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Summary

PROFESSIONAL GOALS & AMBITIONS:

Utilize my knowledge gained through studies, training and through past and current work experiences to do my best in what I do, and to fully understand and perform my professional career in program management, research, monitoring and learning through evaluation with accountability and planning in an organization that will help me realize my full potential.

Experience

Monitoring and Evaluation Specialist

Rural Based Service Delivery Project

Feb 2021 - Present (1 year 5 months +)

- Spearheading the enumeration processes in selected sites in the assigned provinces in the country
- Contributing to Data Collections, Analysis and Reporting Processes
- Lead in Reporting Processes through Capacity building and on one-on-one coaching and mentoring of Survey officers on the ground
- Coordinating all logistics and support to the team of Interviewers out in the field
- Working in collaboration and in partnership with Government Department Agencies at the National Level as well as in the Provincial level all the way down to the Districts, LLGs, Wards and in selected villages/communities.
- Leading the reporting processes from the bottom-up approach from Enumerators/Interviewers, Ward recorders, assigned LLG Officers, district reps and provincial focal person(s).
- Ensuring all aspects of this assigned survey is done effectively, efficiently within the allocated budget and within the given timeframe.
- Taking a Leading role in performing any other additional tasks and assignments
- Spearheading all-Training aspects of these two separate projects mentioned above in
- Coordinating and leading all logistical arrangements for both the participants in selected provinces and the Training itself
- Lead as the Leading Facilitator in the classroom setting trainings with practical field exercises out in the field
- Ensuring all training materials, field gears and equipment's are at hand prior to the actual training and field operation exercises
- Lead in capacity building in reporting, data collections, data filtering and data entering both in class and out in the actual field operations using tablet devices
- Working collaboratively with government partners at the national level, provincial level, district level, LLG level, ward level and right down at the community level.

Monitoring And Evaluation Specialist

Rural Service Delivery Project

Jan 2015 - Jan 2021 (6 years 1 month)

Department of Provincial and Local Level Government Affairs, under Rural Service Delivery and Local Governance Project, which is a five-year project financed by the World Bank, the GoPNG and DFAT in 5 provinces; Central Province, Western Province, East New Britain Province, Simbu Province and West Sepik Province.

- Ascertain that the project is carried with due diligence to achieve its development objectives in conformity with the legal agreements.
- Identify problems promptly as they arise during implementation and recommend ways to resolve them
- Recommend adjustment in project design as appropriate, as the project evolves or circumstances change;
- Identify the key risk to project sustainability and recommend appropriate risk management strategies and actions to the borrower/donor and the hosing implementing agency.
- Detect and determine the performances of project stakeholders; and identify the best practices and lessoned learned.
- Spearheading the development and implementation of all sub-project monitoring and evaluation framework and schedules, ensuring proper knowledge management including documentation and synthesis of all sub- project's strengths and weaknesses, best practice and lesson learned;
- Prepare quarterly, semi-annual and annual reports for the project and providing regular updates and feedback to the Program Manager and Senior Management Team,
- Collect, analyses, and enter project monitoring information into the Management Information System (MIS), using cloud base data system and micro soft excel spreadsheets, access spreadsheets, ODK and Power BI,
- In collaboration with other team members, periodically review and revise relevant sections of the Project Operations to reflect significant changes in the M&E aspects and of the subproject approval by the World Bank
- Contribute timely M&E information to quarterly, mid-term and annual Project Reports, a final completion report and other to meet other reporting needs;

Program Quality Coordinator

World Vision

Apr 2011 - Nov 2014 (3 years 8 months)

Responsible for supporting the development, implementation and monitoring and evaluation of World Vision's Programs in line with partnership standards including Learning through Evaluation with Accountability and Planning (LEAP), and the requirements of the Pacific Development Group (PDG) and Asia Pacific Regional Office (APRO) together with Donor's requirements. Provide technical and strategic support to Program Quality Coordinators and M&E Officers to establish and maintain M&E systems; support Design Monitoring & Evaluation (DME) Officers in area program to prepare for annual operating plans, preparation of Monthly Progress Reports, Quarterly Progress Reports, Semi-Annual Reports and the Annual Reports ensuring the quality of the program implementation as per each Project Design are implemented as per the annual plan and strengthening the other components in the Program/ Project in alignment with LEAP Standards.

Provide professional support to Area Development Program (ADP) staff team in executing the Design, Monitoring and Evaluation functions to improve their professional capacity in implementing program that would serve the poor more effectively and efficiently which include:

- Coordinate baseline, monitoring and evaluation activities for all current projects and programs in line with LEAP and DME best practice
- Resource and coordinate baseline, midterm and final transition evaluations of the Area Program in a participatory way across PDG.
- Ensure M&E activities are implemented regularly in each area program in accordance with LEAP guidelines, donor requirements and best practices

- Coordinate country level monitoring and evaluation activities in line with LEAP and best practice DME
- Oversee consistent and common monitoring approaches of each area program and support the evaluation processes for all current project and program in line with LEAP and best practice DME.

Program Officer Monitoring and Evaluation

FHI 360 in Papua New Guinea

Mar 2009 - Apr 2011 (2 years 2 months)

Responsible for developing and supporting of the implementation of fhi360/Papua New Guinea Program (fhi360/PNG) for target populations which include:

Coordinating the work plan and budget development for fhi360/PNG Program

- # Assist in the development of activities, budget and implementation plan for the program activities assigned
- # Provide assistance to the Country Director, Senior Program Manager in developing agreements/ contracts with implementing partners/agencies (IAs) and consultants
- # Ensure that sub agreements and other subcontracting documents are completed, reviewed, approved, amended and filed in a systematic and timely way as required
- # Conduct on site regular field monitoring visits to each project's target beneficiaries, field project's staff and volunteers at the assigned sites by providing ongoing support and mentoring and coaching
- # Support the appropriate monitoring and evaluation of the international and local technical assistance and training in order to ensure that it is implemented in a timely and technically sound way and assure that technical assistance is provided to implementing agencies/partners (IAs) when needed
- # Provide progress reports for activities and assist in assuring timely submission as required
- # Consult, inform and discuss with Country Director, Senior Program Manager and other Program Officers on logistics support and management
- # Liaise with Partners and Implementing Agencies as required
- # Carry out regular field monitoring visits to provide onsite assistance for the assigned implementing partner's outreach volunteers, peer educators, youths and establish linkages in referral mechanisms to other service providers
- # Provide support to international and local technical assistance and training in order to ensure that the implementing agencies/partners (IAs) is implemented in a timely manner and technical assistance in delivered effectively

Field Support Officer, Operational Field Monitoring and Evaluation

Hope Worldwide PNG

Feb 2008 - Feb 2009 (1 year 1 month)

Responsible for Coordinating intervention programs out in the field with communities, small organizations groups, youths and other vulnerable populations in providing onsite support, supervision, encouragement and other additional activities such as:

- # Carry out implementing specific curriculum plans and activities as requested.
- # Establish working relations with communities, small groups, youths, church groups and outreach workers/volunteers within the project sites.
- # Setting appointments/arrange interviews and meetings with community leaders, small groups, youths and volunteers
- # Administer the day-day planned project activities, including conduct meetings; make follow-ups, visitations to the project sites.
- # Facilitate and supervise planned activities for behavioral change activities for people living in and benefiting out of the project.

- # Work closely in overseeing each site project officers, junior officers, outreach volunteers, community leaders, church leaders and small group's leaders in providing on going site mentoring.
- # Report human resources matters of the project as required directly to the Senior Project officers as required.
- # Work with the Project Manager to prepare planned trainings and meetings.
- # Assist in preparation and maintenance of project materials as requested.
- # Submit reports as required
- # Perform other responsibilities as required.



Volunteer/Research

Save the Children in Papua New Guinea

Jan 2007 - Jan 2008 (1 year 1 month)

Organizing, creating/establishing, networking and build/strengthen the relationships with other available services, partners and stake holders such as:

- # Provide overall technical support to the Site Committee on behavior change communication interventions for HIV prevention project's activities.
- # Assist the project site committee leaders and members to identify external support and resources to implement the BCC activities (e.g. training, funds, and technical support).
- # Build the technical capacity of the site committees by sharing experience and resources with the team.
- # Take responsibility for driving the BCC plan (including assisting to coordinate relevant meetings and support interventions)
- # Take a lead role in reporting on BCC activities and facilitate monitoring visits, meetings and other activities that are organized in relation to Helvim Bilong Yumi (Our Help) Project.
- # Promote Human Rights and Gender Equality among communities and societies in providing of information sharing meetings
- # Report on activities in completing of data forms for the project at the end of every week

Education



University of Papua New Guinea

Bachelor of Arts - BA, Industrial and Organizational Psychology
2003 - 2006



Licenses & Certifications



Certificate in Lead Training of Trainers for Socio - Demographic and Economic Survey (SDES) - United Nations Population Fund (UNFPA)



Certificate in Population Monitoring and Evaluation Survey (PME) - United Nations Population Fund (UNFPA)



Certificate in Program/Project Management and Implementation - The World Bank



Certificate in Learning through Evaluation with Accountability and Planning (LEAP) Accreditation on Horizon 2.2, - World Vision



Certificate in Statistical Package of Social Science (SPSS) - World Vision



Certificate in Mentor Monitoring and Evaluation Fundamentals - USAID



Certificate in Most Significant Change - Australian Department of Foreign Affairs and Trade



Certificate in Routine Monitoring and Social Mobilization - FHI 360

Skills

Project Planning • Project Design • Concept Development • Project Management • Project Coordination
• Project Implementation • Data Entry • Data Analysis • Survey Design • Team Leadership