

# Umar Muhammad

PGDHE, MDS

No 578 Babbangiji Quarters, Tarauni Local Government, Kano State - Nigeria

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## WORK EXPERIENCE

MONITORING, EVALUATION, RESEARCH, LEARNING AND ADAPTING (MERLA) OFFICER 11<sup>th</sup> April 2023 - Date

**Sokoto State:** Learn to Read Project (L2R) - Creative Associates International - USAID funded

- Developed appropriate models and tools for data collection, analysis, and synthesis.
- Trained staff in the use of these M&E models and tools.
- Developed and implement project level performance monitoring plans for gathering, reporting, and analyzing performance data.
- Work closely with the management team to ensure that plans capture the scope and content of LEARN to Read results and objectives.
- Ensure technical coordination of state-level M&E activities and obtain support from directorates and local government authorities as needed.
- Work closely with the Chief of Party and M&E Advisor to manage support staff and consultants as needed to ensure the feasibility, appropriateness and timelines of all M&E plans and interventions.
- Ensure timely production, coordination, and reporting of all state-level data: quarterly reports, M&E data, financial information, etc.
- Supported the visualization and use of data through dashboards at multiple levels of the education system.
- Support and coordinate all project research and assessment activities in the state.
- Participated in regular meetings and maintain regular communication with state level team counterparts, and with the Chief of Party, to ensure coherent planning, M&E practices, and project troubleshooting.
- Strengthening the capacity of EMIS officers at the state and LGEA on records-keeping practice, and Annual School Census (ASC) data collection, analysis, and reporting for planning and decision-making to improve education service delivery.
- Represented the project in major state meetings and events as appropriate.
- Carry out other responsibilities as assigned by the MERLA Snr. Advisor

TECHNICAL OFFICER, MONITORING, EVALUATION, AND LEARNING (MEL) 4<sup>th</sup> April 2022 - 31<sup>st</sup> March 2023

**Kano State:** Partnership for Learning for All in Nigeria (PLANE) - Family Health International (FHI360) - FCDO Project

- Contributed to project technical delivery, monitoring, and evaluation of key performance indicators in the Logframe and drafting of gender disaggregated reports.
- Coordinated with the project technical team to ensure quality and fidelity of program implementation are consistent with the theory of Change (ToC) requirements.
- Supported the MERL Advisor in designing monitoring tools, data collection protocols, and guidelines for both Foundational Learning (FL) and Accelerated Learning (AL) programs using the TaRL approach.
- Assisted in the development of teaching and learning material distribution tracking sheets for accountability of the materials distributed to learners, teachers, and schools.
- Developed a state M&E plan that includes baseline indicators, output, outcome, and impact indicators, annual targets, and data sources.
- Collected, reviewed, and quality-assured data from 532 intervention schools and ensure compliance with M&E reporting requirements.
- Supported the coordination and execution of activities such as organizing in-house capacity building orientation to project staff and partners on how to collect and analyze education data to measure progress, and identify gaps on *enrollment, retention, completion, teacher absenteeism, and learning outcome*).
- Provided technical support to the state Ministry of Education (MoE) and State University Basic Education Board (SUBEB), and Technical Working Groups (TWGs) on the use of formative and summative assessments toolkits.
- Supported the stakeholders in the review/adaption of baseline assessment tools for Early Grade Reading Assessment (EGRA and EGMA).
- Led the training of School Support Officers (SSOs), and Quality Assurance officers on electronic-based monitoring systems and lesson observation tools and convened review meetings quarterly with education managers/administrators to provide feedback and findings for planning and decision making.

- Regularly updated project dashboards for lesson observations, formative assessment, and learning outcome assessment for dissemination and report writing.
- Provided regular feedback and guidance to M&E/Assessment Technical Working Group (TWG), SUBEB, MoE, and LGEAs on progress made, and challenges with a view to foster sustainability of PLANE intervention.

#### MONITORING, EVALUATION, RESEARCH AND LEARNING (MERL)

31<sup>st</sup> May 2021 - 31<sup>st</sup> March, 2022

**Kebbi and Sokoto State:** Integrated Water Sanitation and Hygiene (I-WASH) Project in North-West - Green Habitat

Initiative (GHI) -  **Funded Project**

- Coordinated and led the implementation of Monitoring, Evaluation, Research and Learning activities of Integrated WASH Project in Kebbi and Sokoto States.
- Supported full implementation and integration of global Planning, Monitoring, Evaluation and Reporting (PMER) requirements, and standards across the areas of I-WASH component.
- Led the conduct of WASH baseline surveys in collaboration with stakeholders in Kebbi and Sokoto States with over **2,429** sampled household enumerated, **179** health centers, and **183** public schools using standard WASH tools adapted from UNICEF.
- Trained independent enumerators on WASH baseline data collection using Kobo Toolbox, and standard operating procedures.
- Coordinated and led the conduct of post implementation monitoring surveys (PIMS) across the intervention sites and location.
- Supervised regular data collection in the field and ensure quality of the data by random verifications and validations.
- Provided technical and operational guidance/capacity strengthening to Individual Consultant/Firm on field monitoring, survey activities, and database management in conjunction with stakeholders.
- Recorded, managed, and preserved monitoring and evaluation data in a safe and accessible manner.
- Supported colleague, partners, and stakeholders in setting performance and developing systems, templates, tools, and other support materials to facilitate performance monitoring, planning, research, and information flow.
- Generated organizational learning from monitoring, and evaluation activities, document lesson learnt/case studies both internal and external to promote and replicate best practice across the organization.
- Regularly updated the AMEL plan, ToC, Result framework, and Annual Workplan for the Project based on the donor requirements, and new priorities.
- Developed and led the implementation of Collaborating, Learning, and Adaptive (CLA) framework for the project; facilitates quarterly *Pause and reflect sessions & knowledge café* to share experiences, lessons learned, and brainstorm ways to apply new learning to project implementation.
- Developed Performance Indicator Reference Sheet (PIRS), CLTS tracking template, and summary sheet to track and report progress of USAID Key Performance Indicators (KPIs).
- Responsible for reporting achievements and quality assurance of data through the USAID Performance Reporting system (**Monitor** and **DIS** platform) and WASHMIS web application.
- Determined research needs, developed ToRs, supervised consultants and research teams with a view to improving monitoring and programming.
- Reviewed monthly and periodic reports produced by projects/programs to ensure compliance with recommended Result Based Management (RBM) guidelines, formats, and programming standards.
- Developed activity tracker and Community Accountability and Reporting Mechanism (CARM) in consultation with the technical team to address beneficiary's complaints and comply with the do-not harm policy.
- Organized and facilitated training on M&E functions for capacity development and awareness with stakeholders at the state, LGA level, and field office staff.
- Produced quarterly human interest/success stories.
- Managed and regularly update a repository of all programmes reports and surveys.
- Carry out any additional responsibilities as assigned.

#### SENIOR MONITORING AND EVALUATION OFFICER

22<sup>nd</sup> June 2020 - 23<sup>rd</sup> May 2021

**Adamawa and Gombe State:** Strengthening Education in North-East Nigerian States (SENSE) project - American

University of Nigeria -  **Funded Project**

- Primarily responsible for leading and managing M&E tasks related to SENSE project in Adamawa and Gombe states; this includes strategizing and conceiving monitoring and evaluation activities, setting priorities and leading implementation and spearheading coordination.

- Regularly review data collection processes, perform data quality assessments, and make adjustments as needed.
- Led the training of independent enumerators, and state partners on learning assessment data collection, Socio-emotional learning (SEL) to measure the program's impact on access, retention, reading, and learning outcomes are systematically tracked and reported.
- Developed data collection tools, protocols, and guidelines as well as oversee data collection efforts and provide feedback to relevant stakeholders/actors and the project management team.
- Responsible for conducting quality assurance of all data-related activities, and routine monitoring before onward submission to the M&E Specialist and Chief of Party (CoP).
- Tracked the delivery of teaching and learning materials (TLMs) to schools, pupils, and teachers.
- Led the conduct of transactional radio instruction (TRI) program monitoring during Covid-19 and provide feedback on listenership on weekly basis for adjustment, and improvement.
- Tracked and monitor the implementation of the School Improvement Plan (SIP) for intervention schools and ensure compliance with the activities and timelines.
- Participated in the quarterly meeting of education implementing partners to present SENSE project key achievements, challenges, lessons learned, and best practices, and aligned activities to avoid duplication of efforts.
- Regularly trained technical field staff on project indicators, targets, data collection tools and provide guidance during the implementation of key interventions.
- Liaised with the state and local government education administrators to coordinate project activities for ownership and sustainability.
- Any other duty assigned by the MEL Specialist, DCoP, and CoP/AGC of the SENSE Project.

#### MONITORING AND EVALUATION CONSULTANT

22<sup>nd</sup> October 2018 - October 2019

**Kano State:** United Nations Children's Fund (UNICEF) / DFID Girls Education Project (GEP3)  **Funded Project**

- Maintained up-to-date and accurate records/database on GEP3 implementation in Kano State and ensured effective and timely information reporting as required.
- Conducted quality assurance activities of data collected from schools, proposals, retirements, and reports under the guidance of Education Specialist M&E in Abuja, Education Specialist, and Officer at the field office.
- Coordinated and supported the state-level SBMCs/CBMCs effectiveness monitoring surveys and enrollment drive validation exercise and dissemination of key findings to the relevant stakeholders for program improvement.
- Worked closely with EMIS officers at SUBEB and the Ministry of Education to ensure timely completion of Annual School Census (ASC) data collection, processing, data cleaning, data merging, analysis, standard statistics report generation, and dissemination of gender-disaggregated results.
- Liaised with MoE and SUBEB EMIS officers to provide technical support and strengthened their capacity on EMIS related issues at both state and LGEA levels.
- In coordination with State Output Leads and National Education Specialist M&E; monitored and supported the integration of IQTE schools into ASC processes.
- Facilitated the institutionalization of systems for effective and accurate data collection and analysis through the ASC data collection process and other surveys. **Results Achieved:** Accurate and timely data was produced and reported to the UNICEF field office and state for planning purposes.
- Document lessons learned and best practice, producing monthly human-interest stories on GEP3 implementation.
- Worked with State Output Led Consultants to ensure systematic, accurate, and updated data and information on GEP3 activities is collected and analyzed collaboratively.
- Led the training of 331 government officials to successfully conduct Census of Integrated and Non-Integrated Qur'anic Schools in Kano State across the 44 LGAs of which **13,696** centers were recorded, and supported the data analysis, and report written process with gender disaggregation and production of the final report.
- Produced monthly work plan with the report of key activities implemented and submit to the SPC, Education Specialist M&E, FO Education Specialist, and GEP3 focal person.
- Provided technical support in the implementation of GEP3 education activities in 720 conventional and Integrated Qur'anic schools (IQS).

- Provided oversight function, monitoring, and supervision during training, supporting teachers on school records keeping and documentation practice at the school level to improve quality of data for effective planning and decision making.
- Supported the training of **3,000** head teachers on School Records Keeping practice and filing of the Annual School Census questionnaire across 44 LGAs in Kano State.
- Attended monthly project meetings with relevant stakeholders to discuss GEP3 implementation, lessons learned, best practices, challenges, and strategies to overcome them for effective delivery.

#### SYSTEM STRENGTHENING/EMIS SPECIALIST

June 2016 - October 2018

**Sokoto State:** Education Development Centre (EDC) International; NEI+ USAID funded project  **Funded Project**

- Provided ongoing technical support to the staff of Ministries, Departments, and Agencies (MDAs) of government to review progress, troubleshoot problems, and support the use of Education Management Information System (EMIS) and Monitoring and Evaluation System (MES) for data use and decision making.
- Supported the use of existing open-source EMIS software at both state and LGEAs to meet unique information needs.
- Provided support for inter-state training of education managers, CBOs, SBMCs, and EMIS officers to analyze data from the EMIS application, evaluate performance, conduct research, and plan education improvement initiatives.
- Provided technical assistance in setting up systems to gather data and ensure strict compliance with SOPs for data flow and reporting.
- Facilitated a process with state government and other stakeholders to map and review existing education policy frameworks, especially around systems, access, reading instruction, and assessment
- Facilitated policy review meetings (i.e., teacher recruitment and deployment) and ensure the state make informed decisions deployment of teacher's using evidence-based data to improve quality learning.
- Provided coaching on various issues including data analysis and evidence-based decision making, monitoring and staff mentoring.
- Improved the capacity of government education officials to develop their leadership, managerial, and supervisory skills and effectively implement policies and regulations with regard to access and reading.
- Supported the project M&E team and Assessment in the conduct of surveys (EGRA and EGMA) to track progress and disseminate findings to the relevant stakeholders for implementation.
- Worked with the Senior Health System Strengthening Specialist in Abuja to develop a value for-money (VfM) framework and provide necessary guidelines to support the project team in reporting.
- Perform any other duties assigned by the EMIS Specialist, System Strengthening Specialist, or State Team Leader (STL)

#### SENIOR MONITORING AND EVALUATION SPECIALIST

August 2013 - May 2016

**Zamfara State:** Management Sciences for Health (MSH),  **Funded Project**

- Taking overall responsibility for all M&E functions in the State office and providing technical support to Sokoto and Kebbi state M&E specialists and partner organizations (Grantee CSOs/NGOs implementing OVC, HBC, and HIV Prevention intervention programs).
- Conducted routine monitoring visits to project sites, including the conduct of data quality assurance (DQAs) using official and standardized tools.
- Provided direct technical assistance and capacity building in the design and implementation of the project's monitoring and evaluation components in the communities served.
- Analyzed state-level data and provide timely feedback on key findings and recommendations to address the identified gaps.
- Provided technical assistance to build the capacity of project staff, Ministry of Health counterparts, and other local partners in M&E planning and implementation with an emphasis on data collection, reporting, and use of data for decision making.
- Provided oversight on data reported via DHIS, NHMIS, and DATIM for consistency checks before approval and submission to the donor.
- Assisted the state Team Leader (STL) to prepare quarterly, annual, and semi-annual reports to USAID Nigeria
- Provided leadership in steering the activities of the state's M&E Technical Working Group and M&E forum.

- Supported the M&E officers and Specialists in Sokoto and Kebbi state in the conduct of RADET during the semi-annual and annual data reporting and review process.
- Supervised 8 Data entry clerks (DEC) including coordinating their work tasks based on their respective itineraries and towards achieving the overall goals. Also mentored them on many aspects of Monitoring and Evaluation and quality data-related issues and reporting using monthly summary forms and DHIS.
- Provided ongoing support to M&E specialists in Kebbi state and Sokoto state on a bi-weekly basis to ensure they deliver effectively and efficiently.
- Remained informed of current issues regarding the Monitoring and Evaluation of programs in the HIV/AIDS/TB field to reflect on any implication of such for the project.

#### MONITORING AND EVALUATION SPECIALIST

15<sup>th</sup> April 2009 -July 2013

**Kebbi and Taraba State: Management Sciences for Health (MSH Pro-ACT project) -  Funded Project**

- Provided leadership at the state level for the design and implementation of monitoring and evaluation activities to ensure a sustainable functional M&E system.
- Take overall responsibility for all M&E functions in the state office and ensure that the M&E target in the state is met and exceeded.
- Oversee and Manage all Site-based M&E Staff and Data Clerks to ensure they deliver timely and produce high quality report.
- Conducted Quarterly Data Quality Assessment (DQA) for key performance indicators (KPIs) before reporting the data to the M&E Advisor at the Country office in Abuja.
- Provide technical assistance to SMOH/SACA in the development and implementation of M&E plan.
- Reviewed DHIS data entries across three (3 in Kebbi + 32 in Taraba) MSH HIV care and treatment sites.
- Work with state and local partners to support the correct implementation and use of monitoring and evaluation tools, and adherence to complete, correct and timely reporting.
- Generated regular gap analysis from the data collected to measure progress and performance towards achieving the set targets.
- Supported the M&E officers and data entry clerks (DEC) in collecting and reporting quality data using the national HMIS tools and monthly summary forms.
- Supervised and mentored 14 data entry clerks (DEC) working in project-supported sites.
- Ensured adequate utilization of the results from M&E activities for decision making by sustaining monthly program performance review meeting
- Prepared a calendar of M&E activities including mentoring and supervision of Facilities/Communities M&E Officers, data clerks, data collection, Collation, and analysis
- Provided technical support to grantee CSOs/NGOs implementing OVC, HBC, and HIV prevention intervention programs/activities in various communities.

#### DATA PROCESSING OFFICER

June 2004 - April, 2009

**Kano State: Institute of Human Virology (IHVN) USAID funded ACTION project  Funded Project**

-  Supported technical team to ensure high quality data documentation and retrieval of patient's medical records across ART/PMTCT/TB and HCT service delivery points.
-  Entry of treatment data into the program software
-  Validation and Reconciliation of patient records using PMM & Careware software
-  Retrieval and distribution of PMM forms to the various unit in the ART `clinic
-  Reviewed of service registers to ensure data quality and report findings
-  Conducted a periodic data audit
-  Generated weekly, monthly, and quarterly reports for M&E using PEPFAR indicators
-  Data Processing of files and documentation
-  Backup of the project database

#### AWARD RECEIVED / RECOGNITIONS

- Special Recognition Award (SRA) by Management Sciences for Health (MSH), 2011- **Kebbi state**.
- Award of Recognition for exceptional accomplishment by Management Sciences for Health (MSH), 2014 - **Taraba state**
- Letter of Recognition by Management Sciences for Health (MSH), 2015 - **Zamfara state**

- Global Goodwill Ambassador for Human Rights and Peace by International Human Rights Advisory Council (IHRAC), June, 2019
- Global Goodwill Ambassador Humanitarian award presented by Richard DiPilla, Founder GGA in June, 2019.

## PROFESSIONAL DEVELOPMENT TRAININGS ATTENDED

- Certificate of completion for Data Analytics using Excel by Great Learning Academy November 2022
- Certificate of completion for Safeguarding, Modern Slavery and Corruption by FHI360 15<sup>th</sup> September 2022
- Data analysis and visualization training conducted by USAID/MELSA 8<sup>th</sup> to 9<sup>th</sup> March, 2022
- Data Analysis using SPSS and Power BI conducted by EDC, Sokoto state July 2016
- Village Savings and Loans Associations (VSLA), MSH, Minna Niger state March, 2016
- Data Analysis using SPSS and Power BI conducted by EDC, Sokoto state July 2016
- Nutrition of Management for Severe Acute Malnutrition, MSH, November, 2015
- Electronic Medical Records Software (OpenMRS), MSH, September, 2015
- Injection Safety, Blood Safety & Health Care Waste Management (HCWM), MSH, September, 2014
- District Health Information Software training (DHIS 2.15), MSH, Zamfara State August, 2014
- HMIS tools and data documentation training, MSH, Minna Niger state May 2014
- Proposal written and work plan development for CSOs, MSH, Abuja December, 2013
- Routine Data Quality Assessment (RDQA) training for stakeholders, NMEMS II, Bauchi state December, 2013
- New Routine Data Quality Assessment Tool (RDQA) orientation workshop/training by USAID, Abuja November, 2013
- Supervision workshop (for supervisors only), MSH Abuja, September, 2013
- Data Demand and Information use (DDIU), MSH, May 2013
- Harmonized National HMIS tools training, MSH, February, 2013
- Lafiya Management Information System (LAMIS) training, FHI360, Taraba state June, 2012.
- Next Generation Indicators (NGI) for PEPFAR implementing partners training by NMEMS II, Benue state March 2012.
- National Summit on Health and Outcome Mapping to improve health outcome by MEASURE Evaluation, Abuja October, 2011.
- District Health Information Software training (DHIS 2.0) organized by USAID/NMEMS II, September 2011.
- Data use for decision making training for policy makers (MSH Pro-ACT), Abuja May 2010
- Gender Mainstreaming into HIV/AIDS program workshop, MSH Abuja February 2010.
- Community Home Based Care (CHBC) training for health care providers, Minna Niger state February 2010.
- Orphans and Vulnerable Children (OVC) training for health care providers conducted by MSH Pro-ACT in Minna, Niger state January 2010.
- Prevention and Peer Education training conducted by MSH/Society for Family Health (SFH) in Kaduna state, December 2009.
- Community Home Based Care (CHBC), Orphans and Vulnerable Children (OVC) training conducted by IHVN, Kano state in May 2008
- Data Quality Assurance training conducted by IHVN in Kano state April, 2008

## EDUCATION

- Bayero University Kano, Nigeria, 2019 - Master's Degree in Development Studies (MA)
- Bayero University Kano, Nigeria, 2017 - Post Graduate Diploma in Health Economics (PGDHE)
- Fidei Polytechnic, Gboko, Nigeria, 2012 - HND in Business Administration and Management
- Kano State polytechnic, Kano, Nigeria - 2007- Diploma cooperative management
- Institute of Health Information Management, Kano, Nigeria 2004 - Medical records & Infor. Mgt.

## COMPUTER / IT SKILLS

- Use of Microsoft Office (Access, Excel, PowerPoint, Word, Outlook),
- Use of Google drive, Monkey Survey and Click Up.
- Use of UIS Stat-Educ software, USGPRS and WASHMIS for WASH services.
- Use of Power-BI, Excel and Wondershare EdrawMax for data visualization.
- Practical knowledge and use of ODK/Kobo Toolbox, CommCare; Survey CTO, SBMC/CBMC survey applications.
- Use of USAID Monitor, DIS platform, DHIS, DATIM, NOMIS, and LAMIS for patient level data (HIV/ART, Logistics and Laboratory)

- Use of Electronic Medical Records (EMR) system for patient Monitoring and management
- Use of Teacher Management Information System (TMIS) application and ICAT.
- Research and analysis skills using SPSS, and Epi-Software's for both quantitative and qualitative data
- Good Report writing and presentation skills.
- Problem solving, commitment, integrity, adaptability and team-working skills.

## LANGUAGES

- Hausa - mother tongue
- English - fluent
- Arabic - Beginner

## LOCATION/STATES I HAVE WORKED AND REGION

- (a) **Kano** (b) **Kebbi** (c) **Sokoto** (d) **Zamfara** (e) **Taraba** (f) **Adamawa** and (g) **Gombe states**
- North west and Northeast Nigeria.
- Including humanitarian experience in north eastern states of Adamawa and Gombe state

## REFEREES

1. Dr. Liman Audu  
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2. Dr. Hamza Jakada  
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3. Shamsuddeen Saleh  
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