

Harnan David Kojo Kwashie

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Motivated Social scientist, trained in Monitoring and Evaluation. Highly effective at demonstrating leadership and management. Exceptional interpersonal, communication, and multitasking abilities. Prepared to deliver first-rate results to project objectives and implementations.

Employment History

1. ICAP – Sierra Leone – Freetown: 06/2021 – 04/2022 Monitoring and Evaluation Manager

Support the team to update both monthly and quarterly trackers for HIV/TB and Key

Population data collection and reporting

- With support from the associate director for strategic information, lead the development of SOPs and tools for data quality assurance
- Initiate and implement stakeholder's project review meeting and document learner
- Assisted in the development and reviewing of training materials and reporting tools for both facility and district level
- Successfully developed and tested different project monitoring tools that captured both program activity and indicators progress (Advance IPC course evaluation, AEFI evaluation)
- With support from the MEL advisor and senior monitoring and evaluation officer, established and maintained a significant project-level information management system for supported ICAP programs
- Successfully collected program field-level information required by, donors and/or stakeholders. (E.g. The ongoing resolve to save lives IPC project, Global health security surveillance project, COVID-19 vaccination project, etc.
- Successfully maintained MIS content/requirements and feedback to project team and documented progress on indicators/achievement of targets using Indicator Performance Tracking Tables (IPTT).
- Support field staff and PHUs with training on IPC, and Hand Hygiene (WASH) in various operational sit

2. International Rescue Committee, Bo; 09/2019 – 03/2021 Hospital Operations Mentor.

- As a Hospital Operations Mentor for the Saving Lives Phase II in Sierra Leone, I worked under the oversight of the District Delivery Senior Manager, Bo District in giving administrative and logistics support to the project to increase the utilization of quality RMNCAH services through a multifaceted approach that seeks to strengthen the quality, expand access and build the demand for RMNCAH services in Sierra Leone through supportive supervision and service delivery to the Bo Government Hospital. A project funded and monitored by DFID / UK Government.
- Offered special assistance to people unable to access free health care and pregnant health emergencies.
- Prepare Summary Narrative Report (SNR) for the District Delivery Senior Manager for further submission to the M and E Manager at Kenema Office
- Support and contribute to all reporting internal, donors, and the Government of Sierra Leone.
- Successfully developed and roll out progress tracker, Standard Operating procedures, and stock cards in support of the medical superintendent and the hospital Management.
- Successfully transfer goods and other items from the international Rescue committee warehouse to the Bo Government hospital and District Health Management Team warehouse/ stores with IRC waybills and delivery.
- Provided coaching, mentoring, and training to the hospital Management team on the planning and implementation of hospital operational funds.
- Supported the District Delivery Senior Manager in successfully managing the operational support to ambulances at the hospital and also drawing up procurement plans and initiating the procurement process.
- Budget holder for IRC hospital fund and IRC (BvA) Budget vs Actual operator.
- Participated and supported in staff coordination meetings for DHMT and District Hospital such as MDSR meetings, PHU in charges meetings, Health partners coordinating meetings, All NGOs and Bo District and City Council Meetings, and IRC internal Meetings.

- Support Clinical Mentors and PHUs Staff with training on IPC, Hand Hygiene (WASH) in various operational sit, DHMT and Bo Government Hospital IPC team.
- Support and provide in-depth insight on COVID 19, hand wash, and hygiene procedures via IPC and WASH weekly review Meetings (DHMT and IPC focal person Bo Government hospital).
- Successfully upload Bo government hospital blood bank data into IRC Saving Lives M & E Tools (Monthly)
- Support District Clinical Mentor with administrative documentation and submit all Hospital Quantitative data reports monthly.
- Support the Bo Government Hospital Management team with monthly budget plans under the supervision of the District Delivery Senior Manager. Collect a quarterly number of blood transfusions from all free health care categories for onward submission to the Regional M&E Manager.
- Monitor all IRC assets supply to the Bo Government Hospital such as Oxygen Concentrators.
- Successfully Planed and Implement monthly community Blood Donation Drives and mobilization of community blood donor clubs within Saving Lives Operational Communities and Chiefdom headquarters for safe blood transfusion and reduction of maternal death within the district.

3. Justice sector coordination Office 01/2019 – 07/2019

Senior Monitoring and Evaluation Officer

- Under the guardians of the Monitoring and Evaluation Manager, I supported the proper implementation of the Child Justice Strategy paper EU project in collaboration with the Justice Sector Coordination Office and the Ministry of Social, Gender and Children Affairs
- Uploading high court cases into the organization's website and Uploading legal information produced for public bodies for easy access.
- Collaborate with other justice actors in promoting and providing legal information for justice and the rule of law.
- Successfully provide legal information on child justice and improve baseline assessment and project indicators.
- Help provide legal information in the form of digital common property for easy access to the law.

- Collaborate with other justice actors in promoting and improving project objectives to help mitigate child injustice
- I support the Legal Aid Board with accurate data and statistical information on children disabled that lack justice.
- Successfully provide legal information on child justice a baseline assessment and a project indicator

4.CordAid Sierra Leone Monitoring and Evaluation Officer

01/2018 – 12/2018

- Under the supervision of the Monitoring and Evaluation Manager
- Ensure the appropriate monitoring and evaluation (M&E) system is in place and is functioning satisfactorily.
- Support the MEAL Manager to periodically reviewing revise the system so that it is adapted appropriately to changing operating contexts.
- Ensure relevant and timely M&E information is provided in user-friendly formats to key stakeholders, including beneficiary communities, CARE senior management, and, donors.
- With support from the M&E Manager, provided training and mentoring for Project staff.
- Act as a focal point to organize and manage monitoring reviews, evaluations, and/, or After Action
- Provide temporary support to programs to establish baselines and help set up M&E systems suited to the operating context.
- Monitor implementation of M&E systems for the emergency response and support technical advice where necessary.

5. Restless Development SL

04/2016 – 11/2017 Monitoring and Evaluation Officer

- Support the MEAL Manager to develop projects had tested monitoring tools that captured indicators progress.
- I was able to establish and maintain a project-level information management system.
- Provided technical support to district Monitoring and Evaluation (M&E) staff in the performance of quality assurance checks on data received from peripheral health units (PHU).

- Provided technical support to district M&Es to analyze and present data to district stakeholders for evidence-based decisions.
- Regularly submitted spreadsheet to the M&E manager to update country office wide program database.
- Assisted the District Health Management Team (DHMT) in designing supervision and capacity-building plans to help PHUs add office-wide management problems.
- Completed statistical analyses of gathered data and prepared forms to present information.
- Maintained tracking spreadsheets with research status and project management information.
- Helped resolve issues with research objectives, protocols, and measures by working closely with senior personnel.

6. eHealth/Afcom and GoSL, Freetown.

09/2014- 02/2016

Ebola Emergency Data and Call Centre Operator

- Offered actionable solutions for Ebola victims' concerns by following internal database prompts and alerting the command centre and Surveillance team.
- Answered incoming calls, chat messages, and email communications to enable Ebola emergency issues and other health emergencies such as pregnant women and alert ambulance team and midwives assigned to Deputy Chief Medical Officer 2 for safe delivery.
- Ensure Accurate Data quality assurance and Control by reviewing all cases inputted into the Ebola IOs data system making, correction and follow up were necessary, the with the writing of the daily report to the alert desk at the Ebola Emergency center for actioning
- Successfully dispatch health and Ebola-related cases inputted into the data and alter command center Emergency Response centre) Writing daily reports of all Ebola related cases and other Health emergencies.
- Completed inquiries and followed up with quarantine homes, Surveillance team, CHWs, Community Agents, Burial teams, and physio Social and guardian's team of Ebola-related health emergencies to share findings and offer solutions.
- Successfully supervise and monitor all call Centre operators and the date entries in the data system and report emergency cases related to health and other security issues during the Ebola outbreak under the guardianship of the Shift Manager.

7. National Commission for Social Action (NaCSA) 05/2011- 12/ 2011 Intern

- National Commission for Social Action (NaCSA)
- Pushed subordinates to do more, achieve higher, and deliver remarkable results from field operations.
- Ascertained field conditions through direct observation, remote footage, and submitted reports.
- Support the enhancement and the reintegration of refugees at the Kenema Dama refugee camp where I played the role of field registrar and work with local leaders and youth groups.
- Analyzed reports from intelligence personnel and adjusted strategies to maintain progress toward objectives.
- Monitoring and enhancing newly constructed schools, health center's community halls, and feeder roads with the support of the intern coordinator.
- Support the implementation of vouchers for a work project (VFW) in 22 villages around the Gola forest in Eastern Region, NaCSA and Chicago University (Gola Forest) Research team.

LANGUAGES

- English proficiency, Krio, Mende, Themne

HOBBY

- Reading, internet research and, football and movies

EDUCATION

2012-10 - 2016-04

Fourah Bay College - University Of Sierra Leone, Freetown

Bachelor of Social Science, BSc in Peace and Conflict Studies

2009-10 - 2011-04

Fourah Bay College - University Of Sierra Leone, Freetown

Diploma, Peace and Conflict Studies

SKILLS

- MS Office, STATA Kobo collect, CommCare and DHIS2, IOs call center toll
- Strong Mentorship and Training Skills
- Database research, Critical thinking,
- Planning and Community and Development program
- Leadership skills and Management

Awards

- **Participant:** SBTS Group/ Training SOL. Training in IT/ EOC Emergency call Center operations powered by NERC/WHO and GoSL with Certificate 2014 August- September.
- **Participant:** IsrelAid International Humanitarian Organization Training in Psycho-Social trauma, Guardian and Counselling, and Community Development powered by Afcom, eHealth, and NERC(GoSL) 2015 January - June with Certificate.
- **Participant:** Lemon Aid International one-day workshop in forgiveness and Peace as part of Origin and Development of Peace Studies with certificate.
- **Participant:** Training on WASH and Hand Hygiene
- **Participant:** Nationwide tour on awareness-raising on HIV/AIDs, Malaria, HBsanother viral diseaseisease by the National Youth Coalition Sierra Leone as a Youth Ambassador.
Participant:
Monitoring and Evaluation training system framework for Justices actors powered by Justice Sectors Coordination Office (JSCO)
- **Participant:** Training of trainers on District Health Information Software version 2 (DHIS2) MoHS (May 2019).
- **Participant:** Training on Safeguarding and Complain Respond Mechanism
- International Rescue committee Bo. (February - April 20200)
- **Participant:** Monitoring and Evaluation Fundamentals (Global Health eLearning Centre, online).
- **Participant:** Understanding the Right of women and Girls - Yale Network.
- **Participant:** BVA system Training - International Rescue Committee
- **Participant:** Training on Humanitarian Leadership - Rescuenet

References

Amara Vandi - Monitoring, Evaluation, and Learning Senior Specialist

ICAP - SL

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Thomas Hazely – District Delivery Senior Manager, Saving Lives Project International

Rescue Committee - Bo.

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Shahid M. Korjie - Coordinator

Justices Sector Coordination Office - Freetown

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