

# Nchoolwe Progress Sinampande CV

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## CAREER SUMMARY

As an accomplished Information Management practitioner with expertise in Geographic Information Systems (GIS) and Monitoring and Evaluation (M&E), I bring a wealth of experience to any organization. Currently serving as an Information Management Officer at Norwegian People's Aid in Mutare, Zimbabwe, I have a track record of excellence in developing and implementing information management systems that support project planning and implementation. In my previous role as a Geographic Information Specialist at Chinhoyi University of Technology, I leveraged my GIS expertise to facilitate research projects and promote evidence-based decision-making. I also served as a Monitoring and Evaluation Officer at Zubo Trust Organization, where I applied my M&E skills to monitor and evaluate program outcomes and drive improvements. With a background in consulting for a range of organizations, including World Vision, UNDP GEF SGP, Ntengwe for Community Development, Ministry of Energy and Power Development, ZIMPARKS, Ruwa City Council, and the Scientific of Industrial Research and Development Centre, I have honed my skills in GIS and Remote Sensing, enabling me to provide valuable insights and solutions to complex challenges. I am a dedicated and results-driven professional with a proven ability to manage information systems and ensure quality data collection, analysis, and reporting.

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## WORK HISTORY

**Company: Norwegian People's Aid (NPA)**

**Job Title: Information Management Officer**

**Start Date: 1/3/2022 – Present**

### KEY DELIVERABLES:

- Develop and manage the project's ArcGIS Online geodatabase accessed by more than 50 users across NPA global giving an update on the area covered through web mapping platforms such as ArcGIS Online.
- Analyze the productivity output from the mine action activities making large or complex data more accessible, understandable and usable by the project management.
- Manage the Project's SharePoint Site and subsites ensuring the updates are following the standard.
- Design data dashboards for the program using Operations dashboards for ArcGIS for daily progress tracking, and Microsoft PowerBI for overall project monitoring and performance evaluation.
- Train Operations Team on the use of computer-related programs such as basic MS Excel, google earth, GPS Track Maker
- Provide remote assistance and on-site IT Troubleshooting to all the computer users at the office and field camps.

- Direct selection, installation, administration, maintenance, upgrades and backups of windows, IOS and Android users for both office remote location users.
- Compile, aggregate and analyze data and information elements required to produce standardized information products and implement data/information collection plans for baseline and context-specific data using R, Excel, ArcGIS Pro and SPSS.
- Support the mine action operation in the analysis of processed data and information such as daily clearance, EORE activities and perform data quality and consistency control.
- Assist in training team leaders and field supervisors involved in information management activities, including data collection using ArcGIS Survey123 and Field Maps as well as data entry teams in EpilInfo6
- Support and leverage geographic data for map production and use in geographic information systems tools such as ArcGIS Pro
- Share NPA data with partner agencies using Sharepoint and ArcGIS Dashboards and PowerBI maintain data Portals in-line with agreed frequencies and SOPs.
- Provide technical Information Management support to Needs Assessment processes, specifically in data collection, processing/collation and analysis.
- Liaise with partners such as HALO Trust, MAG and the NMAA and represent NPA in meetings related to the functions.

**Company: Norwegian People's Aid (NPA)**

**Job Title: Gender Focal Point Person**

**Start Date: 6/3/2023 – Present**

#### **KEY DELIVERABLES:**

- Develop and implement strategies to promote gender equality and ensure gender mainstreaming across all programs and activities.
- Conduct gender analysis to identify gender-based disparities, needs, and opportunities, and develop strategies to address them.
- Coordinate and facilitate gender-related training and capacity building activities for staff and partners, and provide technical assistance as needed.
- Advocate for gender equality and women's empowerment, and engage with key stakeholders to promote gender-responsive policies and practices.
- Monitor and evaluate program implementation to ensure gender outcomes are achieved, and generate regular gender-disaggregated data and reports.
- Provide support to program teams to integrate gender into project design, implementation, monitoring, and reporting.
- Ensure that gender considerations are reflected in all communication materials and outreach activities.
- Network and collaborate with relevant government agencies, civil society organizations, and other stakeholders to enhance gender equality and promote women's rights.
- Contribute to the development of gender-related proposals, budgets, and donor reports.
- Participate in relevant gender-related forums, conferences, and workshops to stay informed on the latest gender-related trends and practices.

**Company: Zubo Trust Organisation**  
**Job Title: Monitoring and Evaluation Officer**  
**Start Date: 1/1/2021 – End Date: 25/2/2022**

**KEY DELIVERABLES:**

- Developing and strengthening monitoring, inspection and evaluation procedures
- Monitoring all project activities, expenditures and progress towards achieving the project output;
- Provide assistance, and support and make a recommendation for further improvement of the logical framework;
- Developing monitoring and impact indicators for the project's success;
- Providing feedback and support to the Project Manager on project strategies and activities;
- Reporting monthly, quarterly, half-yearly and annual progress on all project activities to the National Project Director/Project Manager;
- Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
- Prepare and maintain databases and information management

**Company: Chinhoyi University of Technology**  
**Job Title: GIS and Remote Sensing Specialist**  
**Start Date: 1/9/2019 – End Date: 31/12/2020**

**KEY DELIVERABLES:**

- Successfully conducted GIS and Remote Sensing Practicals for all GIS students from three (3) different faculties, namely; Wildlife (BSc and MSc), Environmental Science (BSc) and Agricultural Engineering (BSc)
- Responsible for the GIS and Remote Sensing Laboratory equipment that required maintenance of 36 Corei5 GIS Computers, including troubleshooting and installing anti-virus, GPS Devices and the Main Server that had to troubleshoot and update every week.
- Procurement of new GIS and Remote Sensing Lab Equipment and provided all the maintenance
- Generated Reports and Standard Operation Procedures (SOPs) for the GIS Lab

**Company: Scientific and Industrial Research and Development Center**  
**Job Title: GIS and Remote Sensing Intern**  
**Start Date: 1 August 2017 – End Date: 31/7/2018**

**KEY DELIVERABLES:**

- Digitized cadastre maps on the district level.
- Mastered the art of designing mobile data collection forms in Survey123, ODK and Kobo
- Creation of Geodatabase and designing custom geo-webservers for City Councils.
- Grasped how the GPS measuring tools work. Mastered GIS mapping software such as ArcMap, QGIS and CARTO
- Understood manipulating Remotely Sensed Data into meaningful information such as NDVI calculations, Suitability mapping using restriction models, DEM analysis

Watershed Delineation or creating catchments but not limited water resource management

- Facilitating GIS and Remote Sensing training and giving attention to detail from training.

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## EDUCATION

- **BSc Geography Honours Degree in Geographical Information Systems for the Human Environment, University of Zimbabwe**
- **Special Honours Degree in Monitoring and Evaluation Lupane State University, Zimbabwe**

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## COURSE CERTIFICATES

- **Quality Management Systems Certificate offered by Norwegian Peoples Aid**
- **Understanding the IMAS Certificate offered by GICHD**
- **Introduction to IMSMA Core and ArcGIS Enterprise offered by GICHD in collaboration with ESRI**
- **Google Data Analytics Professional Certificate offered by Google**
- **GIS and Remote Sensing Certificate offered by SIRDC**
- **Computer Programming Certificates in Python 3, SQL, PHP and HTML offered online by SOLO Learn School of Computer Programming.**
- **National Foundation Certificate in Computer Operations and Packages**

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## REFERENCES

1. Gemma Welsh  
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Norwegian People's Aid  
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2. Zlatko Vezilic  
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