans that conform to internationally accepted recovery guidelines.

**Directorate of Research, Rockview University**

// Research officer // 01/2017 – 04/2020

Duties and responsibilities:

- Performing day-to-day supervision of research staffs for assigned projects
- Assisting in maintenance of research database and company website.
- Leading on the conceptualization and operationalization of various research projects that will implement the programme;
- Conducting qualitative analysis of data conducted through interviews, focus groups, workshops or other methods
- Coordinating with management in budget preparation and expense control activities.
- Working closely with others as part of a team and with external stakeholders to manage relationships and deliver work.
- Producing high quality and varied research outputs for a range of audiences including analysis, report writing and presentations where necessary.
- Making sure our work is participatory, including working with peer researchers and valuing the importance of communicating with different audiences.

**Zambia Research and Development Centre**

// Research Specialist - Community Based Monitoring and Evaluation // 01/2014 – 01/2017

Duties and responsibilities:

- Tracking community Based Monitoring System project activities to ensure they are progressing as per schedule.
- Maintained the project Calendar, budget and ensure deadlines are met.
- Participated in Project Planning & Implementation
- Supported in developing training or other materials for community stakeholders and others.
- Coordinating analysis of data, case studies, applied policy research in order to support the organization with systematic knowledge of what works and what does not work in programming, distilling good practices and lessons;
- Developing draft policy recommendations on various programmes and partnership issues, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies;
- Facilitating the review/development and harmonization of web-based information management systems;

**Zambia Development Agency (ZDA)**

// Graduate Research officer - Monitoring and Evaluation // 01/2013 – 01/2014

Duties and responsibilities:

- Collection and entry of data obtained from various Monitoring and Evaluation (M&E) and research activities.
- Participating in the design of M&E strategies and activities
- Participating in field research and monitoring activities of firms registered with ZDA.
- Advising private investors on tax provision
- Marketing of the investment opportunities available in Zambia
- Helped new investors with cardinal information on Tax holidays
- Demonstrated an in-depth knowledge of key investment and opportunities

**ZAMSTAT, Ministry of National Planning**

// Economic Census Senior Officer // 03/2012 – 09/2012

Duties and responsibilities:

- Training new team members in key competencies
- Researching on the performance of private investors in various sectors
- Establishing challenges and opportunities in the private sector in the country
- Providing guidance on queries brought up from the field work by enumerators
- Demonstrated an in-depth knowledge of economic census
- Achieved the highest performance among all the supervisors

**ZAMLEAF, Kaoma Regional Office for Western Province Zambia**

// Buying Clerk // 01/2006 – 01/2007

Duties and responsibilities:

- Prepared payment schedules for the farmers.
- Provision of consultancy on the tree planting by tobacco farmers

- Monitoring of tobacco Farms
- Updated ledger and credit sales invoices
- Processed tobacco sales,
- Prepared daily, weekly and monthly mass for the director's office
- Recommended for being industrious and innovative

## SKILLS

- Project Planning
- Technical Leadership
- ArcGIS
- QGIS
- DATA Quality
- DATA Analysis
- WEB Based
- DATA Collection
- Technical Support
- Networking
- Microsoft Project
- Expense Control

## REFEREES

Please feel free to contact the under mentioned in regard to my competence for the job at hand;

Mr. Roland Seri,  
 Deputy Resident Representative,  
 United Nations Development Programmes (UNDP),  
 Lusaka Zambia.  
 Mobile: 0976740719  
 Email: roland.seri@undp.org

Dr. Brian Mubemba,  
 Dean Postgraduate,  
 Rockview University,  
 Lusaka Zambia.  
 Mobile: 0968311872  
 Email: mubemba1288@gmail.com

Mr. Marvin Kabubi,  
 Research coordinator,  
 Zambia Research and Development Centre,  
 Lusaka Zambia.  
 Mobile: 0975158118  
 Email: marvinkabubi@ymail.com