**KESIENA EPIA**

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**Kesiena Epia is a skilled Social Development and Public Health professional with over five years’ experience in program management, and qualitative and quantitative data management. In addition to leading Monitoring, Evaluation and Learning activities on multiple donor-funded projects, she supports program design and implementation, and Systems Strengthening, working across different thematic areas such as Orphans and Vulnerable Children (OVC), Household Economic Strengthening and Livelihood, HIV/AIDS, and Malaria. She has supported project implementation through building strong data management processes, capacity building, quality report writing, research and knowledge sharing, including using data to drive program decision making. She is a results-driven individual and is committed to growing in leadership and learning to ensure program goals are achieved.**

**PERSONAL STRENGTHS/SKILLS**

* Demonstrable experience in data collection, analysis, and reporting; and performance monitoring of donor-funded projects
* Familiarity with work planning, budget management and resource allocation
* Exceptional ability to deliver high impact trainings; strong facilitation skills.
* Outstanding organizational skills and well detailed; comprehensive and high-quality report writing skills.
* Demonstrated ability to complete assigned tasks with minimal supervision and work with a professionally and culturally diverse team or independently to meet program goals.
* Effective leadership and interpersonal relationship skills; ability to communicate (verbal and written) clearly with different levels of stakeholders.
* Knowledge of on-site application of Data Quality Assessments and Quality Improvement processes.
* Proven ability to handling competing priorities and meet deadlines in resource constrained settings.
* Proficient in MS Office (Word, Excel, Outlook, and PowerPoint); NOMIS; DHIS2, Power BI, and Mobile data collection tools; basic knowledge of CommCare; can quickly learn to use new software.

**WORK EXPERIENCE**

**Senior Specialist, Strategic Information – Akwa Ibom State Mar. 2022 – Dec. 2024**

**Catholic Relief Services/ICHSSA 1**

**Roles and Responsibilities**

* I mentor and support the ICHSSA1 MEAL Technical Officer, CSO M&E Officers and Program Managers to ensure they understand the reporting indicators, data elements, data requirements and report formats of each of the MIS used by the project.
* I build capacity of CSOs and Project staff on the use and application of the Project MIS and reporting tools; and in collection and management of ICHSSA1 project data; and ensure a seamless data transmission.
* I support planning, development, and implementation within the ICHSSA1 Project, actively and consistently monitoring progress towards set targets, identifying data gaps, facilitating, and resolving corrective actions.
* I provide onsite support for the implementation and updates of the existing MIS systems used by the project and CSOs and this include but not limited to onsite installation, setup, data entry procedures, and data transmission.
* I provide technical support to the LGAs and State Ministry of Women Affairs and Social Welfare (SMWSW), State Action Committee on AIDS (SACA), and other GON stakeholders in the coordination of the OVC response in the state.
* Preparation of monthly, semi-annual, annual and ad-hoc data and narrative reports adherence to standards and timelines.
* I ensure that CSOs participate in the routine data quality assessments (RDQA), understand the recommendations for remedial action, and comply with those recommendations.
* I support the development of electronic data entry questionnaires using appropriate data management applications, during periodic surveys and data analysis.
* I coordinate bi-annual OVC M&E technical working group meeting with GON and IPs in the State for improved data sharing and OVC Program coordination.
* I facilitate relevant ICHSSA1 project management and technical meetings; including Community of Practice (COP) and After-Action Review (AAR); to ensure close coordination between project teams.
* I support the planning and delivery of trainings, workshops, and other capacity development interventions for CSOs and ICHSSA1 Project team at all levels.

**Technical Support Officer – Rivers State (Short Term) Jan. 2022 – Feb. 2022**

**ehealth4everyone**

**Roles and Achievements**

* Recruit and train field data collectors on data collection protocols and the use of the mobile data collection tool
* Engage with State, LGAs, Health Facilities and other relevant government stakeholders to obtain consent for the conduct of malaria surveillance assessment within the State.
* Developed and execute logistics plan for daily data collection process.
* Ensure applications and tools are ready for daily activities; collate and send daily reports.
* Field supervision, data review and validation to ensure data collected meets quality assurance standards and overall integrity of the project.
* Prepare final field report for submission and dissemination to State stakeholders.

**Technical Specialist, MEAL – Delta State Jul. 2020 – Sept. 2021**

**Catholic Relief Services/4GATES**

**Roles and Achievements**

* Supported the planning and delivery of trainings, workshops, work planning meetings, and other capacity development interventions for CBOs and the 4GATES M&E team.
* Supported and trained staff and CBOs to use relevant national tools to collect, analyze and report data to capture project performance and results in accordance with GON and PEPFAR standards.
* Exceptional at tracking, documenting, analyzing, and reporting treatment outcome of positive beneficiaries on the project.
* Ensured Program and CBO staff understand the information needs (indicators, data elements, and data requirements) of project stakeholders and donors and adhere to system requirements; resolved implementation issues related to the M&E systems.
* Ensured accurate and timely data for annual, quarterly, semi-annual, and monthly project reports.
* Provided continuous training and mentoring to CBO staff on the application and use of the available MIS – NOMIS - to ensure that high standards of program implementation are always adhered to.
* Provided training and technical support to Government of Nigeria (State and LGA levels) on the use and application of DCTs and NOMIS; provided support and training to State Ministry of Women Affairs and Social Development in coordination and reporting of OVC data in the State.
* Supported content development and provided update on the NOMIS software and recommendations on relevant features. Troubleshoot and resolve NOMIS related issues with CBO partners.
* Conducted DQA and other data quality and validation activities, recommended remedial actions and ensure corrective actions are implemented.
* Supported in sourcing for vendors to deliver trainings on core technical areas of the project and monitor implementation of activities.
* Promoted data demand and use within the 4GATES project and CBOs by supporting weekly and monthly state program planning and data review meetings using program data to improve programming.

**OVC Monitoring and Evaluation Officer – Delta State Feb. 2020 – June. 2020**

**Caritas Nigeria/4GATES**

**Roles and Achievements**

* Supported and supervised the work of the CBOs in the implementation of the 4GATES project within the State.
* Provided training and continuous capacity building to CBOs’ M&E staff to ensure capacities required to deliver on M&E related activities are built.
* Ensured CBO partners and State program staff understand the information needs of project stakeholders and donors (including understanding all relevant indicators) and project activities are in line with donor requirements.
* Served as CSO backstop on a programs and technical related matters ranging from work plan coordination to budget management, monitoring expenditure, and ensuring resources are allocated as specified in the work plan.
* Analyzed generated data from the field to monitor program performance, improve overall data quality and provide appropriate feedback to partners and stakeholders; and ensure high quality data is available to inform project and program decision-making.
* Submit periodic performance reports to Program Leads across different thematic areas of implementation.
* Ensured CBOs participate in the DQA, understand the recommendation for remedial actions and comply with those recommendations.
* Participated in relevant 4GATES management, technical coordination, and program planning meetings to ensure close coordination between program, management, and M&E staff.

**Strategic Information Associate Jun. 2019 – Feb. 2020**

**Centre for Integrated Health Programs**

**Roles and Achievements**

* Achieved 100% OVC eligibility assessment across 90 comprehensive treatment sites in three supported states.
* Supported enrollment, monthly and quarterly OVC and KP data collection, collation, analysis, and reporting across 4 States.
* Facilitated the set-up of three One Stop Shops (OSS) for KPs in Kogi State; design tools for reporting KPIs and training OSS staff on quality data collection, entry, and reporting.
* Provided mentorship, technical assistance and capacity building to CBOs and other program staff.
* Participated in field visits to conduct DQA, outcome data validation and collection, resolve identified gaps and data discrepancies, and ensure data captured are of good quality and meet best practices.
* Supported data entry, validation, and analysis on DHIS2 and flat file generation.
* Reviewed CBOs’ monthly performance reports and provide recommendations for improvement where needed.
* Facilitated the process for CBO assessment and folder audit for transition of CBOs in Lagos
* Promptly carried out other assigned duties

**Family Planning Social Mobilization Associate – Anambra State May 2019**

**Centre for Communication and Social Impact/The Challenge Initiative**

**Roles and Achievements**

* I Supported TCI state hubs and worked closely with the Demand Generation Technical Support Lead and the State team to support and implement all aspects of implementation of the NURHI/TCI demand generation strategy in a timely and efficient manner.
* Provided technical assistance to the LGA Social Mobilization Officers and supported them to implement, track and document TCI social mobilization activities as outlined in the demand generation strategy.
* Coordinated and provided technical SBCC support to a team of community mobilizers within LGAs in the State; ensured successful service delivery outreaches and campaigns.
* Served as a member of the state team on mobilization, coordination, and implementation for Family Planning Programs; Supported the review and development of FY 2020 annual work plan.
* Supported social mobilization data management tasks (data collation, data analysis and results reporting)
* Provided administrative support as needed.

**Ad-hoc Data Management Associate – Edo and Enugu States Jan. 2018 – Aug. 2018**

**Catholic Relief Services: SMILE & 4GATES Project**

**Roles and Achievements**

* I led the process of onsite data verification and validation, supported quantitative and qualitative data analysis, supported data visualization, and supervised related matters as well as maintaining overall data quality and data protection.
* I supported step down trainings, provided mentorship, technical assistance, periodic supportive supervision, and continuous monitoring to implementing partners and community volunteers to maintain M&E systems.
* Identified knowledge and capacity gaps among community volunteers and implementing partners and supported training and capacity building sessions to address identified gaps.
* Supported and supervised CSO partner and community volunteers to ensure that services provided for vulnerable children and their caregivers are appropriately documented and all data collected are entered into the database without compromising on data quality and ensuring adherence to the project’s M&E guidelines.
* I facilitated weekly program and data review meetings with partners’ M&E and other program staff to ensure effective coordination of planned activities as well as review of project outcomes.
* Worked closely with the Technical Specialist (M&E) to ensure that monitoring and evaluation activities are conducted appropriately in line with Project and donor M&E needs.
* Prepared weekly and monthly performance reports on all activities highlighting achievements, challenges, and recommendations.

**Program Support Intern - Income Generation and Livelihood Nov. 2016 –Jun. 2017**

**Mercy Corps – Feed the Future Nigeria Livelihood Project**

**Roles and Achievements**

* Worked with all project staff and local implementing partners (CSOs) to ensure that all targets, deliverables, and donor obligations are achieved through effective tracking and monitoring of partner and team activities.
* Maintained close and effective working relationships with project partners (Lead IP, other IPs, CSOs, micro-franchising and microfinance institutions)
* Ensured focused and appropriate reporting of project activities as well; Coordinated, collated, reviewed, and harmonized various field and activity reports from all project locations (CSOs in Sokoto, Kebbi and FCT); reviewed reports and provided feedback to ensure effectiveness and efficiency.
* Worked with supported CSO partners to plan and facilitate the graduation of 1563 girls from the adolescent girls’ safe space program in Sokoto and Kebbi States and the FCT; facilitated the disbursement of SMART GRANT (Seed Capital) to 412 outstanding graduates trained in life building skills.
* Participated in the development of strategy documents and work plans, prepared, and disseminated weekly, monthly and donor quarterly program performance reports.
* Conducted routine monitoring visits to partners, project communities and beneficiaries’ business sites to track progress of project, identify gaps in implementation and work with project team to resolve them.
* Effectively backstopped and provided mentorship and capacity building to implementing partners to ensure project implementation activities are in line with project’s quarterly and annual work plan.
* Facilitated learning, knowledge sharing sessions and adoption of best practices amongst partners during community of practice and performance review meetings.
* Participated in program review and feedback meetings to contribute to improvement of implementation strategies.
* Worked with partners and field supervisors to capture and document success stories; prepare articles for project quarterly newsletter.
* Provide logistics, travel and administrative support for staff, consultants, and program events.

**Ad-hoc Data Collector – Edo State Aug. 2016 – Oct. 2016**

**Catholic Relief Services: SMILE Project**

**Roles and Responsibilities**

* Supported and provided technical assistance to CSOs and community volunteers conducting mop-up of follow up assessment.
* Verification and Validation of all completed tools and provided corrective feed-back to community volunteers and CSOs for improvement.
* Ensure that all data collected were entered into the database within the stipulated timeline.
* Supported data analysis to inform programmatic decision making.
* Conducted verification and validation of 159 approved cash transfer beneficiaries across three project communities.
* Facilitate weekly review meetings with CSOs to ensure activities are effectively coordinated and carried out within the stipulated timeline.
* Prepared weekly and final performance and M&E reports.

**Research Associate (Consultant) (Cross River & Enugu State) Dec. 2015 – May. 2016**

**Malaria Consortium: Improving Severe Malaria Outcome (ISMO) Project**

**Roles and Achievements**

Supported implementation of operation research on evaluation of severe malaria case management practices in selected health facilities in Nigeria for ISMO Project:

* Conducted in-depth interviews by administering questionnaires to health facility staff for assessment of staff and health facility capacity on severe malaria case management using injectable artesunate.
* Daily review of filled checklists/questionnaires to ensure completeness high data quality.
* Prepared and submitted performance reports to the project management flagging action areas.
* Routine monitoring and supervisory visits to supported health facilities to collect and validate severe malaria data on service delivery and drug consumption using standard tools.
* Carried out data quality checks with health facility M&E focal persons and record officers.
* Conducted on-the-job capacity building training and continuous mentoring to LGA and health facility M&E officers on proper documentation, record keeping and data extraction to ensure high quality, complete and reliable data.
* Facilitated distribution of injectable artesunate to facilities to minimize stock out.

**Maternal, Newborn and Child Health Program/M&E Officer May. 2014 – Nov. 2015**

**Fountain of Joy and Comfort Foundation, Abuja.**

**Roles and Achievements**

* Developed working performance monitoring, continuous quality improvement and capacity building plans for the foundation.
* Improved the MNCH project implementation and program quality through continuous capacity building of supported service providers on documentation and reporting protocols; effective supportive supervision of supported facilities, routine monitoring visits to supported facilities, tools design, needs assessment, indicator definition, report writing and dissemination to all stakeholders including recommendations for improvement.
* Worked with team members to plan and conduct advocacy visits to project communities, create awareness and demand for services through sensitization efforts in partnership with major community stakeholders to foster community participation in the Foundation’s projects.
* Ensured availability of data collection tools at supported facilities by liaising with LGA partners to provide all necessary NHMIS tools.
* Data collection, collation, validation, entry, analysis, and reporting of eye care outreaches and Maternal, Newborn and Child Health programs.
* Worked closely with team members to plan and execute eye care outreaches, facilitate performance review, and feedback meetings; document challenges, lessons learnt/best practices and share among program staff and partners to improve project implementation.
* Re-established and strengthened working relationship between the foundation and project communities, facilities’ staff, LGA Health department and other stakeholders.
* Supported the communications/media officer in documenting success stories, creating contents for the foundation’s website, and voice over for video documentaries.

**EDUCATIONAL QUALIFICATIONS**

M.Sc. Public Health Parasitology **Jun. 2018**

B.Sc. Parasitology and Entomology (Second Class Honours, Upper Division) **Jul. 2009**

**SHORT COURSES**

Program Management in Global Health **Nov. 2019**

**University of Washington Global Health E-Learning**

Monitoring and Evaluation Fundamentals **Apr. 2023**

**University of Washington Global Health E-Learning**

MEAL DPro Certification **Jan. 2024**

**Pyramid Learning**

Project DPro Certification **Jul. 2024**

**Pyramid Learning**

**REFEREES**

**Stanley Amadiegwu Mr. Elijah Idoko Theresa Ndubuisi**

Strategic Information Director S.I Director Technical Advisor - OVC

CCCRN ICCHSA1 Project ARFH Caritas Nigeria

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