

EVERLYN KAUMBA

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NATIONALITY: KENYAN

SUMMARY OF QUALIFICATIONS

Specialist in Monitoring & Evaluation and Program management with over 15 years' experience in effective and efficient implementation of MEL plans in non-governmental organizations (NGOs), international NGOs and government parastatals. While working for different organizations, I have been recognized for going above and beyond in enhancing the capacities of staff and over fifty (50) NGOs, FBOs, and community-based Organizations (CBOs) in monitoring and evaluation, accountability, learning, research and evaluation methodologies, standards, and practices. I have managed to facilitate and entrench a Results-Based culture by ensuring inclusive strategic planning and programming to have the M & E component properly integrated during the planning phase. I have successfully undertaken, coordinated, supported, and supervised external consultants conducting different studies, assessments, and Evaluation activities (Needs assessment, Baseline, midterm, and End line) as need be. I am experienced and competent in monitoring, Evaluating and managing programs in different thematic areas Including, Agriculture & food security, climate change, natural resource management, Health, Water & sanitation, policy and advocacy and Gender & human rights related programs.

Key areas of strengths and accomplishments include:

- **Project management:** Improved the Project management in the organization by prioritizing teams and tasks, monitoring risks, and successfully tracked work plans
- **Developed robust MEL** systems and implementable MEL plan with trackable indicators for the organization and all the projects throughout the project life cycle
- **Knowledge Management:** Contributed to institutional knowledge by ensuring M & E findings and recommendations are embedded in different programs as required
- **Capacity Enhancement:** Proficient in capacity enhancement of various staff in project implementation, MEAL methodology, approaches, data collection and data analysis
- **Report writing:** Proficient in writing outcome and impact-oriented reports with keen focus on donor reporting
- **Data collection and Analysis:** Proficient in Quantitative and qualitative data collection and data analysis
- **Data Quality Assessment (DQA)**
- **Strategic Planning**
- **Research:** Undertaking and supporting surveys, studies and different Evaluations
- **Resource Mobilization** and review of proposals for possible funding using set criteria

EMPLOYMENT HISTORY

1. **Manager, Monitoring and Evaluation-** Aspen Management Institute for Health (AMP health), South Africa- June 2022 to present

- Actively designing, reviewing and developing the MEL data collection tools including online surveys
- Leading data collection across 15 African Countries
- Taking Lead in data analysis and feedback dissemination to different country teams
- Supporting different surveys and Evaluations conducted by the organization.
- Leading impact assessment of the partner teams are in their health systems
- Support in development of key organization strategic documents like strategic plans, program, and sector strategies
- Enhancing capacities of management partners and country teams in Monitoring and Evaluation
- Oversee the collection of timely and accurate monitoring data from our partner teams and in-country staff
- Analyzing quantitative and qualitative data and identify actionable insights
- Providing and communicate insights distilled from data to the rest of the AMP team in a clear and concise way

2. Impact Fellow- LGT VP- (2022-2023)

3. Program Manager, Research, Monitoring and Evaluation- Economic and social Rights Centre, Hakijamii: January 2020 to April 2022

- Program management; prioritizing tasks for effectiveness and efficient resource use
- Effectively plan and designed programs entrenching human rights-based approach
- Leading the program/ project team to develop implementation plans, Monitoring and Evaluation plan, results framework with elaborate indicator subsequent performance indicator reference sheet.
- Taking lead and supporting different surveys and Evaluations conducted by the organization.
- Development of data collection Methods & tools and data analysis
- Consolidating outcome and impact-oriented donor reports
- Supporting the implementation team to develop results-based progress reports
- Supporting the program team to develop log frames for all projects with measurable outcome and impact indicators and theory of change
- Making periodic action oriented monitoring and field verification to assess progress of implementation
- Support in development of key organization strategic documents like strategic plans, program, and sector strategies
- Consistently conduct periodic reviews with the programme team ensuring implementation is on track
- Capacity built and advised the Project team on quality data gathering and data analysis; Primary and secondary data collection tools and methodologies, data entry, and results-based reporting
- Resource Mobilization.

2. Monitoring, Evaluation, Reporting, and Learning (MERL) Manager at PELUM Kenya from 2015 – 2019

Key Achievements

- Led the programmes team to develop an advocacy monitoring and Evaluation tool which has been adopted by over 15 organizations.

- Successfully collaborated with the programme/Project teams to develop and integrate good MEL standards and practices throughout the project life cycle for all the projects.
- Enhanced the capacity and Mentored at least 50 Member Organizations in MEL
- Consolidated progress, quarterly and annual reports from all departments and consistently ensured timely and Quality results-based reports in compliance with donor requirements
- Coordinated internal knowledge sharing across programs and amongst member organizations by consistently entrenching lessons, best practices, and recommendations from regular monitoring data and evaluations
- Led the Program team to develop an effective risk monitoring plan and supported review of strategic documents like the strategic plan.
- Designed and developed the MEAL data collection tools for gathering data and information which supported data collection and regular monitoring, evaluation, and reporting.
- Actively led and supported a resource mobilization team in proposal development with the team singlehandedly raising an average Ksh 25 million annually
- Facilitate, design, and conduct data collection and monitoring exercises regularly to support the monitoring, evaluation, and reporting of programs using primary or secondary data sources, including undertaking regular field visits
- Facilitated the development and entrenchment of principles- Focused evaluation with periodic review to ascertain the progress

2. Monitoring and Evaluation consultant at IFAD (International Fund for Agricultural Development), Upper Tana Natural resource management project (UTaNRP) From February 2012-January 2015

Key Achievements

- Was responsible for designing and overseeing implementation and all monitoring and evaluation (M&E) activities in the organization
- Conducted field verification to Validate and verifying the progress indicators
- Actively reviewed over 10,000 proposals from Common interest groups (CIGs), conducted successful regular field visits for verifications, and objectively selected 1500 for IFAD grant support
- Successful analysis of data from the field with detailed reports
- Spearheaded successful development of CIG implementation schedules and ensured the effective and timely implementation
- Conducted regular Monitoring exercises and periodic review meetings. This included both primary and secondary data and ensured the findings and recommendations are used to improve the Project and CIGs.
- Developed and maintained a database of all funded projects
- Developed quality reports that are user friendly to the targeted community

3. Research assistant at AGRICOM Consultants Ltd. August to December 2013

4. Research Assistant, Kenya Feed the Future project by USAID, March to December 2014

5. Research assistant, Kenya Institute for Public Policy Research and Analysis (KIPPRA), February 2009 to November 2010

6. Supervisor with Kenya National Bureau of Statistics (KNBS) in the concluded national census, August to September 2009

ACADEMIC QUALIFICATIONS

1. Masters' degree in Agricultural and applied Economics, University of Nairobi (Finalizing)
2. Master's degree in Monitoring and Evaluation, in Progress
3. Bachelor's degree in Agricultural Education and Extension, 2008, University of Nairobi
4. Certificate in Monitoring and Evaluation, Kenya Institute of Management (KIM), 2015
5. Executive Public Policy Programming, Strathmore University
6. Certificate in Kenya Sign Language
7. Certificate in Pedagogy from Egerton University
8. K.S.C.E {B+},(1999-2002) Ng'iya Girls H.School

PROFESSIONAL TRAINING

1. Certificate in GIS from African Centre for Technology Studies (ACTS)
2. Outcome and impact oriented (OIO) Monitoring and reporting
3. Results-Based Management (RBM)
4. Climate resilience training by stockholm resilience center
5. Climate change and adaptation training by Bread for the world
6. Qualitative data management and analysis
7. Monitoring and tracking Advocacy activities and results
8. Leadership training by Steadman group

COMPUTER SKILLS

- High computer literacy; Proficient in computer skills-MS office; MS Windows, Ms. Word, MS excel, Ms. Project, PowerPoint
- Knowledgeable in qualitative and quantitative data collection, entry and analysis using statistical software and tools (SPSS, STATA, Excel, google sheets, and NVIVO. Mobile Data collection like ODK and KOBO)

SOFT SKILLS

- Excellent communication skills, both verbal and written in English and Kiswahili
- Ability to work independently and also great team Player when need be
- Flexible and adaptable to different situations including traveling within and out of the country
- Creative with the ability to multitask
- Good organization skills
- Great coach and Motivator
- Good in problem-solving
- Great Analytical Skills

MEMBERSHIP

- Gender Affairs Director in UoN, Upper Kabete Campus, June 2004 to May 2005

- Cherrie Blair Foundation Mentor

REFEREES

1. Ms. Manei Naanyu,
Programmes Manager,

PELUM Kenya

Tel: 0722535473

Email: manei@pelum.net
2. Mr. Henry Gitimu Mbogo
Project Manager, IFAD

Upper Tana Natural Resource Management Project (UTaNRMP)

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