

Odur Patrick Okunyu (MR)  
P. O. Box 1064 Lira (Uganda)  
Tel: 0772852418  
07.07.2022

The Head of recruitment team, Save the Children International

Dear Sir/Madam,

**RE: Application for the post of Monitoring and Evaluation Coordinator-Kiryandongo/Arua.**

I am writing to express my interest in the Monitoring, Evaluation and Learning Coordinator position with Save the Children International. It is my goal to secure a position with a reputable organization such as this where I can put my education, training, skills and experience to good use and this job would be the perfect opportunity to accomplish this objective. I earned a Postgraduate diploma in Statistics & Bachelors of Science in Quantitative Economics.

I have demonstrable skills and experience in providing oversight for project MEAL function including; putting in place and ensuring project uses basic M&E tools to adequately plan, monitor and report in a timely manner on activity implementation, outputs and outcomes, assisting in the creation of MEAL plans to measure and evaluate progress and effects of program implementation, detailing indicators and measures, selection of appropriate data collection tools, types of analysis, learning and reporting procedures, working closely with the project managers and Organizational international teams to design appropriate data collection tools and methodologies including baseline and end line surveys, interview and focus groups' protocols and others, and assist when necessary, in translating these tools, actively contributing to the advancement of organizational MEAL approach, procedures, methods and templates.

In collaboration with the project team, I always ensured the project has information brief, regular sharing of project updates with stakeholders, a mechanism for collecting, tracking and responding to feedback and complaints from project partners and stakeholders are in place. Always made it a point that the project strategies has and uses quality benchmarks in implementation of project activities as well as plan for learning activities and documentation of learning experiences.

Always provided technical support and supervision for data management to ensure that project data for informing outputs and outcome progress is collected accurately and in timely manner; supported training of project team and partners on quality data collection and management including use of data to inform decisions on child protection priorities.

Because of my technical training in Statistics, Quantitative Economics and M&E, technical skills attained, and eight (08) years of progressive practical experience obtained in operationalizing MEAL & Database Functions effectively and efficiently, I am confident that you will find me quite a valuable addition to your team and a productive individual to work with.

Attached herewith, is a copy of my cover letter and updated curriculum vitae and I look forward to having a platform from you for me to expound on the information presented.

You can always contact me for any more engagements on the same by calling **0772852418** or on **email – [odurpatrickokunyu@gmail.com](mailto:odurpatrickokunyu@gmail.com)** and I look forward to engaging more with you to discuss this position in more detail.

Sincerely,



Odur Patrick Okunyu (*Applicant*)

**CURRICULUM VITAE**  
**ODUR PATRICK OKUNYU (MR)**

Tel: +256 772852418, Email: [odurpatrickokunyu@gmail.com](mailto:odurpatrickokunyu@gmail.com)

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**PROFILE & COMPETENCIES.**

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- i. Patrick has at least eight (08) years of progressive practical experience working directly in the field of Monitoring, Evaluation, Accountability and Learning-MEAL (inclusive of indicator selection, target setting, data collection and analysis, facilitating learning processes, reporting, database management, and developing M&E and performance monitoring plans) and enjoys working with remote supervision. I am a hands-on-person, focused on delivering results, and with multi-tasking skills, highly IT literate.
- ii. Development and adoption of Monitoring, Evaluation, Accountability and Learning (MEAL) processes and tools when implementing projects.
- iii. Implementation of MEAL processes that contributes to the effectiveness and efficiency of projects.
- iv. Promoting continuous learning and improvement of project implementation strategies.
- v. Ensuring Donors' MEAL requirements are always met.
- vi. MEAL activities are coordinated and are in accordance with the organizations' global MEAL strategy and standards.
- vii. Development and reviewing of Program design.
- viii. Setting up a strong MEAL system and operationalize MEAL in the field locations
- ix. Designing and operationalize Accountability mechanism
- x. Integration of ICT in the project MEAL system
- xi. Building culture of Learning and Knowledge Management
- xii. Planning, Budgeting and Reporting
- xiii. Communication and Networking
- xiv. Capacity building of program teams
- xv. Expertise in using mobile data collection apps including KOBO Tool box, DHIS2, OVCMIS tracking tool. Computer literacy, particularly in Word, Excel, Access, PowerPoint, Statistical Packages like SPSS, STATA and management of large data bases.
- xvi. Experience of working with District Local Government, humanitarian implementing partners and Education consortium in emergency programs.
- xvii. Knowledge and use of various survey methods for monitoring of district health and livelihood programs.
- xviii. Experience and skills in providing training and mentorship to project teams, district level partners in Child protection MIS, data collection, management and reporting.
- xix. Effective interpersonal skills – networking, oral and written communication skills, ability to communicate via email as well as the use to Microsoft TEAMS, ZOOM and other communication technologies.
- xx. Diplomacy and Confidentiality, Planning and organizing skills.

## EDUCATION

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**Post graduate Diploma in Statistics.** *Makerere University*, (November 2009),

**Bachelors of Science in Quantitative Economics.** *Makerere University*, (October 2006)

## TRAININGS

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- Data Analysis using SPSS and STATA – Makerere University.
- Monitoring and Evaluation Course – East African Population Initiative.
- Strategic Procurement and Logistics Management – Makerere University
- Administrative Officers’ Law Course – Law development center, Kampala

## EMPLOYMENT

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**Monitoring and Evaluation Officer: ADINA FOUNDATION UGANDA Project funded by NORAD & ADINA FOUNDATION NORWAY – February 2022 to date.**

Currently, I am working for **ADINA FOUNDATION UGANDA** whose goal is to enhance provision of holistic and accessible rehabilitation to Children with Disabilities (CWDs) through physiotherapy, corrective surgery, education, psychosocial and livelihood support services to community.

### **Key Achievements.**

Planning, budgeting and coordination of all M&E and database management functions in collaboration with the program technical team considering the accountability and learning dimensions.

Provision of technical support and supervision for data management to ensure that project data for informing outputs and outcome progress is collected accurately and in timely manner.

Development of activity data collection tools and methodologies (Quantitative, Qualitative or mixed).

Elaboration and refinement of Logical Frameworks and theories of change in prioritized projects. Planning for learning activities and documentation of learning experiences.

Creation of MEAL plans to measure and evaluate progress and effects of program implementation, detailing indicators and measures, selection of appropriate data collection tools, types of analysis, learning and reporting procedures.

Ensuring a workable mechanism for collecting, tracking and responding to feedback and complaints from project partners and stakeholders.

Preparation of external and internal reports and communication materials for management and program staff which facilitated project and activity monitoring and planning.

Training of project team and partners on quality data collection and management including use of data to inform decisions on child protection priorities.

Provided technical support to technical staff and partners in the area of monitoring and evaluation (M&E) which ensured high quality record keeping at health facilities and in the communities in the districts of Lira, Alebtong and Dokolo respectively in meeting program objectives.

**Monitoring and Evaluation Coordinator: Integrated Child and Youth Development (ICYD) Project Funded by USAID Implemented by Youth Alive Uganda - February 2021 to December 2021.**

**Key Achievements.**

Provided oversight for project MEAL function including; putting in place and ensuring project uses basic M&E tools to adequately plan, monitor and report in a timely manner on activity implementation; outputs and outcomes for the integrated Child and Youth Development (ICYD) Activity project in collaboration with the program technical team considering the accountability and learning dimensions.

Collected data on a regular basis to support the monitoring & evaluation of the program's Key Performance Indicator (KPI) using primary data sources, undertook regular field visits to support implementation of monitoring and evaluations initiatives.

Provided technical support to technical staff and partners in the area of monitoring and evaluation (M&E) to ensure high quality record keeping at health facilities and in the communities in the districts of Oyam and Kole respectively in meeting program objectives.

Planned and conducted needs assessments, quality assurance assessments, data quality assessments (DQAs), formative research, and other evaluations as necessary, supported in organizing and facilitating feedback sessions with key internal and external stakeholders.

Periodically reviewed data quality assurance processes to ensure data reliability, validity, and timeliness of data collection, data entry, cleaning and analysis, harmonized all data collection tools to update and maintain the M&E databases, analyzed data and identified findings for reporting purposes.

Kept track of all beneficiary databases in KOBOTOOL BOX and ODK based on key program outputs to avoid double counts, supported in the monitoring of timely and consistent data collection and reporting from all project-supported partners and service providers.

At the time, about 14,000 HIV-affected orphans and vulnerable children (OVC) together with their caregivers/families had been supported with HIV care and treatment in close collaboration with clinical and community structures in Oyam & Kole districts.

Also Psychosocial Support, Education Support, Nutritional and Livelihood Support was also delivered to these households. Protection and support for these vulnerable Children & Youth were facilitated and enhanced. Basic education for vulnerable children were supported and improved.

**Program Coordinator: National Cooperative Business Association; Cooperative League of United States of America (NCBA CLUSA) – Youth Empowerment through Agriculture (YETA) Project Funded by MASTER CARD FOUNDATION (MCF)– *June-December 2020.***  
**Key Achievements.**

Also as a Program Coordinator, I also gained experience in operations by supporting highly technical teams such as hired consultants, local government staff, project staff and partners to achieve results of programs and projects.

I have also led and supported collaboration efforts in my previous and current roles building impactful partnerships and relationships with a range of partners and stakeholders for success of programs and projects.

I have also led efforts in identification of youth and women farmer needs and development of remedies to address gender needs.

Formed TOR and selection of consultants for evaluations and provided technical review of progress and final reports.

Synthesized information to improve organizational performance and impact for the beneficiaries. Supported the program team to analyse progress against organizational objectives and strategies.

**Regional Monitoring and Evaluation Officer: National Cooperative Business Association; Cooperative League of United States of America (NCBA CLUSA) – Youth Empowerment through Agriculture (YETA) Project Funded by MASTER CARD FOUNDATION (MCF)- *September 2015 to April 2020:***  
**Key Achievements.**

As a Regional Monitoring Officer, I provided coordination, technical leadership and oversight role to the regional team in effectively & efficiently operationalizing M&E functions in guiding project implementation in accordance with the donor requirements. This 5-year Youth Empowerment through Agriculture (YETA) project with funding of **US \$ 11.3M** from Master Card Foundation saw more than 13,000 youth in Northern Uganda and over 26,000 youth in the entire program establish agriculture related businesses.

Direct implementing partners included Reproductive Health Uganda (RHU), Youth Alive Uganda (YAU), and Financial Institutions like Post bank Uganda, DFCU Bank, Centenary bank and FINCA. This number was arrived at because of proper, regular and timely data collection, analysis and usage while taking into account data quality assurance.

Coordinated, developed and reviewed baseline data collection tools and other data capture tools, collected data, processed, stored and disseminated the relevant project information to all the stakeholders to inform their planning and decision making.

Trained field team in using Global Positioning System (GPS) in order to take coordinates of their location and measure land sizes of the beneficiaries.

Empowered 824 Peer Educators to train 13,000 youth on the access and usage of youth friendly SRH services from the government health units. The SRH services included use of contraceptive, HIV voluntary counselling & testing, screening & management of STI's and condom distribution and usage).

Documented information regarding performance of Empowered 412 youth associations incubator businesses in seven (7) different value chains (sunflower, Maize, Soybeans, horticulture, goat production, piggery and animal traction) and also recorded service provision skills by Community Based Solution Providers (CBSPs) like spraying, ploughing and treatment of animals as a source of income. Through learnings from these youth association incubator businesses, over 13,000 youth in Northern region of Uganda were recorded as having businesses in different value chains.

**Regional Monitoring and Evaluation Assistant: National Cooperative Business Association; Cooperative League of United States of America (NCBA CLUSA) – Uganda Conservation farming Initiative (UCFI) Project Funded by USDA (United State Department of Agriculture)- August 2013 to June2015:**

**Key Achievements.**

Directly provided leadership in the planning, budgeting, coordination and operationalization of monitoring and evaluation functions of the Uganda Conservation Farming Initiative project at regional level while providing supervisory role to 2 data entrants, 11 technical field staff and building their capacity in monitoring and evaluation as well as providing oversight role to M&E related activities to US \$ 8.4M United States Department of Agriculture (USDA) funded project which was curtailed to reaching out 60,000 small holder farmers and increasing their profitability with conservation Agriculture practices while focusing on the value chain of Maize, Soybean and beans.

Coordinated, developed and reviewed baseline data collection tools and other data capture tools, collected data, processed, stored and disseminated the relevant project information to all the stakeholders to inform planning and decision making.

Trained field team in using Global Positioning System (GPS) in order to take coordinates of their location and measure land sizes of the beneficiaries.

**Zonal Supervisor-Lango Sub Region: Uganda Bureau of Statistics (UBOS), National Population and Housing Census (NPHC) – (January – December 2012).**

**Key Achievements.**

Prepared, reviewed and edited Census Questionnaires and instruction manuals (both Enumerators' and Supervisors' manuals). Prepared and developed tabulation plan for census 2012. Produced several statistical reports. Prepared and finalized with the District and Sub-County specific budgets. Estimated and compiled all the quantities of field logistics required by all administrative areas.

**SHORT TERM CONSULTANCY SERVICES**

**August 2009 to December 2011, Research Consultant (Planning & Development) with African Communication Network (U), Lira Regional Office.**

**Key Achievements.**

Provided technical support to the preparation and production of the organizations' development plans. Planned, appraised, budgeted, coordinated, monitored and evaluated the implementation of the work plans and associated activities as per organizations' guidelines and policies.

Coordinated and participated in the development' reviews & operationalization of sample survey designs, data collection tools, techniques & methodologies (Quantitative & Qualitative), processed, stored and disseminated the data/information to the relevant stakeholders.

Provided technical training and guidance to other technical staff & partners on matters relating to research, planning and development.

**July-August 2011, Supervisor/Team Leader with African Population and Health Research Center (APHRC)-Kenya in conducting an Education Research Project called East Africa Quality in Early Learning (EAQEL) study in Amolatar and Dokolo Districts of Uganda.**

**Key Achievements.**

Supervised field work and Submitted weekly reports on field activities, Corrected and pre-tested household survey questionnaires, trained enumerators on how to administer questionnaires, directly supervised enumerators in the field, read through their completed questionnaires and highlighted areas of query for correction to ensure quality data collection, compilation, analysis, reporting, dissemination and storage.

**May-June 2010, Field Supervisor/team Leader with ACDI/VOCA-Lira Field Office in the implementation of the PL 480 Title 11 Program (funded by USAID) on people living with HIV/AIDS and other vulnerable groups. This was carried out in Lira, Dokolo and Amolatar Districts.**

**Key Achievements.**

Supervised field work and Submitted weekly reports on field activities, Corrected and pre-tested household survey questionnaires, trained enumerators on how to administer questionnaires, directly supervised enumerators in the field, read through their completed questionnaires and highlighted areas of query for correction to ensure quality data collection, compilation, analysis, reporting, dissemination and storage.

**April 2009, Field interviewer and Supervisor/Team Leader with CAN International Development Consultant Limited in conducting a baseline survey on service delivery by local government in four districts of Apac, Lira, Gulu and Amuru**

**Key Achievements.**

Supervised field work and Submitted weekly reports on field activities, Corrected and pre-tested household survey questionnaires, trained enumerators on how to administer questionnaires, directly supervised enumerators in the field, read through their completed questionnaires and highlighted areas of query for correction to ensure quality data collection, compilation, analysis, reporting, dissemination and storage.

**December 2008, Research Assistant/Team Leader with Ministry of Gender, Labour and Social Development in Programme for Enhancing Adolescent Reproductive Life (PEARL programme).**

**Key Achievements.**

Supervised field work and Submitted weekly reports on field activities, Corrected and pre-tested household survey questionnaires, trained enumerators on how to administer questionnaires, directly supervised enumerators in the field, read through their completed questionnaires and highlighted areas of query for correction to ensure quality data collection, compilation, analysis, reporting, dissemination and storage.

## REFEREES

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**1. Mr. Lamech Emoru; Centre Manager – ADINA Foundation Uganda. Lira Rehabilitation Centre (LRC)** Telephone: +256782811382; Email: [emorulamech@yahoo.com](mailto:emorulamech@yahoo.com)

**2. John Bosco Apire | Zonal M&E Coordinator– USAID Uganda ICYD Activity Bantwana/ Initiative of World Education.** Telephone: +256774190755 Skype: jbapire  
Email: [john\\_apire@ug.worlded.org](mailto:john_apire@ug.worlded.org)

**3. Mr. Kasingye Africano, Former Monitoring & Evaluation Learning Director.** NCBA CLUSA YETA Project, Plot 19, Binayomba Street, Kampala Tel: (256) 0392910287/0704571331/0775975171, Email. [kasafric@gmail.com](mailto:kasafric@gmail.com)

**4. Mr. Otulo Bosco, Former Communication Specialist/Regional Advisory Coordinator,** NCBA CLUSA International, Plot 19, Binayomba Street, Kampala, Tel: (256) 772582813,  
Email. [botulo@gmail.com](mailto:botulo@gmail.com)

**5. Mr. Ocen Dickens, Senior Statistician,** Uganda Bureau of Statistics, P.O.Box 7186, Kampala Tel: (256) 782145742.Email. [ocendickens@gmail.com](mailto:ocendickens@gmail.com).