

## RESUME

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### Profile

A strategic programme and business development professional and economist, with over 5 years' experience in strategic management, economic and public policy analysis, proposal writing, programme development and management, strategic partnership, fundraising and report writing, Monitoring, Evaluation and Quality Assurance. Good research experience and member of Young African Statisticians and Takwimu Young African Statisticians Programme. Exposed to development efforts fostered by a coalition of companies, CSOs, governments and others in public-private partnership. possess good communication skills required in writing and orally with a good proficiency level in English language. Good knowledge of statistical analysis programs and database management systems like DHIS-2, SPSS, STATA, and Spectrum and endowed with business analytics, management and leadership skills relevant for the both private and public sector. prior experience on USAID, EU, CDC, UN Agencies (WFP, UNICEF, UNHCR, UNFPA and UN Women), Bilateral Agencies, INGOs, Foundations and Corporations.

### Academic and Professional Qualifications

- Masters of Arts in Economics. University of Malawi, Chancellor College – Candidate (2021/2022)
- Bachelors of Social Science degree double majoring in Economics and Demography. University of Malawi, Chancellor College. 2016.

**Topics of study:**

- **1.The impact of illicit financial flows on economic growth in Sub-Saharan Africa: A panel data approach**
- **2.The relationship between age of coital debut and HIV prevalence in Malawi**

- Certificate of Completion of An Introduction to Proposal and Report Writing Course, Humanitarian Leadership Academy, February, 2022
- Certificate in Project Planning, Monitoring and Evaluation. University of Malawi, Chancellor College. 2016.
- Certificate of Participation in 5<sup>th</sup> ISibalo African Young Statistician conference. ISibalo Capacity

Building Programme. Pretoria, South Africa. 2016. (**Research paper presented: The prediction of mortality associated with HIV in Malawi.**)

- Certificate of Course Completion for **US Abortion and FP Requirements - 2018[revision 4] course**, Global Health E-Learning Center, USAID Mandatory E-Learning Courses on FP compliance
- Certificate of Course Completion for **Protecting Life in Global Health Assistance and statutory restrictions on abortion - 2018[revision 2] course**, Global Health E-Learning Center, USAID Mandatory E-Learning Courses on FP compliance
- Malawi School Certificate of Education, 12 points. Michiru View Boys Secondary School. 2010.

### Professional Trainings and Conferences

1. October, 2022: CPD Certificate of Attendance & Learning Tool. Reframing Health Partnerships: Diverse Voices in A New Era, Tropical Health and Education Trust (THET)
2. 12-14 November, 2019: Participation in the Nairobi Summit on International Conference on Population and Development (ICPD25) - Accelerating the Promise, Nairobi, Kenya
  - a) Digital innovations for Universal Health Coverage
  - b) Transparency and Accountability in Monitoring Policies and Programmes
  - c) Democratization of Data using Information Management Systems
  - d) Climate change adaptation and justice
3. 9 July 2018: USAID-Malawi Implementing Partner Monitoring and Evaluation Workshop, Bingu International Convention Centre, Lilongwe
  - a) Activity Monitoring, Evaluation & Learning (MEL) Plan
  - b) Adaptive Management
  - c) Impact Evaluations: Quasi-experimental vs. Experimental
  - d) Data Security Guidance: Protecting Beneficiaries
4. 19 February 2018: Sensitization Workshop for The Private Sector and Legal Practitioners in Malawi by Competition and Fair Trading Commission (CFTC) and COMESA Competition Commission, Ryalls Hotel, Blantyre
  - a) Overview of the Competition Policy and Competition and Fair Trading Act in Malawi
  - b) Essentials of Competition Law and Policy
  - c) Restrictive Business Practices under the COMESA Competition Regulation
  - d) Mergers and Acquisition
5. 13-17 June 2016: 5<sup>th</sup> ISibalo Conference of African Young Statisticians in Pretoria, South Africa, on the theme POPULATION AND DEVELOPMENT IN AFRICA. Associated training workshops:
  - a) Research Gaps & Innovation for the African Demographic Dividend
  - b) Population HIV Impact Assessment (PHIA) Surveys
  - c) Research Transparency and Replicability in Social Sciences
  - d) Health, Demography & Data Issues in Africa
  - e) Making sense of data for policy analysis
  - f) Spatial Statistics
  - g) Scientific Writing

- h) Developing Blueprint for Young Statisticians Monitoring Framework on SDGs and NDPs
- i) Agriculture, Food Security & Policy in Africa
- j) Statistical data analysis: bridging the policy gap

## Key Relevant Experience

### 1. March 2020 - Present

**Position Title:** PARTNERSHIP AND RESOURCE MOBILIZATION COORDINATOR – LEAD, PROGRAMMES AND BUSINESS DEVELOPMENT

The function of the position entails playing a central role in defining resource mobilization strategies, identifying markets, building relationships, and strategically positioning the Organization in generating resources for delivery of programmes. Key achievement include securing and maintaining large multi-year programmes and diverse donors including Government of Flanders and Irish Aid (Euro 3,700,000) CDC (\$1,400,000) USAID (\$2,547,752 Annual budget); WFP (\$2,676,656); Partners, Agencies and Foundation including Trocaire; Norwegian Church Aid, Egmont Trust, UNFPA, UNICEF, UN Women, KOICA, SADC, with annual funding between \$30,000 and \$600,000. In the business development, managing an investment portfolio of \$850,000 as a social enterprise of the organization that involves Cooking Oil Manufacturing, Car Hire Services; Courier Services; YONECO FM National Broadcasting Station; Coach Operation, ICT and Printing Services and Agri-business Enterprise.

**Name of Employer:** YOUTH NET AND COUNSELING (YONECO) (Contact information, Email: [executive@yoneco.org.mw](mailto:executive@yoneco.org.mw) and Telephone: +265 1 526 199, Website: [www.yoneco.org](http://www.yoneco.org))

### Key Duties:

#### Program development

- Work closely with the Executive Director to develop a comprehensive annual programme plan that is aligned with the YONECO Strategic Plan and meets the needs of current and potential institutional donor partners.
- Specifically advise on potential and actual acceptability of strategic concepts by the government in programme development strategies and initiatives.
- Coordinate and facilitate the design, review, and approval of program/project proposals and concept papers for submission to funders.
- Participate in – and lead, as directed, proposal development teams.
- Work closely with technical experts to design and package technical information for responding to solicitations or writing unsolicited proposals.

#### Resource mobilization and fundraising

- Profile and characterize diversified key donors for targeting, including UN, bilateral, multi-laterals, Government, Corporate etc. Characterization should include but not limited to: program and geographic area priority, size of grant, proposal submission and approval process, matching fund required or not, funding cycle/period, contact person and address.
- Design a roadmap to complete assigned resource mobilization and partnership goals, leading the program teams towards identifying and prioritizing key funding and implementing partners and long-term resource mobilization plans and strategy development.
- Create, plan and implement all fundraising strategies, opportunities and activities building from and expanding upon the success of current private and public efforts.
- Continually track, measure, evaluate and report achievement of Resource Mobilization goals,

shared value, with a focus on recommending and incorporating improvements as appropriate.

#### **Partnership development**

- Identify, research, cultivate, and manage high-level donor relationships consistent with YONECO's strategy.
- Develop and execute a partnership development plan, targeting partners with institutional resources and aligned missions; gather and analyze business intelligence and prepare for response as needed. · Build and document relationships with priority funders.

#### **Institutional profiling, communication and marketing**

- Work closely with the Research, Monitoring, Evaluation, Documentation, and Learning (RMEDL) team to design and package impact data to support quality response to funders.
- Organize meetings in various places as a campaign for donor acquisition, cultivation, retention and increased visibility and image building for YONECO.
- Participate in strategy development including developing and/or assisting in the production of appropriate marketing materials e.g. capability statements, Past Performance Reports (PPRs), etc.
- Work with the communication and program department on the message, products and processes (marketing tool) to be used in approaching potential donors.

#### **Human resource development**

- Train staff in resource mobilization; approach potential donors and prepare presentation templates and briefs for potential donor meetings.
- Mentor staff in all aspects of responding to opportunities, including forming response teams, negotiation, program design, results frameworks, budget development, and proposal review.
- Increase understanding among staff of funders' interests, strategies and procurement mechanisms.

### **October 2022 (Ongoing)**

**Position Title:** PROJECT COORDINATOR – SUSTAINABLE LAND MANAGEMENT PROJECT - GOVERNMENT OF FLANDERS AND IRISH AID

YONECO is implementing the Sustainable Management of Landscapes (SAMALA) project in Mzimba, Kasungu, Ntchisi, and Dowa districts with funding from the Government of Flanders and the Embassy of Ireland in Malawi (2022 - 2025). The goal of the project is to contribute to the Malawi Government efforts in restoring degraded landscapes to support sustainable livelihoods. The project aims at improving catchment management with sustained land productivity, strengthening inclusive community governance structures and local institutions for sustainable management of landscapes, increasing land tenure security and community knowledge on existing regulatory frameworks, and diversifying and strengthening livelihoods. As a Project Coordinator, Responsible for planning, directing and overseeing the implementation of the project, and ensuring that deliverables and functionality are achieved as defined in the Project Proposal, Detailed Implementation Plan, and Budget. The Project Manager will also be responsible for the management of project personnel, finances, equipment and all other resources assigned to the project. He/She will be responsible for all Project communication and serves as the primary liaison between the project and the District Council, and other relevant stakeholders

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#### **Key Duties:**

- Provide technical oversight in the implementation of sustainable land and water management practices including CSA and, and participatory management of community forests and protected forests particularly youth and women inclusion and gender mainstreaming

- Provide technical oversight in strengthening of local governance structures through enhancing governance, technical and management capacities of the local structures and community based organizations on landscape restoration practices and increasing women and youth inclusion in the structures including awareness raising
- Lead training of Field Coordinators in the sustainable land and water management technologies and practices promoted by the Project.
- Lead in community and stakeholder sensitization on land tenure and user rights to increase access to land titles and improve knowledge of communities particularly women on land rights and complimentary legal frameworks
- Produce and submit project annual work plans and budgets relating to agreed deliverables as stipulated in project documents.
- Collaborate with the District Council and relevant stakeholders in the implementation of the project, and present project implementation progress reports at DEC meetings.
- Ensure compliance with regulations and policies of the Donor, Malawi Government and YONECO in the implementation of the project.
- Lead quarterly project reporting process and submit quality project reports, and any project updates as required to the Executive Director
- Consolidate and facilitate learning by drawing on best practices from the project implementation and networking with partners.
- In line with the agreed work plans and budget, manage the field implementation of project activities and provide leadership for the entire project team.
- Following the projects' site selection criteria, and in consultation with the district council, evaluate and select sites for the project.
- Oversee that bottlenecks and challenges to program impact are timely addressed.
- Review and assist in the development of IEC materials on the project's interventions for use by Field Coordinators and the target beneficiaries.
- Present financial expenditure analysis and performance report to the Head of Finance and Administration.
- Manage all project resources including finance and ensure timely liquidation of all project expenditures.
- Submit monthly staff and vehicle/equipment returns to the Head of Finance and Administration

#### **January 2021 - October 2022**

**Position Title:** PROJECT COORDINATOR – EMPOWERING ADOLESCENT GIRLS, YOUNG WOMEN AND YOUTH (KOICA AND UNFPA) AND HUMANITARIAN INTERVENTIONS (CERF THROUGH UNFPA)

Providing coordinating, management and strategic support of implementation of the Action for Teen Mothers and Adolescent Girls (KOICA through UNFPA) and Adolescent and Youth Humanitarian Interventions on SRHR and GBV (CERF through UNFPA).

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#### **Key Duties:**

- Ensures quality of project design incorporating lessons learned, newly developed policies and best practices and contributing to establishing appropriate execution and monitoring mechanisms and systems
- Coordinates activity implementation in collaboration with district offices and government counterparts
- Facilitating timely and efficient delivery of project inputs and outcomes

- Helps create and document knowledge about current and emerging SRHR, gender and human rights trends, GBV response issues, by analyzing programmes, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies.
- Provide support to the Malawi national protection cluster and sub national GBV work with the civil society partners consortium and joint programme on prevention of and response to GBV.

**April 2019 - December 2020**

**Position Title:** DISASTER PREPAREDNESS AND RESPONSE COORDINATOR

The position that oversee internal and external risk management aspects of the organization includes the overall role to plan ahead for disasters, lead and manage the YONECO Emergency and Disaster Response Programme and enable it to respond to emergencies and disasters in a timely and effective way for programmes funded by WFP, UNICED and TROCAIRE

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**Key Duties:**

#### **Strategy and business development**

- Development and execution of the Risk Management and Emergency response strategy for the YONECO in coordination with the Programme Manager and Executive Director
- Provide active leadership and overall management of the YONECO emergency program and support all aspects of preparedness planning and action.
- Work closely with the Executive Director to prioritize programmatic needs, explore new donors, develop high quality proposals and concept notes and expand partnership based on the country's needs.

#### **Program management**

- Implement emergency programmes in a cost effective, consultative, participative and gender sensitive way and ensuring Gender and Protection mainstreaming in the humanitarian program
- Oversight of ER teams in the provinces, ensuring that the team members are working in line with the policy, strategy and guidelines.
- Ensure work plans are in place and arrange quarterly program management meetings with Provincial Program Managers in order to review progress of programs and prepare a plan of action for next quarter. · Monitor project budgets on monthly basis and provide timely feedback to finance department on any
  - variance that might come in the BVAs. Ensure that financial reports are prepared in a timely manner and are reviewed by the ER team. Prepare annual, quarterly spend plan with monthly phased expense plan linked with work plan and BVAs (Budget Vs Actual)
- Work closely with Supply Chain to ensure that procurements are made in a timely manner while remaining in compliance with YONECO and donor rules and regulations, and ensure that proper procurement procedures are followed by ER Program staff
- Manage, maintain and develop information systems to ensure accurate, timely and complete data and information for assessments, monitoring and evaluation, internal and external reporting, planning, decision making and program learning.

#### **Representation**

- Manage coordination with key stakeholders e.g. government authorities, donors, and Humanitarian partners and represent YONECO in coordination forums e.g. humanitarian clusters (protection, WASH, FSAC, Cash working group etc.), UNICEF and WFP
- In collaboration with the Grants Coordinator, collect information and prepare briefs and written material to be shared with head office on beneficiaries, programs, humanitarian situation in the country for communication materials.

#### **Staff management**

- Conduct performance appraisals of Emergency Response staff and ensure regular feedback and mentoring on individual performance.
- Explore capacity building and learning opportunities for team

#### **October 2018- 2020**

**Position Title:** RESEARCH, MONITORING AND EVALUATION ASSISTANT (RMEA)

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#### **Key Duties:**

- Support establishment and update of M&E database
- Assist in analyzing and compiling data to measure progress and impact of projects' activities
- Participate in and coordinating timely data collection and analysis of M&E data and success stories
- Verify data quality and ensure all data is input into database platform and analyses in an integrity manner
- Develop and maintain database backup and filling systems
- Undertake visits to the field to support and/or supervise data collection or verify data quality
- Prepare reports of project data, as required for reporting
- Contribute to documentation of programme events such as meetings, events and workshops

#### **August-October, 2018**

**Position Title:** EC-SRH INTERN

**Name of Employer:** Save the Children International

#### **Key Duties:**

- Support Planning project activities
- Support capacity building
- Developing and implementing monitoring and evaluation frameworks
- Data entry and analysis
- Report writing

#### **April-July, 2018**

**Position Title:** MONITORING, EVALUATION AND LEARNING OFFICER

**Name of Employer:** ANPPCAN Malawi Chapter (Contact information, Email: [anppcanmalawichapter@gmail.com](mailto:anppcanmalawichapter@gmail.com) and Telephone: + 265 885 400 502, Website: [www.anppcanmw.org](http://www.anppcanmw.org)) **Key Duties:**



- Facilitation of M&E activities (planning and implementation of M&E activities, report writing, etc.) · Giving technical and methodological support to project staff (M&E methods, log frame approach, Quality Assurance, use of M&E software etc,)
- Facilitate collaboration with implementing partners to continuously enhance impact of project and quality
- Participation in the project proposal design (mainly log frame and M&E aspects)
- Monitoring implementation and impact of projects supported by project staff
- Facilitate research and documentation of good practice
- Training of project staff in monitoring and evaluation systems and support establishment of an efficient and effective data collection system
- Develop formats and time schedules for indicators monitoring reports
- Assist with the development of policy and guidelines for M&E and its impact.

## **October 2017-March 2018**

**Position Title:** INTERN-MALAWI 2020 TEA REVITALIZATION PROGRAM

**Name of Employer:** IDH, THE SUSTAINABLE TRADE INITIATIVE (Contact information, Email: [kambalame@idhtrade.org](mailto:kambalame@idhtrade.org) and Telephone: + 265 888 830 330)

### **Key Duties:**

- Providing administrative support prior to and during the Annual Progress meeting
- Initial drafting of local organizing committee meetings reports and minutes.
- Involved in primary data gathering exercises that should fit into programming for the Malawi Tea 2020 strategies
- Undertaking follow up of partner activities
- Take part in partner training activities where IDH may need to gather information on progress.
- Providing general support to the Malawi IDH office for activities linked to the Malawi Tea 2020 program.
- Maintaining and updating data and stakeholder's list and ensure that all records are up to date

## **December 2015 – November 2016**

**Position Title:** REMOTE RECRUITER AND PREMISE FIELD RESEARCHER, MALAWI

**Name of Employer:** PREMISE DATA CORPORATION (Contact information, Email: [info@premise.com](mailto:info@premise.com) and Telephone: + 1 (415) 235 0473)

### **Key Duties:**

- Recruiting new Premise market researchers and conducting remote training
- Collect data on food prices used in monitoring changes in prices over time.
- Remote Input of data through android smart phone application and upload into the organization database.

## **November 2016**

**Position Title:** TEAM MEMBER

**Association:** AFRICAN YOUNG STATISTICIAN-MALAWI CHAPTER (ISibalo Capacity Building Programme under Statistics of South Africa)

### **Key Duties:**



- Planning, implementing, monitoring and evaluating Math-Stats Project.

### Research and Consultancies

- End-line evaluation for scaling up nutrition (sun) project implemented, United Purpose, 2017, Research Assistant
- A study on Analysis of Revenue and Socio-Economic Impact of Malawi's Adoption of COMESA Common External Tariff under the Ministry of Industry, Trade and Tourism, Research Assistant

### Special Skills and Competencies

- Mapping and Spatial Analysis in Geographical Information System (GIS) using QGIS
- Design of research activity for proposal, data collection, data preparation, analysis and report writing
- Strong qualitative and quantitative skills, economic and demographic theory application and policy
  - analysis using, among others, advanced econometrics, logical framework and Poverty and Social Impact Assessment (PSIA)
- Good knowledge of designing M&E and implementation of M&E systems
- Proficient in MS Excel, STATA, SPSS, SPECTRUM and CSpro, excellent Knowledge of Microsoft office applications (Word, Excel, PowerPoint, Access, outlook etc.); System Dynamics Package (VENSIM)

### Personal Skills

- Good planning and communication skill
- Ability to work with less supervision
- Good analytical and interpersonal relations

### Other Relevant Tasks

- Member Internal Procurement Committee (IPC) - YONECO
- Member Sustainability Committee - YONECO
- Technical Assistance on Strategic and Programme Development (CEPARAM and CCDO)

### REFEREES

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